

## 2020 Wage and Salary Chart

WHEREAS, the Shelby County Council now finds that it is in the best interest of Shelby County, Indiana, and pursuant to legislative authority granted the County Council of Shelby, State of Indiana, by the provisions of IC 36-2-5-3 that the following pay levels be established and be in effect from December 15, 2019, through December 12, 2020, unless sooner amended.

ORDINANCE NUMBER: 2019- 31

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Skill Level	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
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### COMOT = Computer, Office Machine Operation, Technical

COMOT 1	19.414	35,333	20.653	37,588	21.292	38,751	21.931	39,914	22.588	41,110
COMOT 2	17.790	32,378	18.925	34,444	19.511	35,510	20.096	36,575	20.699	37,673
COMOT 3	16.190	29,465	17.223	31,345	17.755	32,314	18.288	33,284	18.836	34,282

Salary based on 35 hour work week. To get hourly pay, divide salary by 1820 hrs.

### LTC = Labor, Trades, and Crafts

LTC 1	20.463	42,564	21.769	45,280	22.442	46,680	23.116	48,081	23.810	49,524
LTC 2	19.151	39,834	20.374	42,377	21.004	43,688	21.634	44,998	22.283	46,348
LTC 3	17.066	35,497	18.155	37,762	18.717	38,930	19.278	40,099	19.857	41,302
LTC 4	14.911	31,015	15.863	32,995	16.354	34,016	16.845	35,037	17.350	36,088
LTC 5	12.747	26,514	13.560	28,205	13.980	29,078	14.399	29,950	14.831	30,849

Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.

### PAT = Professional, Administrative, Technological

PAT 1		45,986		48,921		50,435		51,948		53,506
PAT 2		40,534		43,121		44,455		45,788		47,162

### EXE = Executive

EXE 1		69,756		73,941		78,378		80,729		83,150
EXE 2		61,007		64,667		68,547		70,603		72,722
EXE 3		54,297		57,555		61,007		62,838		64,723

### Civilian POLE = Protective Occupation & Law Enforcement

Correctional Officer	17.074	35,513	18.163	37,779	18.725	38,948	19.286	40,116	19.865	41,319
Correctional CPL			20.248	42,116	20.874	43,418	21.500	44,721	22.145	46,062
Correctional SGT			21.073	43,832	21.725	45,188	22.377	46,544	23.048	47,940
CO/LT/Assnt Cdr			22.195	46,165	22.881	47,593	23.567	49,020	24.275	50,492
Jail Cdr. CPT	Appointed/ Excl	47,897	Appointed/ Excl	50,954	Appointed/ Excl	52,530	Appointed/ Excl	54,106	Appointed/ Excl	55,729
Jail Matron	Appointed/ Excl	42,341								
Commo Officer	17.074	35,513	18.163	37,779	18.725	38,948	19.286	40,116	19.865	41,319
Asst. IDACS Coord.			19.661	40,896	20.269	42,160	20.878	43,425	21.504	44,728
IDACS Coord.			20.916	43,506	21.563	44,851	22.210	46,197	22.876	47,583
Civil Process Server	16.963	35,283	18.046	37,535	18.604	38,696	19.162	39,857	19.737	41,052
Court Secty SGT			20.347	42,322	20.976	43,631	21.605	44,939	22.254	46,288
Court Secty Officer	17.387	36,165	18.497	38,474	19.070	39,666	19.641	40,854	20.231	42,080

Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.

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**SHELBY COUNTY, INDIANA**  
**Elected Officials****2020****GENERAL FUND ACCOUNTS**

<b>Department/Office</b>	<b>Salary</b>
Clerk	53,144
Auditor	53,055
Treasurer	51,650
Recorder	49,906
Sheriff	109,296
*Surveyor	53,814
Coroner	25,216
Prosecutor	5,000
Assessor	51,354
Commissioner	27,697
Council Member	8,637
Judge	5,000

\*If Surveyor is not certified, the salary is 2/3 of annual amount.

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**SHELBY COUNTY, INDIANA****2020****First Deputies****Classification**

\*All First Deputies are excluded from  
overtime/FLSA as political appointments

**Political Appointment**

<b>Clerk</b>	COMOT 1
<b>Auditor</b>	COMOT 1
<b>Treasurer</b>	COMOT 1
<b>Assessor</b>	COMOT 1
<b>Recorder</b>	COMOT 1

Effective on the first pay day of 2020, First Deputies' pay will follow the COMOT 1 schedule based on each First Deputy's total years of full-time employment with Shelby County. Exception - the Assessor's First Deputy's 2020 salary of \$38,515 will continue until the 3 year step increase occurs on 8/28/2020. After 8/28/2020, the Assessor's First Deputy's salary will follow the COMOT 1 schedule.

**Other Appointed Positions****Salary**

<b>Prosecutor (Deputy)</b>	5,000
<b>Drainage Board Member</b>	3,937
<b>Council President</b>	500
<b>Commissioner President</b>	500
<b>Deputy Coroner</b>	6,000
<b>Veterans Service Officer</b>	19,037
<b>Weights &amp; Measure Insp.</b>	14,399

Pay based on fixed amounts set forth by county council.

**Special Occupation (SO) career field**  
**Building, Plumbing, Electrical Inspector**

This position is employee driven and contains special aspects that are unique. This could easily be treated as two separate or three part-time jobs (i.e. Plumbing inspector, electrical inspector, building inspector under PAT classification. The proposed pay is based on a combination of obtained and demonstrated skills.

<b><u>Level</u></b>	<b><u>Salary</u></b>
I	41,473
II	48,387
III	55,298

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**SHELBY COUNTY, INDIANA**

**2020**

**Miscellaneous Pay Rates:**

<b><u>Department/Office</u></b>	<b><u>Salary</u></b>
Coroner's Deputies	\$150.00 Per Case
Part-Time Hourly Rates	\$7.25 - \$20.85

**Assessor** - Upon achieving a Level 2 certification the County Assessor will receive \$1,000 annually for this certification. Additionally, upon achieving a Level 3 certification the County Assessor will receive \$1,500 annually for this certification. Total additional compensation for a County Assessor who has achieved both their Level 2 and Level 3 certification is \$2,500 annually.

**Deputy Assessor** - Upon achieving a Level 2 certification a Deputy Assessor will receive \$500 annually for this certification. Additionally, a Deputy Assessor who achieves the Level 3 certification will receive \$500 annually for this certification. Total additional compensation for a Deputy Assessor who has achieved both their Level 2 and Level 3 certification is \$1,000 annually.

*(Pursuant to I.C. 36-2-5-3.5)*

**Community Corrections - Non General Fund Account**

Pay adjustments will be conducted annually, per the Community Corrections Advisory Board and County Council approval. (Special Occupation)

Effective: Paydate of 1/09/2020

Position	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
Executive Director		58,939		62,475		64,412		66,344		68,268
EBC/Deputy Director		36,350		38,531		39,725		41,242		42,438
Adult Case Mgr.	19.972	36,350	21.171	38,531	21.827	39,725	22.660	41,242	23.318	42,438
Juvenile Case Mgr.	19.972	36,350	21.171	38,531	21.827	39,725	22.660	41,242	23.318	42,438
Field Officer	19.972	36,350	21.171	38,531	21.827	39,725	22.660	41,242	23.318	42,438
CTP Case Mgr/CSC	19.972	36,350	21.171	38,531	21.827	39,725	22.660	41,242	23.318	42,438
Intake Coordinator	19.972	36,350	21.171	38,531	21.827	39,725	22.660	41,242	23.318	42,438
PT Field Officer	18.258									
PT Receptionist	13.260									

*\*Plus stipend \$5,000 to EBC/Deputy Director annually for additional duties**\*Plus stipend \$3,000 to Field Supervisor annually for additional duties*

Salary based on 35 hour work week. To get hourly pay, divide salary by 1820 hrs.

January 1, 2020  
Probation

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Pay plan is in compliance with the Indiana Judicial Conference "2020 Minimum Salary for Probation Officers" pay matrix. Years of service is based on years of Probation Officer experience.

Position	Years of Service	Annual Salary	Advanced Degree
Probation Officer	0-1 Year	35,276	Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course or study as determined by the supervising judge and a minimum of 5 yrs. as an Indiana probation officer shall receive an additional 5% of base salary.
Probation Officer	1-2 Years	37,973	
Probation Officer	2-3 Years	42,243	
Probation Officer	3-4 Years	47,212	
Probation Officer	4-9 Years	48,750	
Probation Officer	10-14 Yrs.	53,625	
Probation Officer	15-19 Yrs	58,989	
Probation Officer	20+ Yrs.	64,886	
Chief Probation Officer	Minimum salary based on number of years of experience plus number of probation officers supervised.		
Number of probation officers supervised	1-3	5,000	NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.
	4-8	7,500	
	9-15	10,000	
	16+	15,000	
Asst. Chief Probation Officer	9-15	5,000	
	16+	10,000	
Supervisor Probation Officer	16+	5,000	
Bilingual Officer		3,000	

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**SHELBY COUNTY SHERIFF'S DEPARTMENT - 2020**

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
0	39,530					48,685
1	41,611					50,876
2	44,524	48,086	50,105	51,759		54,335
3	47,195	50,735	52,866	54,610		57,759
4	50,027	53,529	55,777	57,618		61,223
5	52,929	56,474	58,847	60,788	62,734	64,653
6	53,987	57,496	59,911	61,887	63,868	66,592
7	55,050	58,574	61,034	63,048	65,066	68,590
8	56,113	59,591	62,095	64,144	66,197	69,824
9	57,173	60,719	63,269	65,357	67,448	71,081
10	58,237	61,731	64,324	66,447	68,573	72,361

Pay is based on external data & maintaining equity w/ the PAT job category and comparable positions in Community Corrections and Probation. Pay adjustments will be made according to the availability of funds under these Grant programs.

<b>APS Investigator 01</b>	\$48,488	<b>(SO)</b>	(Adult Protective Services-Pros. Ofc.)
<b>APS Investigator 02</b>	\$47,076	<b>(SO)</b>	(Adult Protective Services-Pros. Ofc.)
<b>Victim Assistance Coordinator</b>	\$54,091	<b>(SO)</b>	(Prosecutor's Ofc.)
<b>Investigator</b>	\$39,105	<b>(SO)</b>	(Prosecutor's Ofc.)
<b>YAP Director</b>	\$46,080	<b>(SO)</b>	(Youth Assistance Program-Sup. Court 1)
<b>Drug Free Coalition Director</b>	\$52,079	<b>(SO)</b>	(Drug Free Coalition)
<b>Program Services Director</b>	\$78,732	<b>(SO)</b>	(Probation and Community Corrections)

## 2020 Wage and Salary Chart(s) Policies

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1. New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the hire-in pay rate. In the event that an applicant possesses exceptional skill and knowledge an Elected Official or Department Head may request a different placement on the pay schedule up to 5 years. Such requests must document equivalent training and experience and be submitted to Human Resources, the Board of Commissioners, and the County Council for approval prior to making an offer of employment to such applicant at the increased rate. In the event that a higher step placement is approved, the new hire **will not** be awarded future longevity increases until they have served the number of years of county service to where their hire-in pay rate matches the increased rate as reflected on the annual Wage and Salary Chart.
2. Longevity or "step-increases" for all pay categories is defined as years of service in Shelby County employment. Step-increases are based on the individual's **full-time** anniversary date of hire and are to be computed to the closest pay period. If a person has a break in service (i.e. leaves employment, terminates, resigns, retires, etc...) with Shelby County Government and they later become re-employed, they will start over at the hire-in rate and benefits for that position. The new hire date will become the first physical day of re-employment. The step level a person has achieved is retained, if there is no break in service, when they are transferred, promoted, or demoted. Longevity/step-increases will be in accordance with the 2020 Wage and Salary Chart. Regardless of the individual situation, no step increase will be approved that moves an individual's compensation level above the level indicated on the 2020 Wage and Salary Chart. If an employee has a change of status from full-time to part-time, he/she will retain longevity. If a person changes status from part-time to full-time he/she will be considered a new-hire and will be compensated at the hire-in rate unless paragraph 1 above applies.
3. Inter-service transfer. A transfer is when a person moves within Shelby County Government from one position to another position of the same pay classification. A transfer cannot receive a pay increase. The hiring authority must insure that he/she is willing to compensate the employee at the same compensation level or the employee must be willing to take the loss in pay if the hiring authority will not or cannot match the employee's current salary.
4. All present county positions have been evaluated, approved, and accepted by the County Council. However, there may be times when it will be necessary to reclassify a position. This may occur when the job requirements have undergone a **significant change of responsibility**. This requested reclassification could either increase or decrease the classification level and the annual compensation amount. The responsibility to request a reevaluation of a position resides with the Department Head or Elected Official. It is anticipated that the Department Head or Elected Official will appreciate the responsibility that he/she has to County Government and the taxpayers in making this request and will not make a frivolous request. There is an established procedure below that must be followed for all requests. This includes providing the request and updated job description, to reclassify the position, to the Human Resource Director between the dates of **January 1 and February 15<sup>th</sup>** and then he/she will convene the Factoring Committee. The Factoring Committee and the firm of Waggoner, Irwin, and Scheele will conduct a review and assessment of the updated position description in accordance with the Factor Evaluation System (FES), and will then make its recommendation to the Board of Commissioners. The Board of Commissioners will make their determination and recommendation to the County Council. By State Statute the County Council has sole authority to classify any and all positions within Shelby County Government. The determination of the County Council is final. A request to reclassify the position will not be considered unless there has been a significant change in the responsibility of the



position, and the subsequent rewrite of the individual job description. It should be noted that at this time Special Occupation (SO) positions are not factored due to their unique and varied requirements, job descriptions, and funding avenues. A request will ONLY be accepted for review from the dates of **January 1 through February 15<sup>th</sup>**. Any reclassification decision will be effective on the next year's budget.

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5. Members of any branches of the active and in-active reserves and National Guard, who are called, voluntarily or involuntarily, to extended active duty, shall be paid a differential pay. This differential pay will be computed as the difference between their present monthly County salary and the individual's gross monthly military pay and will be paid only if their total military pay is less than their present County pay. Gross monthly military pay computation will include; Base Pay, Quarters Allowance, Rations, Separation Pay, Overseas Pay, Hazardous Duty Pay, Flight Pay, Combat Pay, Proficiency Pay, and any other type of monetary compensation received while on active duty. In order to receive differential pay the active duty service member will be required to prove his military compensation level each quarter. This differential pay will not exceed five years in duration. (NOTE: Extended active duty is defined as any time in excess of 15 days per calendar year.)
6. For elected Surveyor position- If the elected individual is not licensed then his/her salary will be 2/3 of the amount of the current salary.
7. **ANY potential new position (FT or PT) regardless of the funding source, must go through the Human Resources Department and Council liaison first.** He/She will have the new job description factored by WIS, Inc and then convene the Wage committee for a meeting. A recommendation will then be made to have the position added (and at what classification) or denied, to the County Council and Commissioner's.
8. **NEW POSITION(S) APPROVED FOR 2020:** 1-FT Deputy Prosecutor/DV Grant, 1-FT CMA/Front Desk in Health Dept./Grant, 1-PT Scanning Deputy in Recorder's office/Perpetuation Funds, up to 28 hours weekly, 2-PT Office Assistants in Public Defender's office to meet State staffing requirements, up to 28 hours (each) per week.

ADOPTED BY THE COMMON COUNCIL this 19<sup>th</sup> day of November, 2019, by a vote of 7 Ayes and 0 Nays.

Scott Asher

Leigh Langkabel

Ryan Claxton

Ben Compton

Linda Sanders

Terry Smith

Tony Titus

Attest:

Amy L. Glackman, Shelby County Auditor