

**A SALARY PROCEDURE ORDINANCE DEFINING TERMS AND
ESTABLISHING PROCEDURES FOR IMPLEMENTING SALARIES
(EXCLUDING THE MERIT OFFICERS)**

WHEREAS, the Delaware County Council has approved salaries for employees effective 2010;

WHEREAS, it is the intention of the Delaware County Council to provide direction on the implementation of said salaries;

WHEREAS, it is the intention of the Delaware County Council that this ordinance applies to all Delaware County government employees, both union and non-union, except for the Merit Officers;

WHEREAS, it is the intention of the Delaware County Council that this ordinance is to be applied consistently and without deviation, unless approved by the Delaware County Council;

WHEREAS, it is the intention of the Delaware County Council that this ordinance will supersede all existing salary procedure ordinances, including Ordinance 2008-034, Ordinance 2007-021A, and Ordinance 2007-021; and define salary implementation procedures from this day forward.

WHEREAS, it is the intention of the Delaware County Council that this Ordinance shall take effect and be implemented on the day that it is adopted. It is also the intention of the County Council that there be no retroactive application of this ordinance.

NOW THEREFORE BE IT ORDAINED by the Delaware County Council as follows:

DEFINITIONS

For the purposes of this ordinance, the following terms are defined as:

- **Current Employee** – Any individual currently working in a full-time position who is moving to a different full-time position.
- **Department Change** – Moving from one Delaware County government department to another. (e.g., Head Bookkeeper in the Auditor's Office to Head Bookkeeper in the Clerk's Office)
- **Grade Demotion** – Moving to a job ranked at a lower grade. For example, transferring from a Grade 5 job to a Grade 3 job.
- **Grade Promotion** – Moving to a job ranked at a higher grade. For example, transferring from a Grade 2 job to a Grade 4 job.
- **Job Grade** – The Job Evaluation Committee meets on an as needed basis to review job descriptions, evaluate each job and assign a job grade. The job grade is used to define the salary range for the job.
- **Lateral Grade Transfer** – Moving to a job ranked at the same grade as the individual's current position. For example, transferring from a Grade 3 job in one department to a Grade 3 job in another department.
- **New Employee** – Any individual being hired into a full-time position;
- **Part-time Employee** – Any individual being hired into a position that is paid pursuant to the Federal Minimum Wage guidelines and which is approved annually within the County Council's part time salary ordinance.

- **Range Minimum** – The lowest amount in a salary range.
- **Range Maximum** – The highest amount in a salary range.
- **Range Difference** – The difference between the lowest and highest amounts in a salary range.
- **Position Base Salary** – The Position Base Salary amount is defined for each position on the Salary Ordinance (spreadsheet) and does not contain longevity amounts. This is the amount to be used to determine salaries in the event of a transfer, promotion or demotion.
- **Salary Ordinance (spreadsheet)** – The Salary Ordinance is approved by the County Council on an annual basis. Salary amounts listed in the Salary Ordinance are for each job, reflecting both the Position Base Salary and the Longevity for each individual.

SCOPE OF APPLICATION FOR ANNUAL BUDGET SALARY AMOUNTS

From this point forward, salaries approved for each position in the Annual Budget are for the employee in that particular position as of January 1 and for that individual only for the budgeted year. Should that individual vacate the position for any reason, the salary for the employee moving into the role will be determined based on the procedures defined in this Ordinance and a new line item must be established for that individual.

CURRENT EMPLOYEES

In the event an opportunity is available for a lateral grade transfer, grade promotion, or grade demotion into another Delaware County government department, it is the County Council's intent that elected officials or department heads have discretion to pay employees at a level in proportion to their experience applicable to that position and is not to exceed the appropriated Position Base Salary established for that position in the Salary Ordinance (spreadsheet), and shall be no less than 115% of the position's grade. It is the elected official or department head's responsibility to contact HR for proper evaluation.

Existing Part time Employees

In the event that an existing part-time employee would fill a full-time position and has worked continuously for 180 days or more accomplishing the skills of the full time position being placed in, said employee would be exempt from the probationary period required under this Ordinance.

RE-HIRE OF A PREVIOUS EMPLOYEE

If an employee is being hired for a full-time position that they have held previously, and fulfilled a 90-day probationary period previously, upon recommendation of the department head and approval from Council, said employee may be exempt from any probationary period.

NEW EMPLOYEES

Grade Levels 1-6

Starting Salary

A new full-time employee's salary will start at 107.5% into the range established for the position based on the job description and job grade. In the event an employment candidate has a higher

degree of knowledge and experience for the position, the employee's salary may start at no more than 115% into the range; the elected official or department head has this discretion upon approval of the Human Resources Director.

Probationary Period

All new employees have a 90-day probationary period before any changes can be made to their salary. After the 90-day probationary period, it is the elected official or department head's responsibility to evaluate the employee and recommend a salary increase. The elected official or department head must forward a signed request to the Human Resources Director. The request must include a performance review or signed letter summarizing the employee's performance level and the recommended increase amount.

The Human Resources Director will review all submissions, ensuring compliance with this Ordinance, and present recommendations to the County Council. The County Council may consider the recommendation and adjust the salary by a majority vote.

Maximum Increase until One Hundred Eighty Days Seniority

Regardless of the employee's experience or knowledge, the salary cannot exceed 30% of the range until at least 180 days of seniority has been achieved. If 30% of the range is more than the appropriated position base salary, said increase shall not exceed the appropriated position base. After seniority is reached, the elected official or department head may request to increase the employee's salary to the appropriated Position Base Salary.

Grade Levels 7-9

Starting Salary

New employees starting in positions at grade levels 7, 8, and 9 initially are to be paid 95% of the Position Base Salary.

Probationary Period

Upon 90 days of service, the employee may request a performance review by the elected official or department head. The elected official or department head may request the salary be raised up to, but not exceed, the appropriated Position Base Salary. The elected official or department head must forward a signed request to the Human Resources Director. The request must include a performance review or written letter summarizing the employee's performance level and the recommended increase amount.

The Human Resources Director will review all submissions, ensuring compliance with this Ordinance, and present recommendations to the County Council. The County Council may consider the recommendation and adjust the salary by a majority vote, thus establishing the base salary for that employee only.

CALCULATIONS

For the purposes of this ordinance, the following calculations are used to determine the Pay Chart amounts:

Salary Range Difference

Range Maximum - Range Minimum = Salary Range Difference

107.5% into the Range (calculated from range minimum)

Range Minimum × 107.5% = 107.5% into the Range

115% into the Range (calculated from range minimum)

Range Minimum × 115% = 115% into the Range

30% of the Range (calculated on range difference)

(Range Difference × 30%) + Range Minimum = 30% of the Range

95% of the Salary Ordinance

Position Base Salary (in Salary Ordinance) × 95% = Start Rate for Grades 7-9

Pay Chart


Figures on the following chart are reflective of pay during the 2009 calendar year. The Pay Chart and established ranges will be in place until another ordinance is issued altering the range amounts.

Grade	Range Minimum	Range Maximum	Range Difference	107.5% (calculated from range minimum)	115% (calculated from range minimum)	30% (calculated on range difference)
1	\$19,938.14	\$37,027.98	\$17,089.84	\$21,433.50	\$22,928.86	\$25,065.09
2	\$21,813.02	\$40,509.90	\$18,696.88	\$23,449.00	\$25,084.97	\$27,422.08
3	\$23,687.90	\$43,991.82	\$20,303.92	\$25,464.49	\$27,241.09	\$29,779.08
4	\$25,562.78	\$47,473.74	\$21,910.96	\$27,479.99	\$29,397.20	\$32,136.07
5	\$27,437.66	\$50,955.66	\$23,518.00	\$29,495.48	\$31,553.31	\$34,493.06
6	\$29,312.54	\$54,437.58	\$25,125.04	\$31,510.98	\$33,709.42	\$36,850.05
7	\$31,187.42	\$57,919.50	\$26,732.08	N/A	N/A	N/A
8	\$33,062.30	\$61,401.42	\$28,339.12	N/A	N/A	N/A
9	\$35,874.62	\$66,624.30	\$30,749.68	N/A	N/A	N/A

BE IT FURTHER ORDAINED, by the Delaware County Board of County Council that this Ordinance shall repeal, replace and supersede all existing salary procedure ordinances, including Ordinance 2008-034, Ordinance 2007-021A, and Ordinance 2007-021; and define salary implementation procedures from this day forward.

PASSED AND ADOPTED BY THE BOARD OF COUNTY COUNCIL OF DELAWARE COUNTY, INDIANA, THIS
THE 30th DAY OF March, 2010.

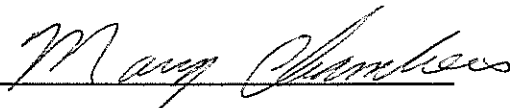
Brad Bookout, Council Member



Kevin Nemyer, Council Member



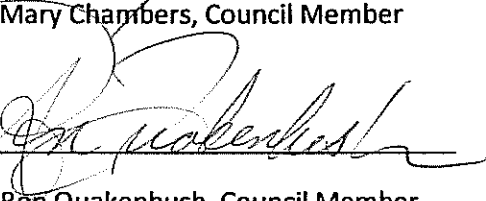
Ted Bowman, Council Member



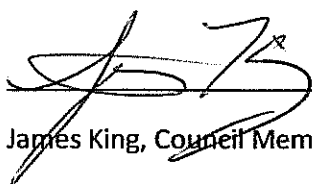
Mary Chambers, Council Member



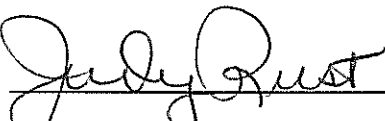
Chris Matchett, Council Member



Ron Quakenbush, Council Member



James King, Council Member



Judy Rust, Auditor