

ORDINANCE 1016.2012-C

**AN ORDINANCE ADOPTING COUNTY OF FULTON, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES**

WHEREAS the County of Fulton, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Fulton County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Fulton County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Fulton County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt and non-exempt classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions. Employees holding exempt positions are not eligible for and shall not receive FLSA overtime or FLSA compensatory time.
- B. Non-exempt employees, except Emergency Medical Services, shall receive overtime or compensatory time off as specified in the Fulton County Personnel Policy Handbook, dated January 1, 2009.
- C. The Fulton County Personnel Policy, dated January 1, 2009, ^{at all employees} is hereby adopted by reference; compliance with this Fulton County Personnel Policy is a term and condition of County employee compensation. County employees are entitled to pay for leave policies specified in the Fulton County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in this Fulton County Personnel Policy.

- D. The attached list of job titles, classifications, and schedule of regular salary/hourly pay rates shall be established and implemented for specified non-exempt positions; specified exempt and non-exempt positions shall be paid on a salary basis. This shall be in full-force and effect on January 1, 2013.
- E. Non-elected full-time employees are entitled to longevity pay. Employees who are employed on November 15 of their sixth (6th) calendar year shall receive a \$200.00 longevity bonus payable in the first wage payment issued during the month of December. Employees who are employed on November 15 of their eleventh (11th) and all subsequent calendar years shall receive a \$300.00 longevity bonus payable in the first wage payment issued during the month of December.
- F. The following job classification and compensation maintenance system is hereby adopted:

Job Descriptions

Job descriptions are kept on file in the Auditor's office and are adopted as the official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, there must be a way to write and update job descriptions, evaluate them, and insert them into the appropriate pay grade. This maintenance plan was developed to ensure that the new Fulton County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for COMOT, LTC, PAT, POLE, and SO jobs involves establishing a series of procedures. These guidelines will provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position

Department in which the position exists

Job Category (COMOT, LTC, PAT, POLE or SO)

Date Written: Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT

jobs cannot be compared to PAT jobs. The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning numbers (points) to the job description. These points are called “factor evaluation points” and were assigned to each job description.

After points were assigned to each position, “classes” of jobs were grouped within each job category. Classifications were compared to salaries and wages to assure there is pay equity among all positions. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Fulton County Job Classification/Compensation Committee

The Fulton County Job Classification/Compensation Committee is hereby created and is responsible for overseeing maintenance of the job classification and pay plan. The Committee shall consist of three (3) County Council members. The County Auditor and County Auditor Payroll Deputy shall serve as ex-officio members. The Committee serves in an advisory capacity and is responsible for overseeing job review procedures and making job reclassification and pay policy recommendations to the County Council.

All requests shall be heard by the full Council after the Committee has completed its review and formed its recommendation. The County Auditor shall prepare notices of the Committee meetings and transcribe committee meeting minutes, records of votes, and recommendations.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The department head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is “significant” shifting of duties among positions; or when “substantial” new duties are added/deleted to an existing job.

Such requests can be made prior to budget hearings, and again, after the first of each year when the salary ordinance is in force. Reclassification requests for existing positions shall not be reviewed more than once in a twenty-four (24) month period.

Reclassification of a position may not be filed within the first twelve (12) months of a new employee’s tenure as a County employee. New position and/or new employees’ requests that are disapproved shall not be reconsidered by the committee for a period of twelve (12) months from the date of original submission.

New positions and/or employees that are approved shall not be considered for reclassification for

a period of twelve (12) months from the date of the original submission.

Job Classification/Compensation Policies and Procedures

The following job classification/compensation maintenance policies and procedures are hereby adopted by the County Council with this salary ordinance.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure "Job Classification Review Form" and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the Fulton County Auditor.
- STEP 2: Complete and return "Job Classification Review Form," including any supportive documentation to the County Auditor. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.
- STEP 3: The "Job Classification Review Form," and supportive documentation will be submitted to the Job Classification/Compensation Committee by the County Auditor. The Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council management consultants for their review and recommendation.
- STEP 4: If requested by the Committee, the Council consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council consultants and submitted to the County Auditor for distribution to the Committee and the department head or elected official.
- STEP 6: The Job Classification/Compensation Committee shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position and/or New Employee

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure "New Position/Employee Request Questionnaire" form from the County Auditor.
- STEP 2: Complete and return questionnaire, including supporting documentation to the County Auditor. The department head or elected official shall submit a draft job description as part of the supporting documentation.
- STEP 3: The Job Classification/Compensation Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council management consultants for their review and recommendation.
- STEP 4: If requested by the committee, the Council consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council consultants and submitted to the County Auditor for distribution to the committee and the department head or elected official.
- STEP 6: The Committee shall review and evaluate the new position/employee request, supporting documentation, and assessment report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the Job Classification/Compensation Committee and processed according to these procedures. Offices or departments submitting such requests to the committee will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, independent contracting, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:


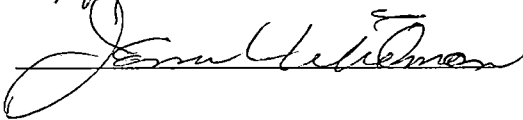
- STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.
- STEP 2: Consistent with the job description, the department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.
- STEP 3: The job description and salary is distributed through normal County recruitment channels used by the department head, consistent with EEO guidelines, until the position is filled.

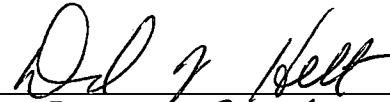
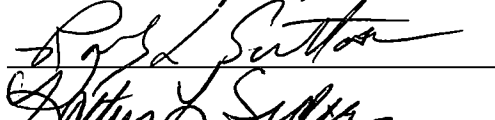
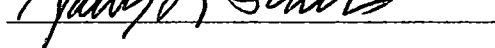
EFFECTIVE DATE

This Ordinance shall be in full force and effect after its adoption by the Fulton County Council.

ADOPTED this 16th day of October, 2012.

FULTON COUNTY COUNCIL

ATTEST


Judy A. Reed, Auditor

<u>Advisory Plan</u>	<u>Category</u>	<u>Pay</u>
Executive Director	PAT	\$44,760/annual salary
Admin. Secretary	COMOT I	\$13.24/per hr**
Part Time	N/C	\$ 9.45/per hr
Part Time	N/C	\$16,599.96/annual salary
Part Time	N/C	\$17,304.04/annual salary

<u>Assessor's Office</u>	<u>Category</u>	<u>Pay</u>
First Deputy (a)	COMOT II	\$13.63/per hr
First Deputy (b)	COMOT II	\$13.63/per hr
First Deputy/Per. Prop	COMOT II	\$13.63/per hr
Reassessment Deputy	COMOT II	\$13.63/per hr
Part Time	N/C	\$ 8.20/per hr

<u>Auditor's Office</u>	<u>Category</u>	<u>Pay</u>
First Deputy	COMOT III	\$14.19/per hr**
Deeds Deputy	COMOT I	\$12.90/per hr**
Tax Deputy	COMOT I	\$12.62/per hr
Deputy	N/C	\$12.62/per hr
Part Time	N/C	\$11.35/per hr
Part Time	N/C	\$ 8.45/per hr
Part Time	N/C	\$ 7.95/per hr

<u>Circuit Court</u>	<u>Category</u>	<u>Pay</u>
Bailiff	COMOT II	\$13.63/per hr
Court Reporter	COMOT III	\$14.11/per hr
Part Time	N/C	\$10.95/per hr

<u>Clerk's Office</u>	<u>Category</u>	<u>Pay</u>
First Deputy	COMOT II	\$13.63/per hr
First Deputy	COMOT II	\$13.63/per hr
Deputy (a)	COMOT I	\$12.71/per hr**
Deputy ©	COMOT I	\$12.71/per hr**
Deputy (b)	COMOT I	\$12.62/per hr
Second Deputy	COMOT I	\$12.62/per hr
Part Time	N/C	\$9.45/per hr
Part Time	N/C	\$9.45/per hr
Part Time	N/C	\$10.95/per hr
Absentee Part Time	N/C	\$8.45/per hr
Absentee Part Time	N/C	\$8.45/per hr

<u>Highway Dept.</u>	<u>Category</u>	<u>Pay</u>
Superintendent	PAT	\$45,677/annual salary
Asst. Superintendent	PAT	\$41,000/annual salary
Clerk	COMOT II	\$13.63/per hr
Laborer	LTC II	\$15.25/per hr**
Laborer	LTC II	\$15.25/per hr**
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Laborer	LTC II	\$15.25/per hr**
Laborer	LTC II	\$15.25/per hr**
Laborer	LTC II	\$15.25/per hr**
Laborer	LTC II	\$14.71/per hr
Laborer	LTC II	\$14.71/per hr
Laborer	LTC II	\$14.71/per hr
Mechanic	LTC III	\$16.78/per hr**
Head Mechanic	LTC IV	\$17.46/per hr
PartTime	N/C	\$14.16/per hr
PartTime	N/C	\$12.00/per hr

<u>Jail</u>	<u>Category</u>	<u>Pay</u>
Matron	SO	\$16.67/per hr
Cook	LTC I	\$12.28/per hr
Part Time	N/C	\$17.95/per hr

<u>Maintenance Dept.</u>	<u>Category</u>	<u>Pay</u>
Maintenance Director	LTC II	\$11.45/per hr**

<u>Network Admin.</u>	<u>Category</u>	<u>Pay</u>
IT Director	N/C	\$29.38/per hr

<u>Probation Dept.</u>	<u>Category</u>	<u>Pay</u>
Chief Probation Officer	SO	\$65,268/annual salary
Juvenile Prob. Officer	SO	\$50,017/annual salary
Probation Officer	SO	\$50,017/annual salary
Prob. Officer/ Chem.	SO	\$50,017/annual salary
Probation Officer	SO	\$35,818/annual salary
Secretary	COMOT I	\$13.30/per hr**
Secretary	COMOT I	\$12.62/per hr
Court Services Officer	COMOT I	\$12.62/per hr

<u>Communications</u>	<u>Category</u>	<u>Pay</u>
Director	CIV POLE V	\$40,726/annual salary
Dispatcher	CIV POLE II	\$14.34/per hr
Dispatcher	CIV POLE II	\$13.63/per hr
Dispatcher	CIV POLE II	\$13.63/per hr
Dispatcher	CIV POLE II	\$13.63/per hr
Dispatcher	CIV POLE II	\$14.34/per hr**
Dispatcher	CIV POLE II	\$14.34/per hr**
Dispatcher	CIV POLE II	\$13.63/per hr
Dispatcher	CIV POLE II	\$13.63/per hr
Part Time	N/C	\$10.95/per hr
Part Time	N/C	\$10.95/per hr
Part Time	N/C	\$10.95/per hr

<u>Drainage Board</u>	<u>Category</u>	<u>Pay</u>
Part Time Admin. Secretary	N/C	\$10.45/per hr

<u>EMA</u>	<u>Category</u>	<u>Pay</u>
Director	PAT	\$37,440/annual salary
Part Time	N/C	\$9.23/per hr
Part Time	N/C	\$9.23/per hr

<u>EMS</u>	<u>Category</u>	<u>Pay</u>
Director	N/C	\$45,000/annual salary
Paramedic	N/C	\$15.35/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
Paramedic	N/C	\$15.00/per hr
EMT	N/C	\$12.90/per hr
EMT	N/C	\$12.80/per hr
EMT	N/C	\$12.75/per hr
EMT	N/C	\$12.75/per hr
EMT	N/C	\$12.75/per hr
EMT	N/C	\$11.90/per hr
EMT	N/C	\$11.75/per hr
Extra help	N/C	\$14.00/per hr
Extra help	N/C	\$14.00/per hr
Extra help	N/C	\$13.90/per hr
Extra help	N/C	\$13.15/per hr
Extra help	N/C	\$13.00/per hr
Extra help	N/C	\$13.00/per hr
Extra help	N/C	\$13.00/per hr
Extra help	N/C	\$13.00/per hr
Extra help	N/C	\$11.10/per hr
Extra help	N/C	\$11.00/per hr
Extra help	N/C	\$10.95/per hr
Extra help	N/C	\$10.90/per hr
Extra help	N/C	\$10.75/per hr
Extra help	N/C	\$10.75/per hr
Extra help	N/C	\$10.75/per hr
Extra help	N/C	\$10.75/per hr
Extra help	N/C	\$10.75/per hr
Extra help	N/C	

<u>Prosecutor's Office</u>	<u>Category</u>	<u>Pay</u>
Secretary	COMOT III	\$14.11/per hr

Pre-Trial Diversion Adm	COMOT III	\$14.11/per hr
IV-D Admin Assistant	COMOT III	\$14.11/per hr
IV-D Administrator	COMOT III	\$17.35/per hr**
Chief Deputy	SO	\$ 4,523/annual salary
Investigator	CIV POLE III	\$18.95/per hr**
Extra help	N/C	\$10.45/per hr

<u>Treasurer's Office</u>	<u>Category</u>	<u>Pay</u>
First Deputy	COMOT I	\$12.62/per hr
Part Time	N/C	\$ 9.13/per hr
Part Time	N/C	\$ 9.13/per hr
Part Time	N/C	\$ 8.57/per hr
Part Time	N/C	\$ 8.45/per hr
Part Time	N/C	\$ 8.45/per hr

<u>Surveyor's Office</u>	<u>Category</u>	<u>Pay</u>
First Deputy	COMOT II	\$14.16/per hr**
Second Deputy	COMOT I	\$12.62/per hr

<u>Recorder's Office</u>	<u>Category</u>	<u>Pay</u>
First Deputy	COMOT I	\$13.42/per hr**

<u>Soil & Water</u>	<u>Category</u>	<u>Pay</u>
Secretary	N/C	\$17,955/annual salary

<u>Superior Court</u>	<u>Category</u>	<u>Pay</u>
Court Administrator	COMOT I	\$13.13/per hr**
Bailiff	COMOT II	\$13.63/per hr
Court Reporter	COMOT III	\$14.44/per hr**

<u>Extension Office</u>	<u>Category</u>	<u>Pay</u>
Office Manager	COMOT II	\$13.63/per hr
Part Time	N/C	\$10.45/per hr

<u>Health Dept.</u>	<u>Category</u>	<u>Pay</u>
Health Board Officer	N/C	\$ 9,423/annual salary
Public Health Nurse	PAT	\$37,440/annual salary
Registrar	COMOT I	\$12.71/per hr
Food Spec./Health Ed	PAT	\$17.02/per hr
Sanitarian/Enviro. Sp	PAT	\$19.95/per hr**
Part Time	N/C	\$9.78/per hr
Part Time	N/C	\$12.71/per hr
Part Time	N/C	\$15.52/per hr
Part Time	N/C	\$15.69/per hr

<u>Sheriff's Dept.</u>	<u>Category</u>	<u>Pay</u>
Animal Control	CIV POLE I	\$13.63/per hr
Civil Process Server	CIV POLE I	\$11.64/per hr
Correction Officer	CIV POLE II	\$13.63/per hr

Correction Officer	CIV POLE II	\$13.63/per hr
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Correction Officer	CIV POLE II	\$13.63/per hr
Deputy	MERIT POLE I	\$32996/annual salary**
Deputy	MERIT POLE I	\$32996/annual salary**
Deputy	MERIT POLE I	\$32996/annual salary**
Deputy	MERIT POLE I	\$36025/annual salary**
Deputy	MERIT POLE I	\$36025/annual salary**
Deputy	MERIT POLE I	\$36025/annual salary**
Deputy	MERIT POLE I	\$36025/annual salary**
Deputy	MERIT POLE I	\$36025/annual salary**
Deputy	MERIT POLE I	\$36025/annual salary**
Detective	MERIT POLE II	\$36767/annual salary**
Sergeant	MERIT POLE III	\$37545/annual salary**
Jail Commander	CIV POLE IV	\$17.96/per hr
Secretary	COMOT II	\$13.63/per hr
Part Time	N/C	\$ 9.45/per hr
Part Time	N/C	\$ 9.45/per hr
Part Time	N/C	\$ 9.95/per hr

<u>Veteran's Office</u>	<u>Category</u>	<u>Pay</u>
Veterans Officer	N/C	\$18,150/annual salary
Veterans driver	N/C	\$ 9.54/per hr
Veterans driver	N/C	\$ 9.54/per hr
Veterans driver	N/C	\$ 9.54/per hr

<u>Weights & Measures</u>	<u>Category</u>	<u>Pay</u>
Inspector	N/C	\$18,972/annual salary

<u>Women Infant Children</u>	<u>Category</u>	<u>Pay</u>
Coordinator/RN	PAT	\$20.60/per hr**
Clinic Assistant	COMOT	\$13.32/per hr**
Part Time	N/C	\$10.95/per hr

Elected Officials Salaries are not included.

N/C = Position has not been classified.

****Positions are currently being paid higher than the minimum internal hourly/salary rate for Fulton County. If the position becomes open the pay will be changed to the minimum internal hourly/salary rate.**