

FULTON COUNTY COUNCIL MEETING
Tuesday, December 11, 2018

Meeting called to order following Pledge to the Flag at 6:30 p.m. with Phyl Olinger, Randy Sutton, Barry Hazel, Ron Dittman, Lorie Hurst, Jim Showley, Jim Widman and Auditor Christina Sriver present.

RECORDER – Cindy Goodman requested to purchase two new desks using Recorder’s Perpetuation funds; Council approved.

HIGHWAY – John Geier updated on the department activities. He requests to gather quotes for a ton truck according to the rotation schedule and the Cum Cap 5-year plan; Council approves.

SHERIFF – Chris Sailors reviewed the reports for November. There has been some speculation that counties may also have to hold Level 5 felons in the near future. Newly purchased 800 radios were installed last week in the vehicles. The floor plan for the jail is still being discussed. Construction managers will give presentations in a Commissioners meeting next Monday at 3:00 p.m. He is looking to replace two SUVs that are aging but would like to keep them for pool vehicles.

2018 SALARY ORDINANCE AMENDMENT – Phyl read the amendment aloud.

Jim Widman motioned to read the ordinance by title only for the second reading, Randy seconded; passed 7-0. Phyl read the ordinance by title only. Barry motioned to read the ordinance by title only for the third reading, Ron seconded; passed 7-0. The Sheriff pointed out a correction to the number of Correction Officers. Jim Showley motioned to approve with the correction, Randy seconded; passed 7-0.

2019 SALARY ORDINANCE – Phyl discussed the impact of raises to the funds. Randy motioned to approve the raises, Ron seconded; Lorie, Ron, Randy and Phyl voted aye, Jim Widman, Jim Showley and Barry voted nay. Phyl read the ordinance aloud in its entirety.

ORDINANCE 121118

**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 shall receive overtime or compensatory time off as specified in the Fulton County Personnel Policy Handbook, dated February, 2015.
- C. The Fulton County Personnel Policy, dated February, 2015, 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, 2019.
- 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 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 are 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 11th day of December, 2018.

Exhibit A
Fulton County Annual Salary and Hourly Rates for 2019

Department	Position	Category	Hourly Rate	Annual Salary	
Assessor	Elected Official			\$36,762	
	First Deputy (a)	COMOT II	\$16.30		
	First Deputy (b)	COMOT II	\$16.30		
	First Deputy/Per. Prop.	COMOT II	\$16.30		
	Reassessment Deputy	COMOT II	\$16.30		
	Level Certification (2)	Supplemental		\$500	
	Level Certification	Supplemental		\$1,000	
	Level Certification	Supplemental		\$2,500	
	Auditor	Elected Official			\$45,250
		First Deputy	COMOT III	\$16.78	
	Deputy (1)	COMOT	\$16.		

	Deputy (2)	III C O M O T I	7 8 \$ 1 5 . 2 9 9	
	Part Time (2)	N/ C	\$ 1 3 . 7 5	
	Settlement Deputy	Su ppl em ent al		\$ 4 . 0 0 0
Circuit Court	Secretary	C O M O T II	\$ 1 6 . 3 0 0	
	Court Reporter	C O M O T III	\$ 1 6 . 7 8 8	
	Part Time	N/ C	\$ 1 3 . 4 0	
Clerk	Elected Official			\$ 3 7 . 9 9 1
	First Deputy (2)	C O M O T II	\$ 1 6 . 3 0 0	
	Deputy	C O M O T I	\$ 1 5 . 2 9 9	
	Deputy (3)	C O M O T I	\$ 1 5 . 2 9 9	
	Part Time	N/ C	\$ 1 3 . 9 0	
	Part Time	N/ C	\$ 1 3 . 4 0	
	Absentee Part Time (5)	N/ C	\$ 1 1 . 4 0	
	Board Member (3)	N/ C		\$ 1 . 0 0 0
Commissi oners	Elected Official (3)			\$ 2 1 . 2 5 0
Communic ations	Director	CI V PO LE V		\$ 4 5 . 9 7 6
	Dispatcher (8)	CI V PO LE	\$ 1 6 .	

	Dispatcher (1)	II CIV PO LE II	1 2 \$ 1 6 .8 3	
	Asst Comm Director	Suppl em ent al		\$ 2 , 0 0 0 0
	Quality Insurance	Suppl em ent al		\$ 2 , 0 0 0 0
	Quality Insurance	Suppl em ent al		\$ 2 , 0 0 0 0
	Certification	Suppl em ent al		\$ 5 , 0 0 0 0
	IDACS	Suppl em ent al		\$ 1 , 5 0 0 0
Coroner	Elected Official			\$ 1 1 , 8 1 1 1
Council (7)	Elected Official			\$ 9 , 3 0 0 0
Emergency Managem ent	Director	PA T		\$ 4 2 , 4 4 0
	Part Time	N/ C	\$ 1 1 .6 3	
Extension Office	Office Manager	C O M O T II	\$ 1 6 .3 0	
	Part Time	N/ C	\$ 1 2 .8 5	
Health	Clerk-Registrar	C O M O T I	\$ 1 5 .3 8	
	Food Specialist	PA T	\$ 1 9 .7 4	
	Health Board Officer	SO		\$ 1 2 , 6 7 3
	Health Board President	N/ C	\$2 20 per me eti ng	
	Health Board Member (5)	N/ C	\$1 30 per me	

	Immunization Clerk - PT	COMOT	\$11.40	
	Public Health Nurse	PAT		\$42,440
	Environmental Director/Adm	PAT		\$49,468
	Environmental Assistant	PAT	\$19.68	
Highway	Superintendent	PAT		\$50,927
	Superintendent Assistant	PAT		\$46,250
	Clerk	COMOT II	\$16.78	
	Laborer (6)	LT C II	\$17.74	
	Laborer (9)	LT C II	\$17.20	
	Mechanic	LT C III	\$18.57	
	Head Mechanic	LT C IV	\$19.95	
	Part Time (2)	N/C	\$14.45	
	Part Time (3)	N/C	\$16.11	
Network Administration	Network Administrator	PAT	\$32.05	
	Full Time		\$15.90	
Jail	Matron	SO	\$19.16	
	Jail Commander	CI V PO	\$20	

		LE IV	. 2 8	
	Correction Officer (10)	CI V PO LE II	\$ 1 6	
	Cook	LT CI	. 1 2 \$ 1 4	
	Part Time (4)	N/ C	. 7 7 \$ 1 1 .9 0	
	Cook/Jailer	Su ppl em ent al		\$ 8 0 0
	Commander/Trainer	Su ppl em ent al		\$ 1 , 0 0 0
	Matron/IT	Su ppl em ent al		\$ 8 0 0
	Asst. Jail Commander	Su ppl em ent al		\$ 2 , 0 0 0
Maintenan ce	Maintenance Engineer PT	LT C II	\$ 1 4 .0 7	
Plan Commissi on	Executive Director	PA T		\$ 4 9 , 0 1 0
	Admin Secretary	C O M M O T I	\$ 1 5 .9 1 1 \$ 1 0 .9 0 \$ 1 1 .3 5	
	Part Time	N/ C		\$ 2 0 , 6 7 3
	Part Time	N/ C		\$ 7 4 , 1 6 3
Probation	Chief Probation Officer	SO		\$ 6 6 3 , 4 8 9
	Probation Officer	SO		\$ 6 3 3 , 4 8 9
	Juvenile Probation Officer	SO		\$ 6 3 3 , 4 8 9
	Prob. Officer-Chem Dep Spec	SO		\$ 6 3

	Probation Officer	SO		, 4 8 9 \$ 4 7 , 7 0 1
	Secretary	C O M O T I	\$ 1 5 . 9 7	
	Secretary	C O M O T I	\$ 1 5 . 2 9	
Comm. Corrections	Director	N/ C		\$ 1 2 , 0 0 0
	Field Officer	N/ C	\$ 1 6 . 8 2	
	Field Officer	N/ C	\$ 1 5 . 8 0	
	Secretary	N/ C	\$ 1 8 . 4 3	
	Part Time (3)	N/ C	\$ 1 1 . 0 0	
	Part Time (2)	N/ C	\$ 1 3 . 0 0	
Prosecutor	Deputy Prosecutor	PA T		\$ 5 , 0 0 0
	Investigator	CI V PO LE III	\$ 2 1 . 4 4	
	IV-D Administrator	C O M O T III	\$ 2 0 . 0 2	
	IV-D Admin. Assistant	C O M O T III	\$ 1 6 . 7 8	
	Pretrial Adm-Secretary	C O M O T III	\$ 1 6 . 7 8	
	Secretary	C O M O T III	\$ 1 6 . 7 8	
	Part Time	N/ C	\$ 1 2 . 4 0	
Recorder	Elected Official			\$ 3 6

				, 9 9 7
	Deputy Recorder	C O M O T I	\$ 1 5 . 2 9	
Sheriff	Elected Official			\$ 8 8 , 2 9 8
	Animal Warden	C I V P O L E I I	\$ 1 6 . 1 2	
	Civil Process Server	C I V P O L E I	\$ 1 4 . 1 3	
	Courthouse Security Supervisor	C I V P O L E I I	\$ 1 7 . 1 6	
	Courthouse Security - PT (4)	C I V P O L E	\$ 1 6 . 4 0	
	Deputy (5)	M E R I T P O L E I		\$ 3 8 , 2 4 6
	Deputy (4)	M E R I T P O L E I		\$ 4 1 , 2 7 5
	Detective	M E R I T P O L E I I		\$ 4 2 , 0 1 8
	Merit Board Member (5)	N/ C		\$ 6 7 2 . 3 6
	Secretary - PT (2)	N/ C	\$ 1 3 . 4 0	
	Sergeant (2)	M E R I T P O L E I I I		\$ 4 2 , 0 1 8
	Detective Assistant	S u p p l e m e n t a l		\$ 2 2 , 0 0 0
	Detective	S u p p l e m e n t a l		\$ 2 2 , 0 0 0
	Crime Scene	S u p p l e m e n t a l		\$ 8 0 0 0
	Training Officer	S u p p l e m e n t a l		\$ 3 3 , 0 0 0

	Training Officer (2)	Supplemental		\$ 800
Superior Court	Bailiff	COMOT II	\$ 163.00	
	Court Administrator	COMOT I	\$ 158.00	
	Court Reporter	COMOT III	\$ 171.00	
Surveyor	Elected Official			\$ 40,326
	First Deputy	COMOT II	\$ 163.00	
	Second Deputy	COMOT I	\$ 152.90	
Treasurer	Elected Official			\$ 38,244
	First Deputy	COMOT II	\$ 163.00	
	Deputy PT	COMOT	\$ 115.30	
	Deputy Seasonal PT (3)	COMOT	\$ 109.00	
Veteran Services	Service Officer	PAT		\$ 22,400
	Van Driver (4)	LTC	\$ 119.40	
Weights & Measures	Inspector	PAT		\$ 23,972

N/C = Position has not been classified.

Jim Widman motioned to read the ordinance by title only for the second reading, Barry seconded; passed 7-0. Phyl read the ordinance by title only. Barry motioned to read the ordinance by title only for the third reading, Jim Showley seconded; passed 7-0. Lorie motioned to, Ron seconded; passed 6-0, Jim Showley voted nay.

MINUTES – Jim Widman motioned to approve the minutes of November 20th, Randy seconded; passed 7-0.

TRANSFERS –

Department	Fund	From Account	To Account	Amount
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Coroner	County General	32300 Telephone & Pager	21201 Supply Kit	\$120
Replacing depleted supply of body bags. Barry motioned for approval by, Jim Widman seconded; approved 7-0.				
			11050 Drug Invest. \$712.39	
			11202 OASDI \$9.98	
			12046 Health Ins. \$110.35	
Sheriff	Drug Interdiction	41000 Equipment	12100 Dental Ins. \$1.05	\$833.77
To cover payroll when deputies worked "Drug Interdiction". Jim Widman motioned for approval, Jim Showley seconded; approved 7-0.				
		21000 Office Supply \$3,100		
		21100 Postage \$1,200		
		31011 Cont. Ed. \$640		
		31012 Service & Supp. \$960		
Area Plan	EDIT	32400 Publish Legal \$450	Legal & Consultant	\$6,350
To cover the 2018 costs; also some will be encumber for a more expensive legal contract for 2019. Jim Showley motioned for approval, Lorie seconded; approved 7-0.				
			21108 Advertising \$500	
Tourism	Tourism	31300 Research & Grants	21107 Publications \$1,000	\$1,500
Website maintenance and printing brochures. Motioned for approval by Jim Showley, seconded by Jim Widman; passed 7-0.				
Circuit Court	County General	19000 Extra Help	38100 Transc. & Depos	\$3,563
To pay The Record Xchange. Barry motioned for approval, seconded by Ron; approved 7-0.				
			30062 Maint. Copier \$50	
Soil & Water	LIT Public Safety	33601 Building Rent	21100 Postage \$100	\$150
Increased postage costs for programs, copier maintenance appropriation not enough to cover invoice. Jim Showley motioned for approval, seconded by Jim Widman; approved 7-0.				
			19004 Overtime \$13,900	
		11109 Full Time \$6,620	12400 PERF \$400	
		12060 HSA \$2,500	11202 OASDI \$770	
		12100 Dental Ins. \$240	11123 IT Director \$500	
		12046 Health Ins. \$7,250	32000 Telephone \$6,800	
Network Admin.	County General	31401 Comp. Maint. Hardware \$9,760	19001 Part Time \$4,000	\$26,370
To cover additional hours worked for infrastructure project for 2018, phone bill exceeded budgeted amount. Motioned for approval by Jim Widman, seconded by Barry; approved 7-0.				
Lorie approved, Barry seconded; passed 7-0.				

Sheriff

Senior Deputy Holiday Comp Detective Jim Showley motioned, Jim Widman seconded; passed 7-0.

ADDITIONAL APPROPRIATIONS –

Department	Fund	Account	Amount
Sheriff	1156 Firearms Destruction	44000 Equipment Law Enforcement	\$1,900
Purchasing two new tasers. Motioned for approval by Randy, seconded by Ron; approved 7-0.			

OLD BUSINESS – None

NEW BUSINESS – Lorie discussed an email received by 31 Coalition for a meeting to get the City and County all in agreement where the US 31 exchanges will be and funding through grants. The meeting will be on December 20th. The first meeting of the year will be January 3rd at 9:00 a.m. in the Commissioner Meeting room.

ADJOURN – Barry motioned to adjourn at 7:54 p.m., Ron seconded; passed 7-0.

FULTON COUNTY COUNCIL

ATTEST: _____
Christina Sriver, Fulton County Auditor