

CERTIFICATION OF MINUTES

Date September 13, 2022

I, Christina Sriver, duly qualified and acting County Auditor for the County of Fulton, Indiana, do hereby certify with regard to all proceedings of the date above; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the County Auditor; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that the minutes of the meeting were in written form and available for public inspection immediately following approval of the body which held the meeting; that all news media requesting notification concerning meetings of said body were provided with advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

Christina Sriver, Fulton County Auditor



FULTON COUNTY COUNCIL
Tuesday, September 13, 2022

Meeting Called to Order at 9:00 a.m. with Pledge to the Flag. Present: Phyl Olinger, Ron Dittman, Randy Sutton, Steve Fishburn, Lorie Hurst, Jim Showley and Auditor Christina Sriver. Not present: Ryan Zimpleman.

MINUTES – May 27th minutes were tabled.

BUDGET DISCUSSION – The Health Department requested a second supplemental pay for the Vital Records Registrar, one has already been granted this year. Jim motioned that one supplemental of \$1,892 for Certifications for the Vital Records Registrar is sufficient, Ron seconded; carries 6-0. Raises were requested to be figured by the average requested of each job classification. The Soil and Water Executive Director did not request a raise for 2023, only to be granted a permanent full-time position. Ron motioned not to grant the \$2.37 hourly increase due to granting the permanent full-time status, Lorie seconded; carries 6-0.

2023 SALARY ORDINANCE – The Soil and Water wage will reflect the hourly wage of \$21.03, the Highway Department will receive the wages requested, the Veteran’s Service Officer will also receive the requested wage. The Sheriff requested additional positions on the wage request form that were not carried onto the salary ordinance due to lack of funding.

Council would like each department requesting an additional appropriation to attend the meeting for accountability.

Phyl read the ordinance aloud:

ORDINANCE 09132022

**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 resource 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:

- G. 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 August 16, 2021.
- C. The Fulton County Personnel Policy, dated August 16, 2021, 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, 2023.
- E. Non-elected and 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. All employees participating in the Fulton County group health insurance will receive \$2,500 in a Health Savings Plan per year by way of one partial monthly payment of \$208.34 on the second payroll of the month.
- G. 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 is distributed through normal County recruitment channels used by the department head, consistent with EEO guidelines, until the position is filled.

A position may be overlapped for up to two weeks for training purposes.

EFFECTIVE DATE

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

ADOPTED this _____ day of _____, _____.

Exhibit A
Fulton County Annual Salary and Hourly Rates for 2023

| Department | Position | Category | Hourly Rate | Salary Rate |
|----------------------|--------------------------|-----------|-------------|-------------|
| Area Plan Commission | Executive Director | PAT | | \$58,197 |
| | Administrative Secretary | COMOT III | \$20.30 | |
| | Clerical Assistant | COMOT I | \$18.81 | |
| | Building Inspector PT | PAT | \$15.31 | |
| | Building Inspector PT | PAT | | \$27,247 |
| Assessor | Elected Official | Elected | | \$45,544 |
| | First Deputy (b) | COMOT II | \$19.82 | |
| | First Deputy/Per. Prop. | COMOT II | \$19.82 | |

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|-----------------------------|--|--------------|---------|-----------|
| | Reassessment Deputy | COMOT II | \$19.82 | |
| | First Deputy (a) PT | COMOT | \$16.52 | |
| | Level II Certification | Supplemental | | \$500 |
| | Level III Certification | Supplemental | | \$1,000 |
| | Level Certification (Elected Official) | Supplemental | | \$2,500 |
| Auditor | Elected Official | Elected | | \$54,032 |
| | HR/Payroll Deputy | PAT | | \$50,437 |
| | Deputy | COMOT III | \$20.30 | |
| | Deputy (3) | COMOT I | \$18.81 | |
| | Part Time (1) | COMOT | \$17.27 | |
| | Settlement | Supplemental | | \$2,000 |
| | Certifications (2) | Supplemental | | \$4,000 |
| | Meetings | Supplemental | | \$4,000 |
| Building Maintenance (Jail) | Maintenance Engineer | LTC III | \$23.42 | |
| Circuit Court | Secretary | COMOT II | \$19.82 | |
| | Court Reporter | COMOT III | \$20.30 | |
| | Part Time | COMOT | \$16.92 | |
| Clerk | Elected Official | Elected | | \$46,773 |
| | First Deputy (2) | COMOT II | \$19.82 | |
| | Deputy (4) | COMOT I | \$18.81 | |
| | Part Time (1) | COMOT | \$17.42 | |
| | Registration of Voters (1) | Supplemental | | \$1,500 |
| | IT Election Support (1) | Supplemental | | \$1,500 |
| | Election Board Secretary (1) | Supplemental | | \$1,500 |
| | Absentee Voter Board (8) | Temporary | \$12.00 | |
| | Satellite Board Member (4) | Temporary | | \$110/day |
| | Election Inspectors (4) | Temporary | | \$130/day |
| | Election Judges (8) | Temporary | | \$110/day |
| | Election Clerks (16) | Temporary | | \$110/day |
| | Election Board Member (3) | Temporary | | \$1,300 |
| Commissioners | Elected Official (3) | Elected | | \$26,250 |
| | Drainage Board Member (3) | | | \$1,575 |
| | Citizen's Cemetery Secretary | | | \$2,000 |
| Communications | Communications & EMA Director | CIV POLE V | | \$76,240 |
| | Assistant Director | CIV POLE IV | \$24.33 | |
| | Dispatcher (8) | CIV POLE II | \$20.99 | |
| | Dispatcher (1) | CIV POLE II | \$21.70 | |
| | Dispatcher PT (9) | CIV POLE | \$17.87 | |
| | 5-9 Years of Service | Supplemental | \$0.40 | |
| | 10+ Years of Service | Supplemental | \$0.80 | |
| | Quality Assurance | Supplemental | | \$4,000 |
| | Certification | Supplemental | | \$5,000 |
| Coroner | Elected Official | Elected | | \$19,593 |
| Council (7) | Elected Official | Elected | | \$13,550 |
| Emergency Management | Part Time | PAT | \$19.37 | |
| Extension Office | Office Manager | COMOT II | \$19.82 | |
| | Part Time | COMOT | \$16.37 | |
| | Seasonal Secretary | COMOT | \$16.37 | |
| Health | Public Health Nurse/Administrator | PAT | | \$70,437 |
| | Environmental Specialist | PAT | \$26.99 | |
| | Food Service Inspector | PAT | \$24.05 | |
| | Vital Records Registrar | COMOT I | \$18.90 | |
| | Immunization Clerk | COMOT I | \$18.81 | |
| | Environmental Assistant PT | COMOT | \$16.27 | |

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|---|---|--------------|---------------------|----------|
| | PT Nurse/Health Educator | PAT (Grant) | \$20.50- \$24.05 | |
| | Vital Records Registrar/Certifications | Supplemental | | \$1,872 |
| | Health Board Officer | SO | | \$19,054 |
| | Health Board President | SO | \$226/meeting | |
| | Health Board Member (6) | SO | \$134/meeting | |
| Highway | Superintendent | PAT | | \$63,821 |
| | Superintendent Assistant | LTC | | \$58,169 |
| | Clerk | COMOT II | \$19.82 | |
| | Laborer (15) | LTC II | \$22.58 | |
| | Laborer (FT in training/no CDL) | LTC | \$19.63 | |
| | Assistant Mechanic | LTC III | \$23.59 | |
| | Head Mechanic | LTC IV | \$25.25 | |
| | Seasonal Laborer (8) | | | |
| | No CDL Required | LTC | \$18.75 | |
| | CDL Required | LTC | \$20.65 | |
| | Clerk/Supplemental | Supplemental | | \$2,167 |
| Information Technology & Maintenance | IT Director | PAT | | \$88,000 |
| | Network Administrator | PAT | | \$60,685 |
| | Maintenance Engineer | LTC | \$20.82 | |
| Jail | Matron | CIV POLE | \$23.27 | |
| | Jail Commander | CIV POLE IV | \$24.03 | |
| | Correction Officer (Assistant Jail Commander) | CIV POLE III | \$20.99 | |
| | Correction Officer (16) | CIV POLE II | \$20.00 | |
| | Correction Officer PT (10) | CIV POLE | \$18.25 | |
| | Jail Commander | Supplemental | \$1,500 | |
| | Matron | Supplemental | \$1,000 | |
| | Asst. Jail Commander | Supplemental | \$1,000 | |
| Probation | Chief Probation Officer | SO | | \$81,098 |
| | Probation Officer | SO | | \$70,094 |
| | Juvenile Probation Officer | SO | | \$70,094 |
| | Prob. Officer-Chem Dep Spec | SO | | \$70,094 |
| | Probation Officer | SO | | \$57,930 |
| | Secretary | COMOT I | \$19.49 | |
| | Secretary | COMOT I | \$18.81 | |
| Prosecutor | Deputy Prosecutor | PAT | | \$7,755 |
| | Investigator | CIV POLE III | \$25.19 | |
| | IV-D Administrator | COMOT III | \$23.54 | |
| | IV-D Admin. Assistant | COMOT III | \$20.30 | |
| | Pretrial Adm-Secretary | COMOT III | \$20.30 | |
| | Secretary | COMOT III | \$20.30 | |
| | Part Time (2) | COMOT | \$14.52 | |
| Recorder | Elected Official | Elected | | \$45,779 |
| | Deputy Recorder | COMOT I | \$18.81 | |
| | Part Time | COMOT | \$15.02 | |
| Sheriff | Elected Official (In accordance with IC 36-2-13-2.8) | Elected | | \$99,166 |
| | Animal Warden | CIV POLE II | \$20.00 | |
| | Civil Process Server | CIV POLE I | \$17.88 | |
| | Courthouse Security Supervisor | CIV POLE III | \$20.99 | |
| | Courthouse Security – FT | CIV POLE | \$20.90 | |
| | Courthouse Security – PT (2) | CIV POLE | \$20.15 | |
| | Deputy (11) | MERIT POLE I | | \$47,292 |

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|------------------|--|--------------------|---------|---------------|
| | Detective | MERIT POLE II | | \$49,117 (SR) |
| | Sergeant | MERIT POLE II | | \$51,585 |
| | PT Deputy (2) | MERIT POLE | \$19.57 | |
| | Secretary | COMOT I | \$19.02 | |
| | Merit Board Member (5) | SO | | \$100/mo. |
| | Chief Deputy | Supplemental | | \$2,000 |
| | Crime Scene | Supplemental | | \$800 |
| | Training (3) | Supplemental | | \$600 |
| | Detective | Supplemental | | \$1,000 |
| | Assistant Detective | Supplemental | | \$1,000 |
| | K-9 (2) | Supplemental | | \$800 |
| Soil & Water | Executive Director | PAT | \$21.03 | |
| Superior Court | Bailiff | COMOT II | \$19.82 | |
| | Court Administrator | COMOT I | \$19.32 | |
| | Court Reporter | COMOT III | \$20.63 | |
| Surveyor | Elected Official (In accordance with IC 36-2-12-15) | Elected/Licensed | | \$68,146 |
| | | Elected/Unlicensed | | \$47,691 |
| | First Deputy | COMOT II | \$19.82 | |
| | Second Deputy | COMOT I | \$18.81 | |
| | Drain Certification | Supplemental | | \$2,000 |
| Treasurer | Elected Official | Elected | | \$47,026 |
| | First Deputy | COMOT II | \$19.82 | |
| | Deputy PT | COMOT | \$15.05 | |
| | Deputy PT | COMOT | \$14.42 | |
| | Deputy Seasonal PT (3) | COMOT | \$14.42 | |
| Veteran Services | Service Officer | PAT | | \$33,734 |
| | Van Driver (4) | LTC | \$15.00 | |

Lorie motioned to approve the salary ordinance as presented, Jim seconded; carries 6-0.

JOB CLASSIFICATION COMMITTEE RECOMMENDATION – The Clerk requested a supplemental pay for Registration of Voters of \$1,000 on the wage request form last year. The budget and pay equates to \$1,500. Ron motioned to approve, Randy seconded; carries 6-0.

SALARY ORDINANCE AMENDMENT – Phyl read the ordinance aloud:
ORDINANCE 09132022-A

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

WHEREAS, the Fulton County Council adopted an Ordinance 10192021-C: An Ordinance Adopting County of Fulton, Indiana Salary Schedule and Compensation Policies on November 16, 2021 and,

WHEREAS, the Fulton County Council adopted Ordinance 02152022: An Ordinance Amending the County of Fulton, Indiana, Salary Schedule and Compensation Policies on February 15th, 2022; and

WHEREAS, the Fulton County Council adopted Ordinance 04192022: An Ordinance Amending the County of Fulton, Indiana, Salary Schedule and Compensation Policies on April 19th, 2022; and

WHEREAS, the Fulton County Council adopted Ordinance 05172022: An Ordinance Amending the County of Fulton, Indiana, Salary Schedule and Compensation Policies on May 17th, 2022; and

WHEREAS, the Fulton County Council adopted Ordinance 05272022: An Ordinance Amending the County of Fulton, Indiana, Salary Schedule and Compensation Policies on May 27th, 2022; and

WHEREAS, the Fulton County Council adopted Ordinance 06212022: An Ordinance Amending the County of Fulton, Indiana, Salary Schedule and Compensation Policies on June 21st, 2022; and

WHEREAS, the Fulton County Council adopted Ordinance 06212022: An Ordinance Amending the County of Fulton, Indiana, Salary Schedule and Compensation Policies on August 16th, 2022; and

NOW, THEREFORE, the Fulton County Council wishes to amend compensation schedules and pay policies for 2022 to reflect the following:

| Department | Position | Category | Prior Rate | Amended Rate |
|------------|----------------------------|--------------|------------|--------------|
| Clerk | Registration of Voters (2) | Supplemental | \$1,000 | \$1,500 |

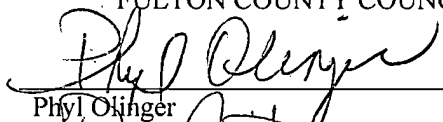
Randy motioned to approve, Jim seconded; carries 6-0.

NEW BUSINESS – Jim Showley stated the sewer at Blacketor Drive was not installed as platted. The cost to correct is approximately \$45,000 maximum. Jim would like to appropriate the money to the EDIT fund. Steve motioned to approve, Randy seconded; carries 6-0. The bylaws for FEDCO were approved and allow for the County Council and Rochester City Council to each have one appointed member on the Board, it is preferred that the appointment not be an elected official.

OLD BUSINESS – None.

ADJOURN – Jim motioned to adjourn at 10:09 a.m., seconded by Ron; carries 6-0.

FULTON COUNTY COUNCIL



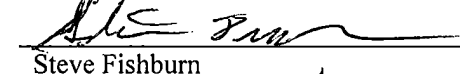
Phyl Olinger



Ron Dittman



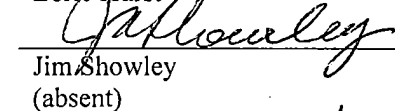
Randy Sutton



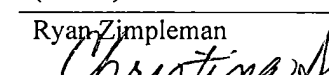
Steve Fishburn



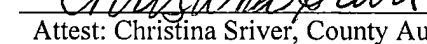
Lorie Hurst



Jim Showley
(absent)



Ryan Zimpleman



Attest: Christina Sriver, County Auditor

I affirm under penalties of perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law: Christina Sriver

Prepared by: Christina Sriver