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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 8th, 2024, through December 20, 2025, unless sooner amended. **ORDINANCE NUMBER: 2024-20 Amended 2025-11**

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

COMOT 1	23.159	43,771	24.637	46,565	25.400	48,005	26.161	49,445	26.946	50,928
COMOT 2	21.223	40,111	22.577	42,670	23.275	43,990	23.974	45,310	24.693	46,669
COMOT 3	19.313	36,501	20.545	38,830	21.181	40,031	21.816	41,233	22.470	42,469

Salary based on 35 hour work week. To get hourly pay, divide salary by 1890 hrs. - 27 Pay year

LTC = Labor, Trades, and Crafts

LTC 1	25.173	54,374	26.780	57,844	27.608	59,633	28.436	61,422	29.289	63,265
LTC 2	23.448	50,648	24.945	53,881	25.717	55,548	26.488	57,214	27.283	58,930
LTC 3- CDL	21.244	45,887	22.600	48,815	23.298	50,324	23.997	51,834	24.718	53,390
LTC 4- Non CDL	18.442	39,835	19.619	42,377	20.226	43,687	20.832	44,998	21.457	46,348
LTC 5	16.862	36,421	17.938	38,747	18.493	39,945	19.048	41,143	19.619	42,377

Salary based on 40 hour work week. To get hourly pay, divide salary by 2160 hrs - 27 Pay year

PAT = Professional, Administrative, Technological

PAT 1	56,968	60,603	62,479	64,353	66,284
PAT 2	50,214	53,419	55,072	56,723	58,425

EXE = Executive

EXE 1	86,414	91,599	97,096	100,008	103,007
EXE 2	75,576	80,110	84,917	87,464	90,088
EXE 3	67,264	71,299	75,576	77,846	80,178

Civilian POLE = Protective Occupation & Law Enforcement

Correctional/Jail Officer	21.633	46,727	23.013	49,709	23.726	51,247	24.437	52,783	25.170	54,367
Correctional CPL			25.655	55,414	26.449	57,129	27.242	58,843	28.059	60,607
Correctional SGT			26.701	57,675	27.527	59,458	28.353	61,242	29.203	63,078
CO/LT/Asst Cdr			28.122	60,743	28.992	62,622	29.861	64,500	30.758	66,437
Jail Cdr. CPT	Appointed/ Excl'd	63,022	Appointed/ Excl'd	67,044	Appointed/ Excl'd	69,119	Appointed/ Excl'd	71,191	Appointed/ Excl'd	73,328
Jail Matron	Appointed/ Excl'd	49,793	Appointed/ Excl'd	52,971	Appointed/ Excl'd	54,609	Appointed/ Excl'd	56,247	Appointed/ Excl'd	57,934
911 Telecommunicator	25.421	54,910	26.029	56,223	27.235	58,828	28.452	61,457	29.647	64,037
IDACS Coord.			28.302	61,132	29.616	63,971	30.935	66,821	32.233	69,622
Asst. IDACS Coord.			26.604	57,464	27.839	60,133	29.080	62,813	30.298	65,444
Civil Process Server	21.493	46,425	22.865	49,388	23.572	50,916	24.279	52,444	25.007	54,015
Court Secty SGT			25.781	55,686	26.578	57,409	27.375	59,131	28.197	60,905
Court Secty Officer	22.030	47,585	23.437	50,624	24.163	52,191	24.886	53,755	25.634	55,369
Property & Evidence Mgr.	24.537	53,000	26.103	56,383	26.911	58,127	27.718	59,870	28.550	61,667

911 Team Lead & Training Coordinator = \$1,500 stipend annually on top of base pay

911 Deputy Director = \$4,000 stipend annually on top of base pay

Jail Ofc. and (FT) Telecommunicator Retention bonus on 2-year work anniversary date (next pay cycle) of \$1,500

Salary based on 40 hour work week. To get hourly pay, divide salary by 2160 hrs.

SHELBY COUNTY, INDIANA
Elected Officials; IT (SO) and Board Amounts

2025

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GENERAL FUND ACCOUNTS

Department/Office	Salary
Clerk	67,987
Auditor	77,426
Treasurer	66,716
Recorder	65,184
Sheriff	131,959
*Surveyor	66,664
Coroner	38,178
Prosecutor	5,000
Assessor	66,126
Commissioner	39,419
Council Member	14,972
Judge	5,000
IT Director (SO)	155,769

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

Election Pay

Election Board Member	1,500	Bi-annual May & November
Clerk Stipend-Voter Registration	1,000	Bi-annual May & November
Machine Programming <i>(Clerk and Election Administrator only)</i>	3,000	Per person/per election
Machine Re-Programming per IED <i>(Clerk and Election Administrator only)</i>	3,000	Per person/per election
Early Voting Board-Clerks/Judges	80	Per day
Early Voting Board-Inspectors	150	Per day (Saturdays)
Precinct Board-Clerks/Judges	150	Per election
Precinct Board-Inspectors	200	Per election
Ballot Counters	50	Per election
Mechanics	250	Per election
Voting Machine Maintenance	1,000	Per year

Board Amounts

Plan Commission Board	75	Per meeting for eligible board members
BZA Board	75	Per meeting
Sheriff Merit Board	75	Per meeting
PTABOA	100	Per meeting

(Property tax appeals board of appeals)

**Attendance at a meeting is required in order to receive payment.*

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SHELBY COUNTY, INDIANA

2025

First Deputies

Classification

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

Political Appointment

Clerk	COMOT 1
Auditor	COMOT 1
Treasurer	COMOT 1
Assessor	COMOT 1
Recorder	COMOT 1

First Deputies' pay will follow the COMOT 1 schedule based on each First Deputy's total years of full-time employment with Shelby County.

Other Appointed Positions

Salary

Prosecutor (Deputy)	5,000
Drainage Board Member	4,877
Council President	500
Commissioner President	500
Chief Deputy Coroner	6,000
Weights & Measure Insp.	17,838

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.

<u>Level</u>	<u>Salary</u>
I	51,377
II	59,942
III	68,504

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SHELBY COUNTY, INDIANA

2025

Miscellaneous Pay Rates:

Department/Office		Salary
Coroner Deputies		\$192.00 Per Case
On-call deputy coroner pay		\$50 - 12 hours
On-call deputy coroner pay		\$100 - 24 hours
Part-Time Hourly Rates		\$7.25 - \$27.10
Sheriff Dept. Office staff (max of 6)	Valid IDACS Certificate on file in Auditor's ofc	\$1,500.00 stipend (on top of base)
Health Department	Director of Nursing Stipend	\$10,000 annually
(Paid in addition to PAT 1 (Public Health Nurse/RN) salary for additional DON duties and supervision)		
Health Department	RN Bilingual Stipend	\$3,000 annually
Planning Department	Director	\$3,000 annually for AICP Certification

Shift Premiums:

Merit Deputy

Evening Shift .50 cents/hr

3 pm to 11 pm

4 pm to 12 am

Midnight Shift \$1.00/hr

11 pm to 7 am

12 am to 8 am

Correctional Officer and Jail Cook

Evening Shift .50 cents/hr

4 pm to 7 pm

4 pm to 8 pm

8 pm to 12 am

Midnight Shift \$1.00/hr

5 am to 8 am

12 am to 8 am

911 Telecommunicator/Dispatcher

4:00 pm to 6:30 pm .50 cents/hr

6:30 pm to 6:30 am \$1.00/hr

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)

SHELBY COUNTY, INDIANA

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2025

Court Services-Community Corrections Division - Non General Fund Account

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

Effective: Paydate of 1/02/2025

Position	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
Deputy Director		73,014		77,396		79,794		82,187		84,570
Case Mgmt. Supv.		45,031		47,733		49,212		51,091		52,573
Adult Case Mgr.	23.826	45,031	25.255	47,733	26.038	49,212	27.032	51,091	27.816	52,573
Juvenile Case Mgr.	23.826	45,031	25.255	47,733	26.038	49,212	27.032	51,091	27.816	52,573
Field Officer	23.826	45,031	25.255	47,733	26.038	49,212	27.032	51,091	27.816	52,573
CTP Case Mgr/CSC	23.826	45,031	25.255	47,733	26.038	49,212	27.032	51,091	27.816	52,573
Intake Coordinator	23.826	45,031	25.255	47,733	26.038	49,212	27.032	51,091	27.816	52,573
PT Field Officer	23.826									
PT Receptionist	15.00									

*Plus stipend \$3,000 to Case Management Supervisor 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 1890 hrs - 27 Pay year.

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January 1, 2025

Court Services-Probation Division

Pay plan is in compliance with the Indiana Judicial Conference "2025 Minimum Salary for Probation Officers" pay matrix.
Years of service is based on years of Probation Officer experience.

Position	Years of Experience	Annual Salary	Advanced Degree
Probation Officer	0	42,311	
Probation Officer	1	45,548	
Probation Officer	2	50,669	
Probation Officer	3	56,628	
Probation Officer	4-9*	58,473	
Probation Officer	10-14*	64,321	
Probation Officer	15-19*	70,755	
Probation Officer	20+*	77,828	
*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.			
Chief Probation Officer	Minimum salary based on number of years of experience plus number of probation officers supervised. In addition to minimum salary above		
	1-3	5,000	
	4-8	7,500	
Number of probation officers supervised	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	
NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.			

2025 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer Base Salary</u>		<u>Administrative Stipend Based on Number of Probation Officers in the Probation Department</u>				
Years of Experience	Minimum Annual Salary		1-3	4-8	9-15	16+
0	\$ 42,311	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 45,548					
2	\$ 50,669	Assistant Chief Probation Officer*			\$5,000	\$10,000
3	\$ 56,628					
4-9*	\$ 58,473					
10-14*	\$ 64,321	Supervisor Probation Officer*				\$5,000
15-19*	\$ 70,755					
20 +*	\$ 77,828					
<u>NOTE:</u> The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.						

*Probation officers having a master's or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2025 would be \$58,473. If that officer had a master's degree, then the minimum salary would be \$61,397 in 2025.

- ◆ As used in this schedule, salary means the gross salary paid to a probation officer and does not include the employer's contributions to PERF/retirement program, disability, medical or other insurance programs, or deferred compensation.
- ◆ In the years following the implementation of the schedule, the Indiana Office of Court Services will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for **all** probation officers shall be adjusted to meet the schedule provided each year.
- ◆ The salary schedule was effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis. In each year following the implementation of the 2004 schedule, the revised schedules are effective January 1. Years of service are determined according to I.C. 5-10.3-7-2 for part-time probation officers.
- ◆ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ◆ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

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SHELBY COUNTY SHERIFF'S DEPARTMENT - 2025

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
1	58,228					71,194
2	62,303	67,288	70,112	72,428		76,033
3	66,041	70,996	73,976	76,417		80,823
4	70,005	74,905	78,052	80,627		85,670
5	74,066	79,025	82,346	85,062	87,785	90,470
6	75,546	80,456	83,835	86,600	89,372	93,184
7	77,033	81,964	85,407	88,226	91,048	95,981
8	78,520	83,387	86,891	89,759	92,631	97,705
9	80,004	84,965	88,534	91,455	94,383	99,466
10	81,493	86,382	90,010	92,982	95,956	101,256

Pay is based on external data & maintaining equity with the position classification and comparable positions in community corrections and probation. Pay adjustments will be made according to the availability of funds under these grant programs.

APS Investigator/Director	\$59,987	(SO)	(Adult Protective Services-Pros. Ofc.)
APS Investigator	\$56,544	(SO)	(Adult Protective Services-Pros. Ofc.)
Victim Assistance Coordinator	\$65,211	(SO)	(Prosecutor's Ofc.)
Investigator	\$48,444	(SO)	(Prosecutor's Ofc.)
Court Services Deputy Director	\$94,286	(SO)	(Probation and Community Corrections)
Drug Free Coalition Director	\$64,516	(SO)	(Drug Free Coalition)

2025 Wage and Salary Chart(s) Policies

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1. New hires in the COMOT, PAT, and EXE 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, 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. (Excludes POLE, Civilian POLE, and LTC-3/CDL. These classifications automatically receive year for year credit on wage scale for verified work experience at department head discretion.)
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 **fulltime** 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 2025 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 2025 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. A transfer may or may not receive a pay increase depending upon the assigned position classification. The hiring authority must ensure that he/she is willing to compensate the employee at the fulltime years of service level or the employee must be willing to take the loss in pay if the hiring authority cannot match the employee’s current salary, or years of service due to the department budget.
4. All present county positions have been evaluated, approved, and accepted by the County Council. However, there may be times when it may be necessary to reclassify a position. This could occur when the position requirements have undergone a **significant change of responsibility**. The 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 an updated position description, to reclassify the position, to the Human Resources Director between the dates of **January 1 and February 15** and then he/she will convene the Factoring (Wage) Committee. The wage 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 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

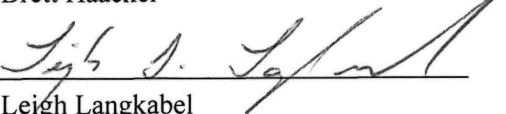
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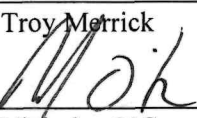
Council is final. A request to reclassify the position will not be considered unless there has been a significant change in the responsibility of the position and the subsequent rewrite of the individual's position description. It should be noted that at this time Special Occupation (SO) positions are not factored due to their unique and varied requirements, position descriptions, and funding avenues. A request will ONLY be accepted for review from the dates of **January 1 through February 15**. Any reclassification decision will be effective on the next year's budget.

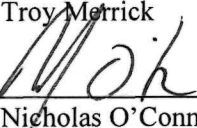
5. Members of any branches of the active and in-active reserves and National Guard, who are called, voluntarily or involuntarily, to extended active duty, shall be paid a differential pay. This differential pay will be computed as the difference between their present monthly county salary and the individual's 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 their 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. 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.** HR will have the new position 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 2025:** 1 FT Merit Deputy, 1 FT Youth Assistance Case Manager, Veteran's Service Officer from PT to FT,


ADOPTED BY THE COMMON COUNCIL this 20th day of May, 2025 by a vote of 6 Ayes and 0 Nays.


Brett Haacker


Leigh Langkabel

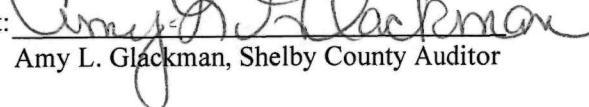

Troy Metrick


Nicholas O'Connor


Kyle Barlow


Jeremy Ruble


Charity Mohr

Attest: 
Amy L. Glackman, Shelby County Auditor