




Policy Title	Compensation for Direct Care Nurses
Effective Date	June 3, 2024
Supersedes	Policy dated February 24, 2019
Approval	 Matthew A. Brown State Personnel Director
References	IC 4-15-2.2-15 IC 4-15-2.2-26 IC 4-15-2.2-27

PURPOSE

To authorize compensation for direct care nurses that is adequate to obtain these services in the competitive labor market, preserve internal equity, and document the salary administration policy.

SCOPE

This policy applies to direct care nurses employed under the executive authority of the Governor and subject to the Civil Service System.

POLICY STATEMENT

Employees hired as Nurse 4 (1QC4), Charge Nurse 3 (1QB3), or LPN (3CH3), with less than nine (9) years of experience performing duties that require licensure as a registered nurse or licensed practical nurse, will be paid in accordance with the attached step plan. Eligible employees paid on the step plan will receive annual increases in the pay period following their anniversary date, marking an additional year of direct care nurse experience. This increase is in lieu of any general salary adjustment provided for employees generally.

Direct care nurses who are promoted to Nurse 4 (1QC4) or Charge Nurse 3 (1QB3) from a position in the LPN (3CH3) classification will be placed on the step plan for their new classification with a compensation increase. Specifically, the employee will be placed on the new step plan at the step closest to their prior compensation, regardless of years of experience or service. Subsequent increases will follow the applicable step plan.

Employees who promote to LPN (3CH3) from a position in the Nursing Attendant 1 – QMA (3CD1) classification will be placed on the step plan for their new classification with a compensation increase. Specifically, the employee will be placed on the new step plan at the step closest to their prior compensation, regardless of years of experience or service. Subsequent increases will follow the applicable step plan.

Direct care nurses to whom the preceding paragraphs do not apply will have their

compensation set upon hire based on the compensation of similarly situated direct care nurses with similar experience employed at the same facility.

- Other factors that may impact the compensation of a direct care nurse who is not on the step plan include: the employee's work history in related occupations, additional education, special training, application of reemployment policies, internal equity, difficulties with recruitment and retention, anomalies in the labor market (e.g., regional shortages) type of facility (e.g., state hospitals), and the fiscal condition and policies of the State.
- Direct care nurses who are not compensated on the step plan are eligible for pay-for-performance increases according to the methodology generally applicable to other civil service employees.

DEFINITIONS

Anniversary Date: the date on which an employee began working as a direct care nurse with the State of Indiana, and the annual recurrence of that date.

Eligible employee: a direct care nurse who received a rating of Successful or higher on their last-issued annual performance evaluation.

Direct care nurses: an employee in one of the following classifications:

LPN / 003CH3
Nurse 4 / 0010C4
Nurse Supervisor 5 / 0060C5
Nurse Supervisor 6 / 0060C6 Charge Nurse 3 / 0010B3
Charge Nurse Supervisor 5 / 0060B5
Clinical Nurse Specialist / 001OL3
Director of Nursing Services / 0010C1
Nurse Practitioner / 0010C2

RESPONSIBILITIES

Applicants for direct care nursing positions are responsible for:

- Timely providing all supporting documentation necessary for determining an appropriate compensation rate.

Facilities hiring direct care nurses are responsible for:

- Initiating annual increase transactions for affected nurses; and
- Ensuring that direct care nurses who do not receive a satisfactory performance rating, or a higher rating, on their annual performance appraisal remain at their current step on the step plan.

State Personnel Department is responsible for:

- Identifying the classification(s) to which this policy applies;
- Determining which degrees, licenses, and experiences will be considered in the application of this policy; and
- Making market-based adjustments to the step plan when necessary and in accordance with available funding and the fiscal conditions and policies of the State.



FORMS & RESOURCES

[New Hire Nurse Worksheet – SF 53516](#)

[Compensation for Direct Care Nurses - Step Plans](#)

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