

Pulaski County Council's Salary Matrix Rules



Effective and Adopted as of December 9, 2024 and replace the previously adopted Matrix Rules version of June 11, 2018 by the Pulaski County Council

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I. Authority and Purpose of the Salary Matrix Rules

These Pulaski County Salary Matrix Rules will provide all employees with set rules about the implementation of the salary matrix. The salary matrix, which is part of the County Salary Ordinance, will describe the rate of pay for every position within the County. These rules will govern issues not specifically addressed in the Salary Matrix or Salary Ordinance.

The Indiana Legislature adopted Ind. Code 36-2-3, which established the Pulaski County Council as the governing fiscal body of Pulaski County. In addition, Ind. Code 36-2-5-3 grants the Pulaski County Council the power to: fix the number of officers, deputies, and other employees; describe and classify positions and services; adopt schedules of compensation; and hire or contract with persons to assist in the development of schedules of compensation.

The Pulaski County Council pursuant to Ind. Code 36-2-5-11 shall adopt an ordinance every year setting forth the compensation of all officers, deputies, and other employees as well as set the number of deputies, and other employees for each office, department, commission, or agency. Said ordinance will be governed by these rules. All salary ordinances subsequent to the adoption of these rules, which are adopted by the Council shall state in the body of the ordinance, *“This salary ordinance is subject to the current version of the Pulaski County Council’s Salary Matrix Rules.”*

II. Definitions

A. Salary: The Pulaski County Council and these rules define a “salary” as the fixed salary, which is treated as compensation to the employee for federal income tax purposes and is the fixed annual set compensation for all services rendered by that employee and will only be used for employees that are deemed exempt from the FLSA (Fair Labor Standards Act). Typically, this will only include elected officials but can include anyone that is deemed exempt from the FLSA requirement for the employer (County) to pay an hourly rate and overtime. These exempt

employees will not be required to clock in and out and will be paid a fixed amount per year divided evenly over 26 pay periods. Employees that are defined as non-exempt will not be paid a fixed salary, but rather will be paid an hourly rate and will be eligible for overtime and compensation time under the FLSA as set forth in the current Pulaski County Personnel Policy Handbook.

B. Exempt: An exempt employee is any employee who meets the minimum requirements of annual pay and authority within the department to qualify as being exempt from the Employer's (County) obligation to pay them an hourly rate, account for their time worked, and pay them overtime. The standards for exempt employees change from time to time and details of the standards should be obtained from the most current version of the Federal Fair Labor Standards Act (FLSA).

C. Non-Exempt: A non-exempt employee is an employee who does not meet the minimum requirements of annual pay, and authority within the department to qualify as an exempt employee under the Federal Fair Labor Standards Act (FLSA) and therefore, must as a matter of law be paid an hourly rate, have their work hours tracked accurately, and paid any qualifying overtime.

D. Hourly Rate: The hourly rate is the monetary sum allotted to be paid to each non-exempt employee for each hour worked during their regularly scheduled hours. Partial hours shall be paid as a pro-rata share of the hourly rate if they qualify under FLSA. Each employee's

hourly rate shall be set by the formulas set forth in these rules and shown on the salary/matrix ordinance. (See formula in Section III.)

E. Appropriated Amount: The Pulaski County Council believes it is necessary to set forth the appropriated amount for each position in the salary/matrix ordinance for an hourly rate employee. The appropriated amount for a position is not a fixed salary and is not a guaranteed level of compensation to the employee holding that position but is simply an amount being held in the budget to pay the wages at the hourly rate and anticipated yearly work hours for that position.

F. Overtime Rate: The overtime rate shall be one and one-half times (1 ½) the hourly rate for any hours worked which qualify as overtime under FLSA. For a detailed description of when overtime can be taken and when each department qualifies see Section 3.12.1 of the Pulaski County Personnel Policies Handbook.

G. Department's Base Rate: The base rate for each department shall be set forth on the salary matrix and serves as the monetary amount of compensation the positions within each department shall have their longevity percentage applied to in determining their hourly rate. The rate of pay will be established for each department by the Pulaski County Council each year during the budgeting process with the rate becoming effective on January 1st of each proceeding year. If the Council fails to address the rate of pay during the budgeting process the current rate of pay will remain in place until modified by the Pulaski County Council.

E. Employee Longevity Percentage: The employee longevity percentage is the percentage amount indicated on the salary matrix for the corresponding qualifying years of service

for longevity as defined in Section VI herein. Each employee's qualifying years of service shall be utilized in determining their appropriate employee longevity percentage.

F. **Yearly Work Hours:** The number of hours each department is scheduled to work in a full year during regularly scheduled hours, as defined in Section 3.2 of the Pulaski County Personnel Policies Handbook. (See formula in Section III.)

G. **Gross Anticipated Yearly Pay:** This is the amount the employee will earn based on their hourly rate and the number of regularly scheduled hours for their position in a full year of work.

III. Calculation of Hourly Rate on the Matrix

The hourly rate for each position is calculated using the *department's base rate* and multiplying by the corresponding employee *longevity percentage* for the specific employee to get a *gross anticipated yearly pay* for that employee (Round the product up to the nearest dollar); then dividing that amount by the *yearly work hours* for that department. (Round the product down to the nearest cent.)

Formula for Gross Anticipated Yearly Pay:

Factor 1 (base rate for department) multiplied by

Factor 2 (employees longevity percentage) = Product 1 (Gross anticipated yearly pay)

Example for Gross Anticipated Yearly Pay:

<i>Base Rate</i>	\$37,875.00	\$40,905.00
<i>Longevity</i>	$x \frac{\quad .82}{\quad}$	$x \frac{\quad .92}{\quad}$
	\$31,057.50	\$37,632.60
	*(<i>\$31,058</i>)	*(<i>\$37,633</i>) <i>Product 1 Gross Anticipated Yearly Pay</i>

**Note: The Matrix rounds up to the nearest dollar*

Formula for Yearly Work Hours:

Factor 1 (department weekly hours defined by handbook Section 3.2) multiplied by

Factor 2 (weeks in a year) = Product 2 (yearly work hours)

Example for Yearly Work Hours:

<i>Department Weekly Hours:</i>	35	40	42
<i>Weeks in a Year:</i>	<u>x 52</u>	<u>x 52</u>	<u>x 52</u>
	1,820 (Product 2)	2,080 (Product 2)	2,184 (Product 2)

Formula for Hourly Wage:

Dividend (Product 1) divided by Divisor (Product 2) = Quotient (hourly rate)

Example for Hourly Wage:

<i>Product 1</i>	\$31,058.00	\$37,633.00
<i>Divided by</i>		
<i>Product 2</i>	<u>1,820</u>	<u>2,080</u>
<i>Hourly Rate:</i>	\$ 17.06	\$ 18.09

(The Matrix shows the calculation to the one thousandths of a cent, but the hourly rate is paid to the rounded one hundredth of a cent.)

IV. Pay Period and Normal Work Week

The Pulaski County Council has designated the pay period for all Pulaski County employees shall be on a bi-weekly basis. A normal work week period is seven days from 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday as defined in the Pulaski County Personnel Policies Handbook; Section 3.

V. Introductory Period

The introductory period of ninety (90) days indicated in the 2018 salary matrix/ordinance shall not go into effect.

VI. Longevity Increase

Increases due to longevity in salary or hourly rate of pay, as designated on the salary matrix, shall become effective and begin to be paid out on the first pay period after the employee’s anniversary date of the completed year of service. For example, an employee hired June 3, 2023, at the Highway Department as an operator-laborer will climb to the second matrix

tier (4-7.999 years) on June 3, 2027, and receive a pay increase from \$20.92 per hour to \$21.61 per hour (notwithstanding any annual cost-of-living increases between June 3, 2023, and June 3, 2027). The employee would have completed four years of service and be starting his fifth year of service with the County on June 3, 2027.

The longevity increase schedule is as follows:

Sheriff's Department:

- Tier 1 0-2.999 years
- Tier 2 3-8.999 years
- Tier 3 9-14.999 years
- Tier 4 15+ 19.999 year
- Tier 5 20+ years

All Other Offices and Departments:

- Tier 1 0-3.999 years
- Tier 2 4-7.999 years
- Tier 3 8-11.999 years
- Tier 4 12-15.999 years
- Tier 5 16-19.999 years
- Tier 6 20+ years

Elected officials and department heads are not subject to the longevity increase schedule. For each employee that is scheduled to receive an increase in their hourly rate pursuant to the longevity schedule in a calendar year, a Form B, Employee Status Information, shall be completed by the department head/employee and submitted at least sixty days prior to the anniversary date.

First Deputy Positions: Under Indiana Code 36-2-16-4, the county auditor; county treasurer; county recorder; county sheriff may appoint one first deputy or chief deputy. Under Indiana Code 36-2-16-5; Indiana Code 36-2-16-8; and Indiana Code 5-6-1-2 the county surveyor and county assessor respectively may appoint one first deputy each, and under Indiana Code 36-2-16-9 the county clerk may appointment a first deputy for each court. The appointed first deputies

for these departments shall be paid according to a separate matrix schedule and no other positions within that department shall use the first deputy matrix schedule. The above-listed departments are the only departments that may have an employee with first deputy status and only one employee at a time may fill the first deputy position except in the Clerk's office which is authorized to have one for each court. If an employee is replaced in their position as first deputy they will not carry their first deputy pay raise into their other position.

VII. Qualifying Years for Longevity

The seniority schedule for years of employment to qualify for longevity are based on continuous years of full-time employment with the County. The following paragraphs address specific changes in employment with the County and the effect on the employee's longevity for the purpose of the longevity increase schedule:

1. **Termination:** Any employee that is terminated from employment with the County for cause and is subsequently hired by a department of the County shall be required to begin at Tier 1 of the longevity increase schedule. They will receive no seniority credit from their prior employment with the County. (Note this does not include an employee who was "laid off" due to staff reductions.)
2. **One-year Rule:** Any employee who resigns from his/her position with the County but is subsequently re-hired and begins employment with the County within one-year of their last date of employment with the County will be allowed to continue on the longevity increase schedule with the same years of service they had when they resigned their employment. Any break-in employment with the County of over one-year shall require the employee to return to Tier 1 of the longevity increase schedule with no seniority credit for prior years of employment with the County.

3. **Staff Reduction/Lay-Off:** Any employee whose employment with the County is terminated due to no cause except a need for staff reductions and budget concerns will retain their years of service for the purpose of the longevity increase schedule if they are subsequently re-hired and begin employment with the County within five-years of their last date of employment with the County.
4. **Part-Time Rule:** Any employee who is reduced to part-time status shall retain their years of full-time service for the purpose of the longevity increase scheduled if they return to full-time status within five-years of their last date of full-time employment with the County. No time spent as a part-time employee of the County will qualify as time accumulated towards years of service and the longevity increase schedule.
5. **Department Change:** A change of position within a department or from one department to another within the County will not be considered a break in employment and the employee shall retain their status on the longevity increase schedule so long as they were not terminated from a department for cause and their employment at the new position begins within one-year of their last date of employment at the prior position.
6. **Special Exception:** The Pulaski County Council may make a special exception to these rules if doing so is in the best interest of the Pulaski County citizens due to the special skill or knowledge a particular employee may have. The Council will make special written findings for cause if they utilize this provision.

VIII. Raises/Decreases in Pay

If the Pulaski County Council desires at any time to give employees a raise or decrease in pay the amount shall be designated as a percentage that will be applied to the department's base

rate. The change in pay will be applied to each employee's first pay period after the written motion is made and approved by the Pulaski County Council.

Example: The Pulaski County Council makes a written motion to give a cost of living raise of one percent (1%) to all County departments. The 1% is added to the department's base rate of \$37,875.00 x .01 = \$378.75 for a new department base rate of \$38,253.7. The employees within the department will all receive the 1% increase through the matrix as well.

Clerk's Office:

Example 1:

<i>Department Base Rate:</i>	\$37,875.00
	<u>X .01</u>
	\$ 378.75 (raise)

Old Department Base Rate + Raise = New Department Base Rate/Salary
\$37,875.00 + \$378.75 = \$38,253.70

Example 2:

Employee Hourly Rate \$17.48

<i>Gross anticipated Yearly Pay</i>	\$31,875.00
	<u>X .01</u>
	\$ 318.15

<i>\$31,815.00 + \$318.15 =</i>	\$32,133.15
<i>Divided by yearly work hours</i>	<u>1,820</u>
<i>New Hourly Rate:</i>	\$ 17.66

Or:

<i>\$17.48</i>	<i>\$17.48</i>
<u>X .01</u>	<u>+ .18</u>
<i>17.5 (rounded .18)</i>	<i>\$17.66</i>

IX. Part-Time Employees

A part-time employee shall not exceed 28 hours of work per pay week. The rate of pay for each part-time position within the County. The rate of pay for part-employees will be established for each part-time employee by the Pulaski County Council each year during the budgeting process with the rate of pay becoming effective on January 1st of each proceeding year. If the Council fails to address the rate of pay for the part-time employee during the budgeting process, the current rate of pay will remain in place until modified by the Pulaski County Council.

If an employee moves from a part-time position to a full-time position their hire date for the purposes of the matrix shall be the date of the hire for the full-time position.

X. Seasonal Employees

Seasonal employees are defined by the Pulaski County Personnel Policies Handbook at Section 2.8 page 14 of the current version. These positions often include summer help, internships, in addition to additional works utilized by the Highway Department. The rate of pay for these employees varies widely between departments depending on the tasks assigned and the skill set brought by the seasonal employee. The rates for these positions will remain at their current approved rate for each department in the current budget. Request for increases must be presented by the Department Head to the Council for the new budget year.

Article XI. Special Exception for the Victims of Crimes Administration Grant

The current VOCA grant received by Pulaski County is being utilized to fund the position of a Victims Assistance Coordinator within the Office of the Pulaski County Prosecutor. The grant is renewed every two years; with the last renewal beginning in October of 2018. In applying for the grant, the Pulaski County Prosecutor puts in an hourly rate he/she wants to pay the position. This rate is then approved by the Indiana Criminal Justice Institute that administers the VOCA grant in Indiana. The VOCA grant proceeds can then be utilized by Pulaski County to reimburse the County for the hourly rate paid out to the Victims Assistance Coordinator until the grant funds are exhausted. It is the desire of the Pulaski County Council that the position of the Victims Assistance Coordinator shall be paid at whatever hourly rate the Pulaski County Prosecutor negotiates with the Indiana Criminal Justice Institute during their two-year grant renewal cycle. That hourly rate shall be paid for the position. The Victims Assistance Coordinator will be removed from the salary matrix for the purpose of any longevity increases in pay; any cost of living increases in pay awarded by the Council; or any other increases or potential decreases in pay that may be passed by the Council for any other position. The salary matrix shall be modified herewith to show that the position does not have an applicable longevity pay increase schedule, like every other hourly position within the county government.

Article XII. Position Changes within a Department

Form B, Employment Status Information, shall be completed and submitted to the Auditor's office when any employee is promoted within a department. Form B shall indicate the new position the employee is being promoted to. The employee shall start earning the hourly

base rate of pay for the new position along with any applicable longevity for that employee beginning the date of change listed on Form B. The Auditor shall notify the Council members of this wage revision by email within forty-eight hours of receiving Form B from the Department. The Council shall approve the change of position within the department by signing a wage revision ordinance reflecting the appropriate change of pay for the position change at their next scheduled meeting. The wage revision ordinance shall modify the name of the individual in the position within the salary ordinance and salary matrix. The wage previously set for the new position will be paid to the employee retroactive to the date of change period provided there was sufficient time to make the change. If time was an issue, the pay will be made up at the next pay period.

XIII. Coroner's Office Pay

The Coroner is an elected official who is compensated with a set fixed salary. Any hourly part-time positions in the Coroner's office shall be paid pursuant to Article IX, Part-Time Employees and shall be required to follow the Pulaski County Personnel Policy Handbook for employment with the County.

XIV. Board Pay

Boards have been established by Indiana Statute and local ordinances for the administration of county government. The current existing boards are as follows: Election Board, Health Board, Sheriff's Merit Board, Drainage Board, Aviation Board, PTABOA, Advisory Plan Commission, Board of Zoning and Appeals, Redevelopment Commission, Economic Development Commission, Advisory Commission on Industrial Development, Tourism Advisory Council, and Community Development Commission.

The existing boards and any future boards that are created will be paid on an annual basis for the work performed for the board in that given year. Each Board President or

Secretary/Treasurer will submit the currently approved board pay claim form to the Auditor certifying the number of meetings and/or days or part of days each member worked for the board. The rate of pay or per diem rate will be established for each board by the Pulaski County Council each year during the budgeting process with the rate becoming effective on January 1st of each proceeding year. If the Council fails to address the board rate during the budgeting process the current rate will remain in place until modified by Council.

XV. Grandfathered Pay

Any employee on the matrix that is earning more than the current matrix formulas would equal shall continue to make their current wage without any reduction. These employees shall not receive any raises in pay until such time as the raises would equal more than their current rate of pay.

XVI. Revisions to Salary Matrix Rules

These salary matrix rules are the exclusive written policy pertaining to the compensation of each position within the County. Any previous motions made on compensation by ordinance, resolution, or verbal motion are hereby revoked by the adoption of these rules. These rules may be amended from time to time in substantially the same form approved by the Pulaski County Council. Any amendments shall be distributed to each department of the County and shall be conspicuously posted for at least ninety (90) days throughout the offices of the County after their passage.

XVII. Adoption of the Pulaski County Personnel Policy Handbook

The Pulaski County Council approves and incorporates the Pulaski County Personnel Policy Handbook as the personnel policy of the Pulaski County Commissioners.

Passed and adopted by the County Council of Pulaski County this 9th day of December, 2024.

PULASKI COUNTY COUNCIL

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ATTEST: _____
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