

Pulaski County Council's Salary Matrix Rules



**Effective and Adopted on 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.

i. The base rate will be equal to the fixed annual salary of the elected department head for the following departments: **Clerks' Office; Treasurer's Office; Auditor's Office; Recorder's Office; Assessor's Office; and Surveyor's Office.**

ii. The base rate for departments with appointed department heads shall be the department head's gross anticipated yearly pay due to the fact that these department heads are non-exempt and are paid an hourly rate. This applies to the following departments: **Pulaski County Highway Department; Maintenance Department; EMS Department; Building Inspector; Soil and Water; EMA**

**Department; Recycling/Transfer Station; Community Development
Commission; Health Department and Information Technology Department.**

- iii. The base rate for determining hourly wages will not be set on the elected department head for the following departments due to the fact that these departments are either paid directly by the State of Indiana, or the amount of their pay is set by Indiana Statutes and is not within the discretion of the Pulaski County Council to pay less than the statutory minimum. The base rate for these department employees will be indicated on the salary/matrix as “Staff Percentage Based On” for the following departments: **Pulaski Superior Court; Pulaski Circuit Court; Pulaski County Prosecutor’s Office; Pulaski County Probation Department and Pulaski County Sheriff’s Department.**

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:

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

**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:

Department Weekly Hours:	35	40	42
Weeks in a Year:	x <u>52</u>	x <u>52</u>	x <u>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:

Product 1	\$31,058.00	\$37,633.00
Divided by		
Product 2	<u>1,820</u>	<u>2,080</u>
Hourly Rate:	\$ 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, 2013 at the Highway Department as a laborer will receive an increase on the matrix pay on June 3, 2018 to the 6-10 years of service range to \$16.91 per hour. The employee would have completed five years of service and be starting his sixth year of service with the County on June 3, 2018.

The longevity increase schedule is as follows:

Emergency Medical Services Department:

- Tier 1 0 – 5 years
- Tier 2 6 - 10 years
- Tier 3 11 – 14 years
- Tier 4 15 + years

Sheriff's Department:

Tier 1 0 – 2 years

Tier 2 3 – 8 years

Tier 3 9 – 14 years

Tier 4 15 + years

All other Departments:

Tier 1 0 – 1 years

Tier 2 2 – 5 years

Tier 3 6 – 10 years

Tier 4 11 – 14 years

Tier 5 15 – 19 years

Tier 6 20 + years

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 only with no break in employment with the County for any reason. A change of position within a department or from one department to another will not be considered a break in employment so long as the transition between the two is not due to a discharge from one position and the employee begins works at the new position immediately upon leaving the old position. If an employee is reduced to part-time status it will be considered a break in employment for longevity purposes.

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:

Department Base Rate: \$37,875.00
 X .01
 \$ 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

Gross anticipated Yearly Pay \$31,875.00
 X .01
 \$ 318.15

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

Or:

<i>\$17.48</i>	<i>\$17.48</i>
<u><i>X .01</i></u>	<u><i>+ .18</i></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 will be fourteen dollars (\$14.00). Part time positions are not included on the matrix. Any employee making more than the fourteen dollars (\$14.00) per hour will be grandfathered in at their current rate of pay and will receive no increase in pay if the Pulaski County Council approves a written motion for an increase in part-time pay until they meet the same current hourly rate of pay for part-time employees. 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.

XI. 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.

XII. 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.

XIII. Adoption of the Pulaski County Personnel Policy Handbook


The Pulaski County Council approves and incorporates the Pulaski County Personnel Policy handbook dated September 11, 2017 as the personnel policy of the Pulaski County Commissioners.

Passed and adopted by the County Council of Pulaski County this 11th day of June, 2018.

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