

**ORDINANCE \_\_2022-01\_\_**

**AN ORDINANCE ADOPTING COUNTY OF LAPORTE, INDIANA  
SALARY SCHEDULE AND COMPENSATION POLICIES**

WHEREAS the County of LaPorte, Indiana is an Equal Opportunity Employer,  
and

WHEREAS it is the intent of LaPorte County, Indiana to comply with applicable federal and State of Indiana 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, the LaPorte County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. 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 LaPorte County Personnel Policy Handbook, dated April 21, 2009.
- C. The LaPorte County Personnel Policy, dated April 21, 2009, is hereby adopted by reference; compliance with this LaPorte County Personnel Policy is a term and condition of County employee compensation. County employees are entitled to pay for leave policies specified in the LaPorte County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in this LaPorte County Personnel Policy.
- D. The attached budget and 2022 Salary Grid which includes a 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 the first day worked that falls within the first 2020 pay period.

- E. Effective January 1, 2022 through December 31, 2022, the County Council hereby implements a maximum part time wage of \$15.00. The part time line item for Department Heads will not increase. Department Heads are not required to pay the maximum wage.
- F. Effective January 1, 2022 through December 31, 2022, the County Council hereby implements a part time Paramedic wage of \$23.46 per hour, a part time EMT wage of \$18.51 per hour and a part time 911 wage of \$18.01 per hour.
- G. Effective May 28, 2022 through December 31, 2022 the County Council hereby implements a part time Adult Protective Services Case monitor wage of \$17.00 per hour.
- H. Effective May 28, 2022 through December 31, 2022 the County Council hereby implements a part time Adult Protective Services Investigator wage of \$19.00 per hour/ \$19,760 yearly
- I. Classified employees are entitled to longevity pay as stated on the pay scales.
- J. Effective January 1, 2022 through December 32, 2021, the County Council employees without Council approval, subject to any existing Ordinances previously passed by the LaPorte County Council concerning a hiring freeze.
- K. If employed on January 1, 2022, full time employees are to receive a \$1000 (one thousand dollar) bonus at mid-year 2022, and a \$1000 bonus at year end 2022. Each bonus is to be prorated by the number of full months employed for each respective bonus period, January through June, and July through December.
- L. The following job classification and compensation maintenance system is hereby adopted:

### **LAPORTE COUNTY MAINTENANCE POLICY & PROCEDURES**

**Revised: June 1, 2008**

### **MAINTAINING THE JOB CLASSIFICATION**

This policy and procedure is intended to ensure that the FES job classification system in LaPorte County is kept up-to-date and useful, through time, as specified by (I.C. 36-2-5-3) that authorizes the County fiscal body to fix the number, job classification, and compensation of officers, deputies, and employees.

Maintaining the job classification system involves a series of procedures. These procedures provide for an on-going review of job classifications upon request of elected officials/department heads and employees holding classified position. Provisions for adding or deleting positions to the system, and establishing pay policies are also specified.

### **Job Classification Maintenance Terms and Conditions**

The LaPorte County Council establishes the following terms and conditions for evaluation requests for reclassification of a position, reorganization of an office, and new positions and/or added employees, and pay policy issues:

1. When a position becomes vacant. The department head shall review the job description for significant changes before either hiring a new person, or, alternatively, eliminating position.
  - a. If the department head believes changes in the job description may warrant reclassification of a position, the department must file a reclassification request and complete a job analysis form while the position is vacant.
  - b. Reclassification of a position may not be filed within the first twelve (12) months of a new employee's tenure as a County employee.
  - c. The department head must notify the Human Resources Director of his/her intent to eliminate a position, and of the impact such elimination may have in other department jobs in terms of job functions and classification. Reclassification requests of the affected department jobs must be filed with the Human Resources Director and processed according to applicable procedures of this policy.
2. Proposals for reorganization of an office must be filed with the Human Resources Director and processed according to applicable procedure of this policy.
3. Office or departments submitting such requests for reclassification of a position, reorganization of an office, new positions, and/or adding new employees, application of pay policies shall provide all necessary information

on forms prescribed by the Council; and follow the procedures set forth by Council.

4. Offices or departments submitting such requests will be subject to an organizational assessment of office or department operations. This may involve alternative methods for accomplishing the proposed job functions, (i.e. organization, part-time, independent contracting, adjustment of work house/shifts, equipment, new technologies).
5. New position and/or new employee requests will be subject to available funding and determination that staffing levels and workload warrant approval of the request. Positions funded, in whole or in part, by special funding sources (grants, user fees, etc.) will be subject to being abolished in the event that such funding is no longer forthcoming.
6. New position and/or new employee requests should follow a long range organizational plan, and not be submitted piecemeal.
7. Offices and departments submitting requests for reclassification of a position, reorganization of an office, new positions, and/or added employees shall submit completed forms and documentation by **JUNE 1** of each year for consideration of funding the position in the following budget year. Emergency exceptions to this policy must be authorized for processing by the County Council.
8. Reclassification requests that are not approved shall not be reconsidered for a period of eighteen (18) months. Reconsideration requests must be filed with the Human Resources Director and processed according to applicable procedures of this policy.
9. Positions that are approved for reclassification shall not be considered for another reclassification for a period of eighteen (18) months. Reconsideration requests must be filed with the Human Resources Director and processed according to applicable procedures of this policy.
10. New position and/or new employee requests that are not approved shall not be reconsidered for a period of one fiscal year (12 months). Reconsideration requests must be filed with the Human Resources Director and processed according to applicable procedures of this policy.
11. New positions and/or employees that have approval shall not be considered for reclassification for a period of twelve (12) months. Reclassification requests

must be filed with the Human Resources Director and processed according to applicable procedures of this policy.

12. An authorized new position, classification, and salary shall be included in office/department annual budget.

### **Job Reclassification/Reorganization Procedures**

A job reclassification occurs when the duties and responsibilities are modified to the extent that additional skills and knowledge are required to perform the duties, warranting an upgrade to a higher factor evaluation level; or when duties and responsibilities are modified, lessening skills and knowledge required to perform the duties, warranting a downgrade to a lower factor evaluation level.

Cases involving a job reclassification normally involve a departmental reorganization where job functions are impacted by the elimination or reassignment of duties; or when new functions and responsibilities are assigned to an existing position. A job reclassification may or may not modify the salary assigned to the job.

#### **A. Job Re-classification/Department Re-organization Requests:**

The following reclassification/reorganization of office review procedures is 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 Analysis Form, 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 Human Resources Department.
- STEP 2:** Complete and return the Job Analysis Form, Job Classification Review Form and supportive documentation to the Human Resources Department. Proposed revisions to the job description should be indicated on the Job Analysis Form and be included as part of supportive documentation.
- STEP 3:** The Human Resources Director will call a Job Evaluation Committee meeting to evaluate the submitted documentation.

- STEP 4:** An assessment of the request will be conducted by the Job Evaluation Committee, reviewing organizational plan, factor evaluation points, probable impact on overall classification system, fiscal impact and alternative methods to perform proposed job functions.
- STEP 5:** An assessment report will be prepared by the Human Resources Director and a recommendation will be submitted for approval/disapproval to the County Council.
- STEP 6:** The County Council will review and evaluate the reclassification/office reorganization request, supporting documentation and assessment report, and make a final determination for approval/disapproval.
- STEP 7:** All approvals for reclassification or reorganization shall become effective January 1 of the next fiscal year; unless an emergency exception is made by a majority vote of the County Council.

**B. New Position and/or New Employee Requests:**

A new position involves the preparation and classification of a new job description and determination of current staffing levels and workload to support the need for the position. Requests for additional employees of a classified job that currently exists (i.e. patrol officers), involves the determination of current staffing levels and workload to support the need for additional employees.

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests for new positions, additional employees in an already existing position, or the upgrade of a part-time position to full-time. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1:** Secure Job Analysis Form, 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 Human Resources Department.
- STEP 2:** Complete and return the Job Analysis Form, Job Classification Review Form and supportive documentation to the Human

Resources Department. Proposed revisions to the job description should be indicated on the Job Analysis Form and be included as part of supportive documentation.

- STEP 3:** The Human Resources Director will call a Job Evaluation Committee meeting to evaluate the submitted documentation.
- STEP 4:** An assessment of the request will be conducted by the Job Evaluation Committee, reviewing organizational plan, factor evaluation points, probable impact on overall classification system, fiscal impact and alternative methods to perform proposed job functions.
- STEP 5:** An assessment report will be prepared by the Human Resources Director and a recommendation will be submitted for approval/disapproval to the County Council.
- STEP 6:** The County Council will review and evaluate the reclassification/office reorganization request, supporting documentation and assessment report, and make a final determination for approval/disapproval.
- STEP 7:** All approvals for reclassification or reorganization shall become effective January 1 of the next fiscal year; unless an emergency exception is made by a majority vote of the County Council.

### **C. Pay Policy Interpretation and Compensation Issues:**

Pay issues involve the development and application of compensation or pay policies, **NOT** job classification procedures. Any problems or issues that relate to personnel, recruitment, employees pay, application of pay policies, etc. shall be presented to the County Council. Examples of pay issues include the application and interpretation of state and federal regulations and mandates that govern pay issues (i.e. FLSA and Judicial Conference salaries for probation officers), longevity pay, performance (merit) pay, educational incentives, technical pay, rank differentials, shift differentials, use of external market pay data, or use of discretionary funds to supplement wages.

The following pay policy and compensation review procedures are established to provide a systematic method to process such requests:

- STEP 1:** Secure Job Analysis Form and Job Classification Review Form from the Human Resources Director.

- STEP 2:** Complete and return questionnaire including supporting documentation that describes the pay issue or problem.
- STEP 3:** An assessment of the issue/problem will be conducted by the Director of Human Resources reviewing organizational plan, probable pay policy or funding impact, alternative methods of resolving the issue/problem.
- STEP 4:** An assessment report will be prepared by the Director of Human Resources.
- STEP 5:** The Director of Human Resources will submit a recommendation for approval/disapproval to the County Council.
- STEP 6:** The County Council will review and evaluate all pertinent information and make final determination for approval/disapproval.

**Consultant Assistance**

Consultant assistance is for:

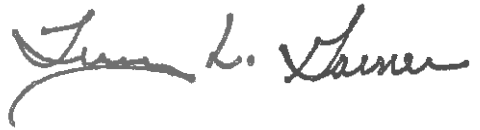
1. Conducting an annual independent salary analysis.
2. Assisting the preparation of annual salary ordinance.
3. Providing consultation as requested.

**EFFECTIVE DATE**

This Ordinance shall be in full force and effect after its adoption by the LaPorte County Council and retroactive to January 1, 2022.

ADOPTED this 24nd day of January, 2022.

**LAPORTE COUNTY COUNCIL**



Terry Garner




Mike Mollenhauer




**ABSENT**  
Connie Gramarossa

  
Randy Novak

  
Mike Rosenbaum

  
Earl Cunningham

  
Mark Yagelski

**ATTEST:**

  
Timothy Stabosz, Auditor

Attached document: 2021 Salary Grid