

## Resolution No. 15 - 09

### Resolution Establishing the Policy for Determining Salaries for Promotions

WHEREAS, the County Council and Board of County Commissioners of Hendricks County, Indiana adopted Resolution No. 15 – 01 establishing the policy for starting salaries; and

WHEREAS, the Resolution No. 15 – 01 did not address the procedures for an Administrator who seeks an additional appropriation to hire a new employee approve the appropriated salary amount, and *above RLG*

WHEREAS, the Resolution No. 15 – 01 did not address a starting salary policy for those Hendricks County employees who receive a promotion by transferring into a position with a higher job classification; and

WHEREAS, the County Council and Board of County Commissioners of Hendricks County Indiana have determined there is a need to provide a clear direction for an administrator who seeks an additional salary appropriation and for establishing a starting salary of an existing employee who receives a promotion; and

NOW THEREFORE, be it resolved the County Council and Board of County Commissioners of Hendricks County have determined Resolution No. 15 – 01, Resolution Establishing the Policy for Starting Salaries, should be amended by adding the following Sections.

#### Section 5: Requesting an Additional Appropriation

If an Administrator wants to propose hiring a person above the midpoint of the job classification category and needs to obtain the approval of an additional appropriation, the Administrator does not obtain the approval of the President of the County Council and the President of the County Commissioners as outlined on Section 2: Salary Determination Process of Resolution No. 15 – 01. The Administrator makes his or her request directly to the County Council following the procedures for submitting an additional appropriation and including the appropriate forms provided by the Human Resources Department. Any request to hire a person above the midpoint requiring an additional appropriation will be forwarded to the County Commissioners by the Human Resources Department for their review. The County Commissioners may make a recommendation to the County Council on the request.

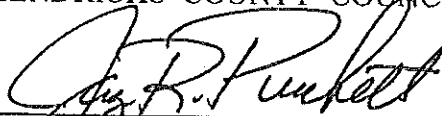
#### Section 6: Promotions

If an employee is promoted into a position with a higher job classification the starting salary will be the amount half way between the minimum and the midpoint of the job classification category the employee is promoted into. After a one year probationary period, the employee's salary may be increased to the midpoint of his or her salary category if the department's Administrator is satisfied with the employee's performance. If an employee makes a lateral transfer and remains in the same job classification category, the transferring employee salary

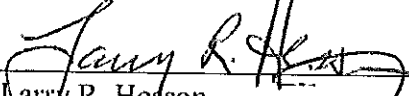
will be the midpoint of the category provided the transferring employee has a minimum of one year of service. If an Administrator wishes to pay a transferring person a higher salary amount than what is specified by this policy, the Administrator must make an appeal to the County Council.

Adopted the 9<sup>th</sup> day of April 2015

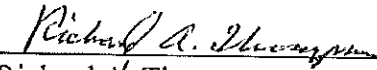
HENDRICKS COUNTY COUNCIL


  
Jay R. Puckett

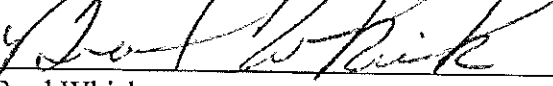
  
Caleb M. Brown

  
Larry R. Hesson

  
Michael C. Rogers

  
Richard A. Thompson

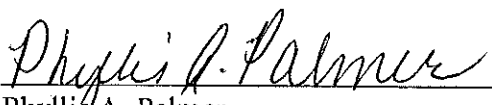
  
Eric L. Wathen

  
Brad Whicker

ATTEST: Cinda Kattau  
Cinda Kattau, Auditor

Adopted the 14<sup>th</sup> day of April, 2015

HENDRICKS COUNTY BOARD  
OF COMMISSIONERS

  
Phyllis A. Palmer

Bob Gentry

Bob Gentry

Matthew D. Whetstone

Matthew D. Whetstone

ATTEST: Cinda Kattau  
Cinda Kattau, Auditor