

RESOLUTION NO. 15 - 01

Resolution Establishing the Policy for Starting Salaries

WHEREAS, the County Council and Board of County Commissioners of Hendricks County, Indiana have determined that there is a need to establish a policy for determining the starting salary for Hendricks County government positions and to provide guidelines to Hendricks County Administrators who make the determination about hiring employees to meet the statutory obligations and to perform the work necessary in service to the Hendricks County community.

WHEREAS, the determination of a Hendricks County employee's salary is under the authority of the County Council as established by IC 36-2-5-3.

NOW THEREFORE, be it resolved by the County Council and Board of County Commissioners of Hendricks County, Indiana that:

Section 1: Definitions

The following definitions shall apply in the interpretation and the enforcement of this policy:

Administrator (Department Head) – An individual elected or appointed who supervises employees and is responsible for the operation of the office for which he or she is elected or appointed and, in the case of a department head, a supervisory employee appointed or employed by the Board of Commissioners or other governing body to direct and supervise an office or activity.

Formal Starting Salary – The official written salary offer authorized and sent to the applicant by the Human Resources Department after an Administrator is consulted and a determination is made on the starting salary.

Hendricks County Government Wage Scale – The official wage scale adopted by the County Council of Hendricks County which contains three salary amounts for each job classification and these amounts are contained under the categories of Minimum, Midpoint, and Maximum.

Informal Starting Salary – A salary amount that may be discussed with a job applicant by an Administrator during a job interview process, which amount complies with the salary guidelines established by this policy.

Salary – The wages either calculated at per hour rate for non-exempt employees or the annual dollar amount for exempt employees.

Section 2: Salary Determination Process

An Administrator may discuss with an applicant an informal starting salary at the minimum of the wage scale. Any informal salary offer is the decision of the Administrator. Before a formal salary offer is made the Administrator must notify the Human Resources Department and receive the acknowledgment of the new hire and the starting salary. The Administrator is to use the requisition form from the Human Resources Department to obtain the acknowledgement. The formal written salary offer to an applicant must be done by the Human Resources Department. An Administrator may not extend any starting salary

offer between the minimum and the midpoint of the wage scale without first securing the approval of the Human Resources Department. The Administrator will need to provide a written explanation demonstrating the applicant has either experience and/or education above the minimum required by the job description. The Administrator will use the appropriate Human Resources Department form to make this request. The Education and Experience Criteria will be used as a guide for approval of the requested starting pay. The formal written salary offer to an applicant must be done by the Human Resources Department.

An Administrator may not extend any salary offer to an applicant above the midpoint of the salary range without first securing the approval of the President of the County Council and President of the County Commissioners. The actions of these presidents will need to be ratified by their respective boards. The Administrator will need to provide written justification using the appropriate form. The criterion for making a determination will be the applicant's extensive experience and/or educational attainment above the minimum required for the position. Approving an offer above midpoint will be done very infrequently and any Administrator making a request will have to present a very strong case. The consideration for making an offer above the midpoint will require more time to process and the department head will need to factor the additional time into the hiring process. The formal written salary offer to an applicant must be done by the Human Resources Department.

Section 3: Exemptions

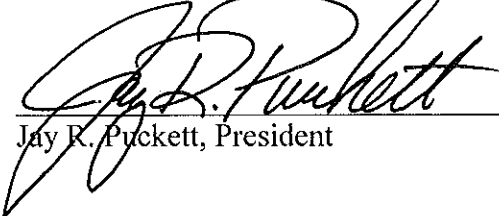
Hendricks County government has a number of departments that are managed by elected officials. These departments may have a position(s) with the title of chief deputy or other similar job title, and the person in the position is strictly appointed by and serves at the pleasure of the elected official making the appointment. By the adoption of this policy, these positions are classified as Special Occupations. The Special Occupation classification is intentionally not shown as a job category on the Hendricks County Wage Scale. Because these appointees serve directly at the will and the pleasure of an elected official and because most of these positions are established by state statute, the following exception is made. The salary for any position which is directly appointed by an elected official and serves at the will and the pleasure of an elected official shall be paid at the budgeted salary amount and is not subject to starting salary procedures established by this policy.


Section 4: Administration

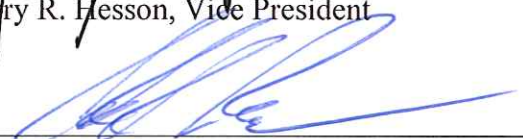
The implementation of this policy requires cooperation between the Administrators and the Human Resources Department. Administrators are encouraged to contact the Human Resources Department when consideration is being given to fill a vacant position. The decision to hire an applicant to fill a vacant position is the function of an Administrator and is not a function of the County Council; however, the determination of a starting salary is the function of the County Council. Any formal written salary offer to an applicant will be made by the County Council through the Human Resources Department. Any salary offer that does not comply with the provisions of this policy will not be recognized and the applicant will not be employed by Hendricks County.

Adopted the 8th day of January 2015


HENDRICKS COUNTY COUNCIL

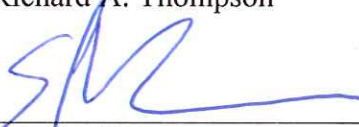

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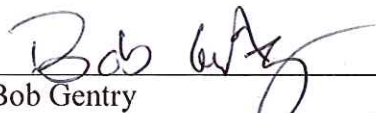

Brad Whicker


ATTEST: Cinda Kattau
Cinda Kattau, Auditor

Adopted the 13th day of January, 2015

HENDRICKS COUNTY BOARD
OF COMMISSIONERS


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Bob Gentry


Matthew D. Whetstone

ATTEST: Cinda Kattau
Cinda Kattau, Auditor