

ORDINANCE NO. 2016-09-20-001

KOSCIUSKO COUNTY BOARD OF COMMISSIONERS

AN ORDINANCE AMENDING THE COUNTY OF KOSCIUSKO, INDIANA
PERSONNEL POLICIES HANDBOOK

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

WHEREAS it is the intent of Kosciusko County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations,

WHEREAS the County of Kosciusko, Indiana provides Kosciusko County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS it is necessary to amend the County Personnel Policy from time-to-time.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF
KOSCIUSKO, INDIANA BOARD OF COMMISSIONERS THAT:

The County of Kosciusko, Indiana **Personnel Policies Handbook(s)** adopted on July 15, 2013 is amended this 20 day of September, 2016. The attached County of Kosciusko, Indiana Personnel Policy sections and replacement pages are hereby adopted and shall be in full force and effect on and after January 1, 2017, and shall replace and supersede existing oral or written personnel policies and procedures:

- 3.19 County Pay Grid Policy
- 3.20 Step 2 or Step 3 Placement

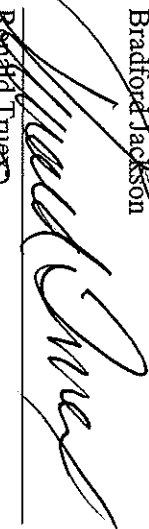
BOARD OF COMMISSIONERS
KOSCIUSKO COUNTY, INDIANA

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09/20/2016 01:01:24P 2 PGS
Joetta Mitchell
Kosciusko County Recorder IN
Recorded as Presented



ATTEST:



Bradford Jackson


Ronald Truex


Michelle Puckett, Auditor


Bob Conley

I affirm, under the penalties for perjury,
that I have taken reasonable care to redact
each Social Security number in this
document, unless required by law.


Missy Farmer

3.19 COUNTY PAY GRID POLICY

The County has adopted a five (5) step pay grid for the COMOT, PAT, LTC, and Special Occupations Court Reporter/Secretary job categories with a fixed base salary for each pay grade level. The step pay grids allow employees to move through the steps to the base salary.

Employees are placed on the pay grids according to years of service in a full-time position with the County. Years of service is defined as continuous employment in a full-time County position beginning on the hire date (anniversary date) in a full-time County position. Step pay increases are made on the employee's anniversary date of hire. Employees shall retain their years of service when a classification level change is approved or they are hired into another pay grid position.

Employees move through the following steps on the pay grids as follows:

Step 1	(Hire In)
Step 2	(1 Year Service)
Step 3	(3 Years of Service)
Step 4	(6 Years of Service)
Step 5	(10 Years of Service)

3.20 STEP 2 OR STEP 3 PLACEMENT

Prior to hiring, an elected official/department head may request that an employment candidate with previous relevant experience of (1) year with another employer that is directly related to the position in which he/she is being hired, may submit a request to the County Administrator that such individuals be credited with (1) year previous experience and placed on Step 2 in the pay grid. The County Administrator shall make a recommendation to the County Council and the Council shall have final approval.

Prior to hiring, an elected official/department head may request that an employment candidate with previous relevant experience of (3) or more years with another employer that is directly related to the position in which he/she is being hired, may submit a request to the County Administrator that such individuals be credited with (3) years previous experience and placed on Step 3 in the pay grid. The County Administrator shall make a recommendation to the County Council and the Council shall have final approval.

Employees placed on Step 2 or Step 3 upon hiring shall not advance to the next pay grid step until they have been employed in a full-time County position for the number of year's service required to move to the step. For example, employees placed on Step 2 are not eligible to advance to Step 3 until they have been employed in a full-time position with the County for 3 continuous years. Employees placed on Step 3 are not eligible to advance to Steps 4 or 5 until they have been employed in a full-time position with the County for 6 or 10 continuous years.