

VIGO COUNTY COUNCIL SUNSHINE MEETING

October 4, 2022

5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, October 4, 2022 at 5:00 P.M.

Council Chambers, Vigo County Government Center

1. Pledge of Allegiance
2. Calling of the roll
3. Public comment
4. Communications from elected officials, other officials, or agencies of the County.
5. First reading by summary reference of proposed ordinances and resolutions
 - i. ROC 2022-42, Additional Appropriation 2022-32 – Guardian Ad Litem – Payroll Salary
 - ii. ROC 2022-42, Salary Ordinance 2022-18 – Juvenile Court – Delete Full Time Administrative Assistant
 - iii. ROC 2022-42, Salary Ordinance 2022-19 – Juvenile Court – Add Full Time Staff CASA
6. Reports from committee(s)
7. Resolutions and Ordinances other than appropriations – None.
8. Ordinances relating to appropriations
 - i. Additional Appropriation 2022-32; ROC 2022-42: Guardian Ad Litem – Payroll Salary
 - ii. Salary Ordinance 2022-18; ROC 2022-42: Juvenile Court – Delete Full Time Administrative Assistant
 - iii. Salary Ordinance 2022-19; ROC 2022-42: Juvenile Court – Add Full Time Staff CASA
9. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, October 4, 2022 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, October 11, 2022, at the City Hall Courtroom, 17 Harding Avenue, Terre Haute, Indiana, for a Sunshine Meeting.

REQUESTED

GUARDIAN AD LITEM FUND/8101

8101.10010.000.0000 Payroll Salaries	\$ 15,196
8101.15210.000.0000 SS/FICA	1,162
8101.15220.000.0000 PERF	2,158
8101.15230.000.0000 Insurance	<u>11,780</u>
Total Guardian Ad Litem Fund	\$ 30,296

Pursuant to State of Indiana Executive Order 20-09 (the "Order"), the meeting will be made available by electronic means. Any votes conducted will be by roll call vote. In accordance with the Indiana Open Door Law and the Order, media and members of the public are encouraged to observe the meeting at <https://www.vigocounty.in.gov/department/division.php?structureid=71> . Members of the public may submit comments prior to the meeting to county.council@vigocounty.in.gov

JAMES W. BRAMBLE

VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, September 23, 2022.

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

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

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment 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, or any other fund from which the county auditor issues warrants for compensation with the exception of the Convention and Visitors Bureau and Community Corrections funds. 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 Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt, non-exempt, and excluded classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions; employees holding exempt or excluded positions are not eligible for FLSA overtime or FLSA compensatory time.
- B. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County employee compensation; County employees are entitled to pay for leave policies specified in the Vigo County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in the Vigo County Personnel Policy;
- C. The attached schedule of regular pay rates and overtime pay rates reflect a two and a half percent increase over 2022 base pay rates. The pay rates shall be established and adopted on the 11th day of October 2022 and shall be in full-force and effect on January 1, 2023. Employees shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance. New

employees and existing employees transferring positions shall be compensated at the minimum salary established for the assigned classification level.

- D. The number of officers, deputies, and other employees shall not exceed the number authorized in this salary ordinance.
- E. The attached job classification and compensation maintenance system is hereby adopted. All County Council adopted job descriptions having a job requirement that states "Possession of a valid Indiana driver's license and a demonstrated safe driving record," shall be amended to state: "Possession of a valid driver's license and a demonstrated safe driving record."
- F. Full-time employees in 2023 employed as attorneys in the office of the Public Defender will be compensated under the Vigo County Public Defender Plan. The Public Defender (Full-time) shall receive a compensation according to the classification system. The Public Defender (.800) shall be compensated at a rate of 80 percent of the Public Defender (Full-time).
 - a. Number of positions are set as follows:
 - i. Public Defender (.800) – twenty-six (26)
- G. That probation officers shall be paid pursuant to the 2023 Minimum Salary Probation Officers or shall receive a 15% increase in their yearly salary, whichever is less.
 - a. Number of positions are set as follows:
 - i. Adult Probation Officers
 - 1. County General – twelve (12)
 - 2. Adult Probation DOC Grant – one (1)
 - ii. Juvenile Probation Officers
 - 1. County General – seven (7)
- H. Deputy Prosecutors shall be paid in addition to the base salary pursuant to the following criteria established by the Prosecutor's Office:
 - a. Establish base salary on the role of each Deputy Prosecutor:
 - i. Misdemeanor and Low Level Felony Court Deputy Prosecutor – Base Salary only
 - ii. Child Support Deputy Prosecutor – Base Salary + two percent (2%)
 - iii. High Level Felony Court Deputy Prosecutor – Base Salary + four percent (4%)
 - iv. Specialized Deputy Prosecutor – Base Salary + six percent (6%)
 - b. In addition, the following criteria will be reviewed for each Deputy Prosecutor to set compensation above the base salary:
 - i. Legal Experience
 - 1. Practicing at least three (3) years but less than six (6) years, plus one (1) percent
 - 2. Practicing at least six (6) years, plus two (2) percent

- ii. Criminal Law Experience
 - 1. Criminal prosecution for at least three (3) years, plus two (2) percent
 - 2. Criminal law (defense and prosecution) for at least three (3) years, plus one (1) percent, (These cannot be combined.)
 - iii. Jury Trial Experience
 - 1. At least five (5) but less than ten (10) jury trials, plus one percent (1%)
 - 2. Ten (10) or more jury trials, plus two (2) percent
 - iv. Additional Considerations
 - 1. Extensive knowledge of the local court system, plus one percent (1%)
 - 2. Other Relevant Factors including clerking for a judge, appellate arguments, published legal paper, etc., plus up to one percent (1%)
- I. The number of Part-time Prosecutors positions are set at eight (8) and effective January 1, 2023 the rate of compensation for those positions will reflect a two and a half percent increase over the 2022 base pay rates.
- J. Employees of the Vigo County Highway Department are eligible for classification pay at a rate of \$0.71 per hour at the discretion of the Vigo County Commissioners. The number of employees receiving classification pay must not exceed 28 at any point in time.
- K. Deputy county assessors and deputy township assessors that have achieved Level II certification shall receive \$500 annually in addition to the base salary. Deputy county assessors and deputy township assessors that have achieved Level III certification shall receive \$500 annually in addition to the base salary plus compensation for Level II certification (a total of \$1,000 in addition to the base salary for Level III certification).
- L. The following positions in the judicial system are not rated under the compensation study and are established at the following annual rates of compensation for 2023:
 - a. Courts: Social Worker/Therapist \$63,960
 - b. Courts: Screening Analyst/Case Manager, 2 \$37,900
- M. Employees providing services for the Juvenile Drug Court will be receive the following stipends in addition to their base compensation:
 - a. Coordinator (1): \$5,000 annually (\$192.30 per pay)
 - b. Public Defender (1): \$8,180 annually (\$314.61 per pay)
 - c. Case Manager (1): \$5,000 annually (\$192.30 per pay)
- N. Hours worked by temporary and/or part time employees shall not exceed 29 hours per defined work week. Rates are established as follows:
 - a. Temporary employees, part time employees, and extra help shall be compensated at a rate of \$13.17 per hour unless otherwise approved.

- b. Temporary employees, part time employees, and extra help for the positions of Correctional Officers, Detention Officers, Courthouse Security, Dispatchers, and Process Servers shall be compensated at a rate of \$14.55 per hour.
 - c. Part time employees for the positions of Electrician and Plumber in the Building Maintenance department shall be compensated at a rate of \$28.77 per hour unless otherwise approved.
 - d. Deputy Coroners (4) shall be compensated at an annual rate of \$6,165.00
 - e. Part time employees for the position of Relief Youth Care Workers in the Group Homes department shall be compensated at a rate of \$221.89 per day unless otherwise approved.
- O. The Property Tax Appeals Board Members are to be compensated based on a daily rate. Meetings lasting four (4) hours or less are to be compensated at one half (1/2) of the daily rate. Meetings lasting more than four (4) hours are to be compensated at the daily rate.
- P. All full time employees of Vigo County with the exception of merit officers, dispatchers, and elected officials shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 2nd year in accordance with the attached longevity schedule in Appendix A. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$5,000.
- Q. A dispatcher shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 2nd year in accordance with the attached longevity schedule in Appendix A. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$6,250.
- R. All full time Correctional Officers employed by the Vigo County Jail will receive \$1,500.00 per year clothing allowance.
- S. All full time Correctional Officers employed by the Vigo County Jail and full time Dispatchers employed by E911 are eligible to receive an annual stipend of \$1,500 in order to aid in the attraction and retention of employees. To be eligible for the stipend an employee must have continuous service for 6 months prior to receiving the stipend. Equal installments of the stipend will be paid in June and December.
- T. Full-time employees in PERF covered positions determined ineligible for PERF per state statute shall receive a stipend equal to the defined employee contribution rate (3.00%) to be paid in each pay period.
- U. In the event of an extended Military, Family Medical, or Workmen's Compensation Leave of a Maintenance Worker or Operator of the Vigo County Highway Department exceeding six (6) weeks, the Vigo County Highway may employ a Temporary Maintenance Worker or Temporary Operator. A Temporary Maintenance Worker or Operator shall be compensated at a rate of ninety (90) percent of the base rate of the respective full-time position. A temporary employee shall not work more than 29 hours in a pay week and is not entitled to retirement benefits. In the event a former employee of Vigo County is

selected for the temporary position, the employee should be treated as a continuing employee, rather than a new hire, unless the employee has had a separation for a period of at least 13 weeks in deference to the Affordable Care Act Regulations. A sufficient appropriation in Personal Services must exist in the Vigo County Highway budget prior to the employment of a Temporary Maintenance Worker or Temporary Operator. The Highway Superintendent should submit a plan detailing the anticipated period of time a temporary employee will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.

- V. This ordinance does not apply to employees who are covered by collective bargaining agreement, merit officers of the Vigo County Sheriff's Department, persons whose compensation is governed by statute, persons whose compensation is established by a state agency or grant, and elected officials.

Presented to the Vigo County Council, read in full and adopted as written this 11th day of October, 2022.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	R. Todd Thacker	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Marie Theisz	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Travis Norris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk,	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	President	

Attest:

James W. Bramble
Vigo Auditor

2023

2023	
Classification	Base Rate
Civ POLE A	\$ 18.41
Civ POLE B	\$ 19.37
Civ POLE C	\$ 20.34
Civ POLE D	\$ 22.24

Job Category: Civilian POLE

Target Base: External Midpoint

Department	Title	Classification	2023 Base (Hourly)	Stipend
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail		Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Jail	Correctional Officer	Civilian POLE A	\$20.50	\$1,500
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Juvenile Center	Detention Officer	Civilian POLE A	\$18.41	
Sheriff	Courthouse Security	Civilian POLE A	\$18.41	
Sheriff	Courthouse Security	Civilian POLE A	\$18.41	
Sheriff	Courthouse Security	Civilian POLE A	\$18.41	
Sheriff	Courthouse Security	Civilian POLE A	\$18.41	
Sheriff		Civilian POLE A	\$18.41	
Sheriff	Courthouse Security	Civilian POLE A	\$18.41	
Sheriff		Civilian POLE A	\$18.41	
Dispatch/LIT-PSAP	* Dispatcher	Civilian POLE B	\$20.74	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, CIVILIAN POLE
2023

2023	
Classification	Base Rate
Civ POLE A	\$ 18.41
Civ POLE B	\$ 19.37
Civ POLE C	\$ 20.34
Civ POLE D	\$ 22.24

Job Category: Civilian POLE

Target Base: External Midpoint

Department	Title	Classification	2023 Base (Hourly)	Stipend
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	* Dispatcher	Civilian POLE B	\$20.74	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Dispatch/LIT-PSAP	Dispatcher	Civilian POLE B	\$19.37	\$1,500
Jail	Corporal	Civilian POLE B	\$21.46	\$1,500
Jail	Corporal	Civilian POLE B	\$21.46	\$1,500
Jail	Corporal	Civilian POLE B	\$21.46	\$1,500
Juvenile Center	Corporal	Civilian POLE B	\$19.37	
Juvenile Center	Corporal	Civilian POLE B	\$19.37	
Juvenile Center	Corporal	Civilian POLE B	\$19.37	
Juvenile Center	Corporal	Civilian POLE B	\$19.37	
Dispatch/LIT-PSAP	IDACS Coordinator	Civilian POLE C	\$20.34	\$1,500
Dispatch/LIT-PSAP	* IDACS Coordinator	Civilian POLE C	\$21.76	\$1,500
Dispatch/LIT-PSAP	* Shift Supervisor	Civilian POLE C	\$21.22	\$1,500
Dispatch/LIT-PSAP	Shift Supervisor	Civilian POLE C	\$20.34	\$1,500
Dispatch/LIT-PSAP	Shift Supervisor	Civilian POLE C	\$20.34	\$1,500
Dispatch/LIT-PSAP	* Shift Supervisor	Civilian POLE C	\$21.22	\$1,500
Dispatch/LIT-PSAP	Training Coordinator/Dispatcher	Civilian POLE C	\$20.34	\$1,500
Dispatch/LIT-PSAP	Training Coordinator/Dispatcher	Civilian POLE C	\$20.34	\$1,500
Jail	Sergeant	Civilian POLE C	\$22.43	\$1,500
Jail	Sergeant	Civilian POLE C	\$22.43	\$1,500
Jail	Sergeant	Civilian POLE C	\$22.43	\$1,500
Jail	Sergeant	Civilian POLE C	\$22.43	\$1,500
Juvenile Center	Shift Supervisor	Civilian POLE C	\$20.34	
Juvenile Center	Shift Supervisor	Civilian POLE C	\$20.34	
Juvenile Center	Shift Supervisor	Civilian POLE C	\$20.34	
Juvenile Center	Shift Supervisor	Civilian POLE C	\$20.34	
Sheriff	Courthouse Security Sergeant	Civilian POLE C	\$20.34	
Sheriff	Sex & Violent Offender Registry Ofc	Civilian POLE C	\$20.34	
Sheriff	Sex Registry Officer/Instructor	Civilian POLE C	\$20.34	

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, CIVILIAN POLE
2023

2023	
Classification	Base Rate
Civ POLE A	\$ 18.41
Civ POLE B	\$ 19.37
Civ POLE C	\$ 20.34
Civ POLE D	\$ 22.24

Job Category: Civilian POLE

Target Base: External Midpoint

Department	Title	Classification	2023 Base (Hourly)	Stipend
Jail	Senior Sergeant	Civilian POLE D	\$24.33	\$1,500
Juvenile Center	Senior Supervisor	Civilian POLE D	\$22.24	\$500
Prosecutor	* Investigator	Civilian POLE D	\$23.18	
Prosecutor	Investigator	Civilian POLE D	\$22.24	
Prosecutor/APS	Investigator	Civilian POLE D	\$22.24	
Prosecutor/APS	Investigator	Civilian POLE D	\$22.24	
Public Defender	Investigator	Civilian POLE D	\$22.24	
Public Defender	Investigator	Civilian POLE D	\$22.24	
Public Defender	Investigator	Civilian POLE D	\$22.24	
Public Defender	Investigator	Civilian POLE D	\$22.24	

Note: Dispatchers have a separate longevity program.

**Incumbents are grandfathered in at the higher rate.*

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, LTC
2023

2023	
Classification	Base Rate
LTC A	\$ 17.89
LTC B	\$ 19.50
LTC C	\$ 20.61
LTC D	\$ 21.27
LTC E	\$ 22.70

Job Category: LTC

Target Base: External Midpoint

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Building Maintenance	Custodian-a	LTC A	Non Exempt	1820	17.89
Building Maintenance	Custodian-b	LTC A	Non Exempt	1820	17.89
Building Maintenance	Custodian-b	LTC A	Non Exempt	1820	17.89
Building Maintenance	Custodian-b	LTC A	Non Exempt	1820	17.89
Building Maintenance	Nightwatch/Custodian	LTC A	Non Exempt	1820	17.89
Engineer Services	* Permit Inspector	LTC A	Non Exempt	1820	20.95
Highway III	Custodian	LTC A	Non Exempt	1820	17.89
Building Maintenance	* Maintenance	LTC B	Non Exempt	1820	22.59
Building Maintenance	Maintenance	LTC B	Non Exempt	1820	19.50
Building Maintenance	Maintenance	LTC B	Non Exempt	1820	19.50
Building Maintenance	Maintenance	LTC B	Non Exempt	1820	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker	LTC B	Non Exempt	2080	19.50
Highway II	Maintenance Worker/Signs	LTC B	Non Exempt	2080	19.50
Highway II	Safety Coord/Store Clerk	LTC B	Non Exempt	2080	19.50
Parks	Maintenance Specialist	LTC B	Non Exempt	1950	19.50
Parks	Maintenance Specialist	LTC B	Non Exempt	1950	19.50
Parks	* Maintenance Specialist	LTC B	Non Exempt	1950	19.64
Parks	Maintenance Specialist	LTC B	Non Exempt	1950	19.50
Parks	Maintenance Specialist	LTC B	Non Exempt	1950	19.50
Parks	Maintenance Specialist	LTC B	Non Exempt	1950	19.50
Parks	Maintenance Specialist	LTC B	Non Exempt	1950	19.50
Surveyor	Deputy	LTC B	Non Exempt	1820	19.50
Surveyor	Deputy	LTC B	Non Exempt	1820	19.50
Surveyor	Deputy	LTC B	Non Exempt	1820	19.50
Surveyor	* Deputy	LTC B	Non Exempt	1820	21.30
Group Homes	* Maintenance Supervisor	LTC C	Non Exempt	1820	20.94

**VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, LTC
2023**

2023	
Classification	Base Rate
LTC A	\$ 17.89
LTC B	\$ 19.50
LTC C	\$ 20.61
LTC D	\$ 21.27
LTC E	\$ 22.70

Job Category: LTC Target Base: External Midpoint

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II	Operator	LTC C	Non Exempt	2080	20.61
Highway II/Engineering	Bridge/Pipe/Drainage Operator	LTC C	Non Exempt	2080	20.61
Highway II/Engineering	Bridge/Pipe/Drainage Operator	LTC C	Non Exempt	2080	20.61
Building Maintenance		LTC D	Non Exempt	1820	21.27
Highway II	Shop Working Leader	LTC D	Non Exempt	2080	21.27
Highway II	Sign Technician	LTC D	Non Exempt	2080	21.27
Highway II	Working Leader	LTC D	Non Exempt	2080	21.27
Highway II	Working Leader	LTC D	Non Exempt	2080	21.27
Highway III	Mechanic	LTC D	Non Exempt	2080	21.27
Highway III	Mechanic	LTC D	Non Exempt	2080	21.27
Highway III	Mechanic	LTC D	Non Exempt	2080	21.27
Highway/LR & S	Working Leader	LTC D	Non Exempt	2080	21.27
Highway/LR & S	Working Leader	LTC D	Non Exempt	2080	21.27
Surveyor	Crew Chief	LTC D	Non Exempt	1820	21.27
Engineering/Cum Bridge	Pipe Field Supervisor	LTC E	Non Exempt	2080	22.70
Highway I	Shop Supervisor	LTC E	Non Exempt	2080	22.70
Highway/LR & S	Area Supervisor	LTC E	Non Exempt	2080	22.70
Highway/LR & S	Area Supervisor	LTC E	Non Exempt	2080	22.70

**Incumbents are grandfathered in at the higher rate.*

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2023

2023	
Classification	Base Rate
COMOT A	\$ 18.54
COMOT B	\$ 19.97
COMOT C	\$ 22.02
COMOT D	\$ 23.47

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Area Planning	Administrative Assistant	COMOT A	Non Exempt	1820	\$18.54
Area Planning	Bookkeeper/Planning Assistant	COMOT A	Non Exempt	1820	\$18.54
Auditor	* Deputy Auditor	COMOT A	Non Exempt	1820	\$23.01
Auditor	Deputy Auditor	COMOT A	Non Exempt	1820	\$18.54
Auditor	Deputy Auditor/Claims	COMOT A	Non Exempt	1820	\$18.54
Auditor	Deputy Auditor/Claims	COMOT A	Non Exempt	1820	\$18.54
Auditor	Deputy Auditor/Commissioner Clerk	COMOT A	Non Exempt	1820	\$18.54
Auditor	Deputy Auditor/Plat Mapping	COMOT A	Non Exempt	1820	\$18.54
Auditor	Deputy Auditor/Plat Mapping	COMOT A	Non Exempt	1820	\$18.54
Auditor	Deputy Auditor/Tax Sales	COMOT A	Non Exempt	1820	\$18.54
Building Inspection	Secretary	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Bonds	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Child Support	COMOT A	Non Exempt	1820	\$18.54
Clerk Perpetuation	* Deputy Clerk/Elections/Records	COMOT A	Non Exempt	1820	\$21.59
Clerk	Deputy Clerk/Elections/Records	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Records Supervisor	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Judgments/Marriages	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Main Office	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Main Office	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Clerk/Main Office	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	* Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54

2023

Classification	Base Rate
COMOT A	\$ 18.54
COMOT B	\$ 19.97
COMOT C	\$ 22.02
COMOT D	\$ 23.47

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	Deputy Court Clerk	COMOT A	Non Exempt	1820	\$18.54
Clerk	* Deputy Court Clerk	COMOT A	Non Exempt	1820	\$20.94
Courts	Bailiff Division 1	COMOT A	Non Exempt	1820	\$18.54
Courts	Bailiff Division 2	COMOT A	Non Exempt	1820	\$18.54
Courts	Bailiff Division 3	COMOT A	Non Exempt	1820	\$18.54
Courts	Bailiff Division 4	COMOT A	Non Exempt	1820	\$18.54
Courts	* Receptionist-Adult Probation	COMOT A	Non Exempt	1820	\$19.70
Courts	Secretary Division 4	COMOT A	Non Exempt	1820	\$18.54
Courts	Secretary/Bailiff Division 5	COMOT A	Non Exempt	1820	\$18.54
Extension Office	* Secretary	COMOT A	Non Exempt	1820	\$20.67
Extension Office	Secretary	COMOT A	Non Exempt	1820	\$18.54
Extension Office	Secretary/Program Assistant	COMOT A	Non Exempt	1820	\$18.54
Health	Clerical Assistant/Supply Clerk	COMOT A	Non Exempt	1820	\$18.54
Health	* Office Manager/Bookkeeper	COMOT A	Non Exempt	1820	\$23.35
Health	Vector Control Clerk	COMOT A	Non Exempt	1820	\$18.54
Highway I	* Secretary	COMOT A	Non Exempt	1820	\$22.80
Juvenile Court	Admin Assist/Mediation Admin	COMOT A	Non Exempt	1820	\$18.54
Juvenile Court	Receptionist ^	COMOT A	Non Exempt	1820	\$18.54
Juvenile Court	Secretary/Bailiff ^	COMOT A	Non Exempt	1820	\$18.54
Prosecutor	* Receptionist	COMOT A	Non Exempt	1820	\$22.80
Prosecutor/IV-D	IV-D Receptionist	COMOT A	Non Exempt	1820	\$18.54
Reassessment County		COMOT A	Non Exempt	1820	\$18.54

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2023

Classification	Base Rate
COMOT A	\$ 18.54
COMOT B	\$ 19.97
COMOT C	\$ 22.02
COMOT D	\$ 23.47

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Reassessment County	Deputy Assessor/Field Agent	COMOT A	Non Exempt	1820	\$18.54
Recorder	Deputy Recorder	COMOT A	Non Exempt	1820	\$18.54
Recorder/Perpetuation	Deputy Recorder	COMOT A	Non Exempt	1820	\$18.54
Recorder	Deputy Recorder	COMOT A	Non Exempt	1820	\$18.54
Recorder/Perpetuation	Deputy Recorder	COMOT A	Non Exempt	1820	\$18.54
Sheriff	Secretary-a	COMOT A	Non Exempt	1820	\$18.54
Sheriff	Secretary-b	COMOT A	Non Exempt	1820	\$18.54
Supp Adult Probation	* Office Manager-Adult Probation	COMOT A	Non Exempt	1820	\$20.01
Supp Adult Probation	* Secretary-Adult Probation	COMOT A	Non Exempt	1820	\$20.61
Treasurer	Deputy/Garnishments	COMOT A	Non Exempt	1820	\$18.54
Treasurer	Deputy/Judgments	COMOT A	Non Exempt	1820	\$18.54
Treasurer	* Tax Sale Deputy	COMOT A	Non Exempt	1820	\$18.54
Assessor	Deputy Assessor-a	COMOT B	Non Exempt	1820	\$19.97
Assessor	* Deputy Assessor-b	COMOT B	Non Exempt	1820	\$20.94
Assessor	* Deputy Assessor-c	COMOT B	Non Exempt	1820	\$19.98
Assessor	* Deputy Assessor-d	COMOT B	Non Exempt	1820	\$19.98
Clerk	Deputy Clerk Assistant Supervisor	COMOT B	Non Exempt	1820	\$19.97
Clerk	Deputy Clerk Assistant Supervisor	COMOT B	Non Exempt	1820	\$19.97
Group Homes	Secretary/Bookkeeper	COMOT B	Non Exempt	1820	\$19.97
Harrison Township Assessor	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$19.97
Harrison Township Assessor		COMOT B	Non Exempt	1820	\$19.97
Harrison Township Assessor	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$19.97
Harrison Township Assessor		COMOT B	Non Exempt	1820	\$19.97
Health	Clerical Assistant	COMOT B	Non Exempt	1820	\$19.97
Health	* Secretary/Nursing Division	COMOT B	Non Exempt	1820	\$21.91
Health	Vital Statistics Clerk	COMOT B	Non Exempt	1820	\$19.97
Health	Vital Statistics Clerk	COMOT B	Non Exempt	1820	\$19.97
Health	Vital Statistics Clerk	COMOT B	Non Exempt	1820	\$19.97

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2023

Classification	Base Rate
COMOT A	\$ 18.54
COMOT B	\$ 19.97
COMOT C	\$ 22.02
COMOT D	\$ 23.47

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Reassessment County	Deputy Assessor	COMOT B	Non Exempt	1820	\$19.97
Reassessment/Harrison	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$19.97
Reassessment/Harrison	Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$19.97
Reassessment/Harrison	* Deputy Assessor/Field Agent	COMOT B	Non Exempt	1820	\$22.13
Soil and Water	Admin. Asst.	COMOT B	Non Exempt	1820	\$19.97
Treasurer	Bank Reconciliation Deputy	COMOT B	Non Exempt	1820	\$19.97
Treasurer	Finance Deputy	COMOT B	Non Exempt	1820	\$19.97
Treasurer	Staff Accountant	COMOT B	Non Exempt	1820	\$19.97
Clerk	Assistant	COMOT C	Non Exempt	1820	\$22.02
Clerk	Court Clerk Supervisor	COMOT C	Non Exempt	1820	\$22.02
Clerk	Deputy Clerk Supervisor	COMOT C	Non Exempt	1820	\$22.02
Clerk	Deputy Clerk Supervisor	COMOT C	Non Exempt	1820	\$22.02
Clerk	Deputy Clerk/Elections	COMOT C	Non Exempt	1820	\$22.02
Commissioners	Executive Secretary	COMOT C	Non Exempt	1820	\$22.02
Health	Vital Statistics Registrar/Spvr	COMOT C	Non Exempt	1820	\$22.02
Highway I	Office Manager	COMOT C	Non Exempt	1820	\$22.02
Juvenile Court	* Office Manager/Juvenile Courts	COMOT C	Non Exempt	1820	\$24.05
Parks	Administrative Assistant	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Bookkeeper/Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Bookkeeper/Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Prosecutor	* Program Coordinator	COMOT C	Non Exempt	1820	\$24.40
Prosecutor/APS	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2023

Classification	Base Rate
COMOT A	\$ 18.54
COMOT B	\$ 19.97
COMOT C	\$ 22.02
COMOT D	\$ 23.47

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Prosecutor/IV-D	IV-D Caseworker	COMOT C	Non Exempt	1820	\$22.02
Public Defender	* Legal Secretary	COMOT C	Non Exempt	1820	\$22.12
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Public Defender	Legal Secretary	COMOT C	Non Exempt	1820	\$22.02
Reassessment County	District Assessor	COMOT C	Non Exempt	1820	\$22.02
Sheriff	Office Manager	COMOT C	Non Exempt	1820	\$22.02
Auditor	Deputy Auditor/Payroll	COMOT D	Non Exempt	1820	\$23.47
Auditor	Deputy/Bookkeeper/Programmer	COMOT D	Non Exempt	1820	\$23.47
Auditor	Deputy Auditor/Staff Accountant	COMOT D	Non Exempt	1820	\$23.47
Courts	Bailiff/Court Reporter Division 6	COMOT D	Non Exempt	1820	\$23.47
Courts	* Court Admin/Probate Reg	COMOT D	Non Exempt	1820	\$24.17
Courts	Court Reporter Division 1	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter Division 2	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter Division 2	COMOT D	Non Exempt	1820	\$23.47
Courts	* Court Reporter Division 3	COMOT D	Non Exempt	1820	\$25.00

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, COMOT
2023

Classification	Base Rate
COMOT A	\$ 18.54
COMOT B	\$ 19.97
COMOT C	\$ 22.02
COMOT D	\$ 23.47

Job Category: COMOT

Target Base: External Minimum

Department	Title	Classification	Status	Work Hours	2023 Base (Hourly)
Courts	Court Reporter Division 4	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter Division 4	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter Division 5	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter Division 6	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter Division 6	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter/Bailiff Division 1	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter/Bailiff Division 5	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter/Bailiff Division 5	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter/Office Admin Div 5	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter/Office Manager Div 4	COMOT D	Non Exempt	1820	\$23.47
Courts	Court Reporter/Secretary Division 1	COMOT D	Non Exempt	1820	\$23.47
Courts	* Court Reporter/Secretary Division 3	COMOT D	Non Exempt	1820	\$24.17
Courts	* Jury Administrator	COMOT D	Non Exempt	1820	\$24.17
Courts	Roving Court Reporter	COMOT D	Non Exempt	1820	\$23.47
Courts/IV-D	Court Reporter/IV-D	COMOT D	Non Exempt	1820	\$23.47
Human Resources	Human Resources Coordinator	COMOT D	Non Exempt	1820	\$23.47
Juvenile Center	Office Manager	COMOT D	Non Exempt	1820	\$23.47
Juvenile Court	Court Reporter ^	COMOT D	Non Exempt	1820	\$23.47
Juvenile Court	Court Reporter ^	COMOT D	Non Exempt	1820	\$23.47
Public Defender	Paralegal	COMOT D	Non Exempt	1820	\$23.47
Public Defender	Paralegal	COMOT D	Non Exempt	1820	\$23.47
Public Defender	Paralegal	COMOT D	Non Exempt	1820	\$23.47
Public Defender	* Paralegal	COMOT D	Non Exempt	1820	\$23.88

*Incumbents are grandfathered in at the higher rate.

VIGO COUNTY
GENERAL EMPLOYEE SALARY ORDINANCE, SO
2023

Job Category: SO (Special Occupations)

Department	Title	FLSA Status	2023 Base Rate
Assessor	Chief Deputy	Excluded	\$48,216
Auditor	* Chief Deputy	Excluded	\$52,153
Clerk	Chief Deputy	Excluded	\$48,216
Harrison Township	Chief Deputy	Excluded	\$48,216
Recorder	Chief Deputy	Excluded	\$48,216
Surveyor	Chief Deputy	Excluded	\$48,216
Treasurer	Chief Deputy	Excluded	\$48,216

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Department	Title	FLSA Status	2023 Base Rate	Stipend
Coroner	Deputy Coroner/Office Manager	Non Exempt	\$48,631	
Voter Registration	Republican Election Administrator	Exempt	\$45,116	
Voter Registration	Democrat Election Administrator	Exempt	\$45,116	
Jail	First Sergeant	Non Exempt	\$53,641	\$1,500

*Incumbents are grandfathered in at the higher rate.

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, PAT
2023

2023	
Classification	Base Rate
PAT A	\$ 40,384
PAT B	\$ 47,000

Job Category: PAT Target Base: External Minimum

Department	Title	Classification	FLSA Status	2023 Base Rate	Stipend
Area Planning	* General Planner II	PAT A	Non Exempt	\$46,414	
Building Inspection	Building Inspector	PAT A	Non Exempt	\$40,384	
Building Inspection	Ordinance Enforcement Officer	PAT A	Non Exempt	\$40,384	
Courts	* System Administrator	PAT A	Non Exempt	\$53,918	
EMA	* Deputy Director/Operations	PAT A	Non Exempt	\$43,147	
EMA	Deputy Director/Planning/PIO	PAT A	Non Exempt	\$40,384	
Group Homes	* Continued Care Worker/Indep. Living	PAT A	Exempt	\$44,380	
Group Homes	Therapeutic Family Case Manager	PAT A	Exempt	\$40,384	
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$42,640	
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$42,640	
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$42,640	
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$42,640	
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$42,640	
Health	* Vector Control Assistant Supervisor	PAT A	Non Exempt	\$42,890	
Health	Vector Control Specialist	PAT A	Non Exempt	\$40,384	
Health	Vector Control Specialist	PAT A	Non Exempt	\$40,384	
Health	Vector Control Specialist	PAT A	Non Exempt	\$40,384	
Health Maintenance	Health Educator/Media Coordinator	PAT A	Exempt	\$40,384	
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$40,384	
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$40,384	
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$40,384	
Juvenile Court	Volunteer Coordinator/Special Projects	PAT A	Non Exempt	\$40,384	
Parks	Natural Resource Programmer	PAT A	Non Exempt	\$40,384	
Parks/NR Op	Griffin Bike Park Manager	PAT A	Non Exempt	\$40,384	
Prosecutor/IV-D	Administrator IV-D	PAT A	Non Exempt	\$40,384	
Soil and Water	Urban Conservationist/MS4 Review/Inspector	PAT A	Non Exempt	\$40,384	
Veterans Assistance	Service Officer	PAT A	Exempt	\$40,384	
Victim Assistance	Assistant Director	PAT A	Non Exempt	\$40,384	

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, PAT
2023

2023	
Classification	Base Rate
PAT A	\$ 40,384
PAT B	\$ 47,000

Job Category: PAT Target Base: External Minimum

Department	Title	Classification	FLSA Status	2023 Base Rate	Stipend
Commissioner	Commissioner Administrator	PAT B	Exempt	\$47,000	
Area Planning	Assistant Director	PAT B	Non Exempt	\$47,000	
Council	* Council Administrator	PAT B	Exempt	\$58,801	
Drug Court	Drug Court Coordinator	PAT B	Non Exempt	\$47,000	
Group Homes	Program Director	PAT B	Exempt	\$47,000	
Group Homes	Treatment Director	PAT B	Exempt	\$47,000	
Health	Environmental Health Specialist	PAT B	Non Exempt	\$47,000	
Health	Environmental Health Specialist	PAT B	Non Exempt	\$47,000	
Health	Environmental Health Specialist	PAT B	Non Exempt	\$47,000	
Health	* Environmental Health Specialist	PAT B	Non Exempt	\$50,986	
Health	Environmental Supervisor	PAT B	Non Exempt	\$52,127	
Health	Public Health Nurse/Nursing Director	PAT B	Exempt	\$47,000	\$4,810
Health	Public Health Nurse	PAT B	Exempt	\$47,000	
Health	Public Health Nurse	PAT B	Exempt	\$47,000	
Health	Vector Control Supervisor	PAT B	Non Exempt	\$47,000	
Health	Environmental Health Specialist	PAT B	Non Exempt	\$47,000	
Information Services	Network Administrator	PAT B	Non Exempt	\$47,000	
Information Services	* Network Administrator	PAT B	Non Exempt	\$52,052	
Parks	Assistant Superintendent	PAT B	Non Exempt	\$47,000	
Prosecutor/APS	* Adult Protective Services Director ^	PAT B	Non Exempt	\$50,805	
Soil and Water	District Director	PAT B	Exempt	\$47,000	
Victim Assistance	Director	PAT B	Exempt	\$47,000	

*Incumbents are grandfathered in at the higher rate.

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, EXE
2023

2023	
Classification	Base Rate
EXE A	\$ 55,843
EXE B	\$ 66,222
EXE C	\$ 80,792

Job Category: EXE Target Base: External Midpoint Rate

Department	Title	Classification	FLSA Status	Incumbent	2023 Base	Prosecutor Scale	2023 Adjusted Base
Area Planning	Executive Director	EXE A	Exempt	Bayler, Jared	\$55,843		
Building Inspection	Building Commissioner	EXE A	Exempt	Bays, Terry	\$55,843		
Building Maintenance	Maintenance Supervisor	EXE A	Exempt	Roberts, Thomas	\$55,843		
EMA	Director	EXE A	Exempt	Hojnicki, Dorene	\$55,843		
E-911 Dispatch	Assistant Director	EXE A	Exempt	Holbert, Sara	\$55,843		
Health	* Administrator	EXE A	Exempt	Wise, Joni	\$55,963		
Human Resources	Director	EXE A	Exempt	Wright, Kara	\$55,843		
Information Services	Director	EXE A	Exempt	Lehman, William	\$55,843		
Juvenile Center	Assistant Director	EXE A	Exempt	Hunter, Cindy	\$55,843		
Juvenile Court	CASA Director	EXE A	Exempt	Cheesman, Glenna	\$55,843		
Parks	Superintendent	EXE A	Exempt	Grossman, Adam	\$55,843		
Weights and Measures	Inspector	EXE A	Exempt	Gadberry, Aaron	\$55,843		
GIS	Director	EXE B	Exempt	Barbour, John	\$66,222		
E-911 Dispatch	Director	EXE B	Exempt	Oster, Vickie	\$66,222		
Engineer Services	* Assistant Engineer	EXE B	Exempt	Costello, Neil	\$75,903		
Group Homes	* Executive Director	EXE B	Exempt	Priester, Sheila	\$67,384		
Highway I	Superintendent	EXE B	Exempt	James, Robert	\$66,222		
Juvenile Center	Executive Director	EXE B	Exempt	Loudermilk, Norm	\$66,222		
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	Dailey, Christopher	\$66,222	9%	\$72,182
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	Johnson, Charles	\$66,222	9%	\$72,182
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	Lawrence, Courtney	\$66,222	6%	\$70,196
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	Ray, Charles	\$66,222	10%	\$72,845
Prosecutor	Deputy Prosecutor-HL Felony	EXE B	Exempt	Saunders, Jason	\$66,222	12%	\$74,169
Prosecutor	Deputy Prosecutor-LL Felony	EXE B	Exempt	Fitzpatrick, Blake	\$66,222	7%	\$70,858
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	Fisher, Cynthia	\$66,222	9%	\$72,182
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	Williams, Michelle	\$66,222	11%	\$73,507
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	McMullen, Darek	\$66,222	12%	\$74,169
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	New Position	\$66,222		\$66,222

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, EXE
2023

Classification	Base Rate
EXE A	\$ 55,843
EXE B	\$ 66,222
EXE C	\$ 80,792

Job Category: EXE Target Base: External Midpoint Rate

Department	Title	Classification	FLSA Status	Incumbent	2023 Base	Prosecutor Scale	2023 Adjusted Base
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	New Position	\$66,222		\$66,222
Prosecutor	Deputy Prosecutor-Spec	EXE B	Exempt	O'Reilly, Kevin	\$66,222	13%	\$74,831
Prosecutor/IV-D	Deputy Prosecutor/IV-D	EXE B	Exempt	Iliff, Megan	\$66,222	5%	\$69,534
Public Defender	* Public Defender	EXE B	Exempt	Kohr, Jeffrey	\$74,228		
Engineer Services	Engineer	EXE C	Exempt	Robbins, Larry	\$99,503		

**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES
OF MERIT OFFICERS**

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

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment 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, 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 Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo 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 FLSA overtime or FLSA compensatory time.
- B. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County employee compensation; County employees are entitled to pay for leave policies specified in the Vigo County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in the Vigo County Personnel Policy;
- C. The attached schedule of regular pay rates and overtime pay rates reflect a two and a half percent increase over 2022 base pay rates. The pay rates shall be established and adopted on the 11th day of October 2022 and shall be in full-force and effect on January 1, 2023. Employees shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance. New employees and existing employees transferring positions shall be compensated at the minimum salary established for the assigned classification level.

- D. The number of officers, deputies, and other employees shall not exceed the number authorized in this salary ordinance.
- E. Two (2) Merit Deputy positions will be authorized and compensated at the same rate as a current Merit Deputy. The positions are established under the Community Oriented Policing Services (COPS) grant through the U.S. Department of Justice for the years 2021 through 2024.
- F. The attached job classification and compensation maintenance system is hereby adopted. All County Council adopted job descriptions having a job requirement that states "Possession of a valid Indiana driver's license and a demonstrated safe driving record," shall be amended to state: "Possession of a valid driver's license and a demonstrated safe driving record."
- G. Any Merit Deputy with the exception of the Chief Deputy assigned the following classifications will receive the corresponding annual amount in addition to their base pay. Merit Deputies receiving classification pay are limited to the number indicated in parenthesis:
- | | |
|------------------------|----------|
| a. Chief of Operations | \$10,000 |
| b. Jail Commander | \$6,500 |
| c. Lieutenant (5) | \$3,500 |
| d. First Sergeant (2) | \$2,500 |
| e. Sergeant (9) | \$1,500 |
| f. Detective (10) | \$1,500 |
| g. K-9 (1) | \$ 566 |
- H. A Merit Deputy Sheriff or Matron shall receive longevity pay annually commencing at the beginning of the calendar year of his/her 2nd year in the amount of 1.25% of the base rate of a Merit Deputy Sheriff/Road Deputy (2023 - \$52,526). For each subsequent year of service, they shall receive longevity pay up to the maximum of \$13,140.00.
- I. Merit Deputies and Matron receive \$2,150.00 per year clothing allowance.
- J. Non-Merit Deputies volunteering an average of sixteen (16) hours per month during the year, receive \$1,500.00 per year clothing allowance.
- K. Merit Deputies will receive one half (1/2) of the total accumulated, but unused, sick days upon retirement.
- L. All other overtime is to be paid in accordance with Fair Labor and Standards Act at a rate of one and one half (1 ½) times the salary plus longevity.
- M. The compensation amounts are listed as annual amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.

- N. In the event of an extended Military or Family Medical Leave of a merit officer exceeding six (6) weeks, the Sheriff may employ a Temporary Deputy. A Temporary Deputy shall be compensated at a rate of ninety (90) percent of the base rate of a merit deputy. A Temporary Deputy shall not work more than 29 hours in a pay week and is not entitled to any benefits. A sufficient appropriation in Personal Services must exist in the Sheriff budget prior to the employment of a Temporary Deputy. The Sheriff should submit a plan detailing the anticipated period of time a Temporary Deputy will be required and the number of hours for that period to the Auditor's Office for verification of sufficient appropriation.
- O. Compensatory time will be limited per the Vigo County Sheriff's Department Standard Operating Procedure, PER-017, effective 12/01/13 as amended 2/11/20. See Exhibit 1.

Presented to the Vigo County Council, read in full and adopted as written this 11th day of October, 2022.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	R. Todd Thacker
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Marie Theisz
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Travis Norris
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk,
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	President

Attest:

James W. Bramble
Vigo Auditor

Exhibit 1

Vigo County Sheriff's Department Standard Operating Guidelines	
Reference Number: PER-017	Effective Date: 12/01/13
Subject: Employment Practices - Work Week, Overtime, Court Time	Revised: 02/11/20
Special Instructions: Replace all previous	Number of pages: 3
This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis in a non-judicial administrative setting.	

PURPOSE

Establishes guidelines pertaining to work week overtime and court time.

POLICY

Department employees are required to present themselves for duty on each scheduled duty day as set forth in department SOG.

PROCEDURE

A. Work Week: Regular Duty

1. The Sheriff shall establish duty hours for all department employees.

B. Work Week: General Attendance

1. Officers will present themselves for duty on each scheduled duty day with the following exceptions:
 - a. When absence is due to illness, and it has been reported to his commanding officer at the earliest possible moment or before the start of duty hours.
 - b. When on vacation, taking approved accumulated time off or if an authorized leave of absence has been granted.

C. Work Week: Stand by Duty

1. All duly sworn officers of the department are on twenty-four (24) hours' call except when absent due to illness, on vacation, taking approved accumulated time off, or where an authorized leave of absence has been granted.

2. When contacted by a superior officer on regularly scheduled off duty days, they shall make themselves available for duty as requested, and as soon as possible.
3. Any duty time performed during regularly scheduled off duty periods shall be logged as accumulated authorized overtime.

D. Work Week: Authorized Overtime

1. Any officer performing overtime duty must have authorization from his or her direct supervisor when possible otherwise it must be approved by any department supervisor.
2. All earned overtime will be reported to the secretarial staff as part of the officer's monthly activity report. In almost every situation the approving commander of the monthly report should be the supervisor of the shift or division in which the overtime is actually earned.
3. The monthly report will briefly explain the need or reason for the earned overtime.
4. Overtime Authorization for is not required for grant funded projects. However, officers working grant projects cannot claim grant funded hours as regular work hours. An officer may take accrued leave time to work grant funded projects.
5. Overtime is to be reported in actual overtime earned or taken. Do not multiply by one and one-half. All record keeping of overtime by secretarial staff will be recorded in actual overtime hours. Overtime taken, as compensatory time will be adjusted by secretarial staff at the one and one-half rate.
6. The approval of the officer's immediate supervisor is required when extra days off are taken utilizing accumulated overtime.
7. A deputy sheriff may accumulate a maximum of eighty (80) hours in approved overtime during the period of December 1st to November 30th. If at any time during this 12 month period a deputy exceeds eighty (80) hours of authorized overtime he/she shall be compensated for all hours in excess of eighty (80) hours on the next practical pay cycle following the report of the overtime to the secretarial staff.
8. During the 12 month period if a deputy has a change in position that either increases or decreases their pay rate all overtime hours that the deputy has accumulated will be paid out at the rate of which the overtime was earned.
9. At the end of each 12 month period (November 30) all overtime that remains on record for the deputy as of November 30th will be reported to

the auditor in the month of December and that officer will be compensated for all accumulated hours over forty and thus a deputy will return to forty hours of accumulated overtime on December 1.

10. A deputy may utilize any or all of his/her accumulated overtime during this twelve month period as permitted by their immediate supervisor.

E. Court Time

1. Frequently, police officers are required to testify in judicial hearings or trials concerning criminal violations. Any officer of the department, who performs such duty during regularly scheduled off duty periods, shall be compensated for it in the form of accumulated overtime.

- F. This guideline is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.

VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE
2023

Job Category: Merit POLE

Department	Title	Classification	Status	2023 Compensation Base (\$52,256) + Rank
COPS Grant	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
COPS Grant	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$54,026
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy	Merit POLE A	Non Exempt	\$52,526
Sheriff	Sheriff Deputy/School Res Ofcr	Merit POLE A	Non Exempt	\$52,526
Sheriff	Detective	Merit POLE B	Non Exempt	\$54,026
Sheriff	Detective	Merit POLE B	Non Exempt	\$54,026
Sheriff	Detective	Merit POLE B	Non Exempt	\$54,026
Sheriff	Detective	Merit POLE B	Non Exempt	\$54,026
Sheriff	Detective/Sergeant *	Merit POLE B	Non Exempt	\$55,526
Sheriff	Detective/Sergeant *	Merit POLE B	Non Exempt	\$55,526
Sheriff	Detective/Sergeant *	Merit POLE B	Non Exempt	\$55,526
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$54,026
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$54,026
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$54,026
Sheriff	Sergeant	Merit POLE B	Non Exempt	\$54,026

**VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE
2023**

Job Category: Merit POLE

Department	Title	Classification	Status	2023 Compensation Base (\$52,256) + Rank
Sheriff	Detective/First Sergeant *	Merit POLE C	Non Exempt	\$56,526
Sheriff	First Sergeant/Training Officer	Merit POLE C	Non Exempt	\$55,026
Sheriff	Detective/Lieutenant *	Merit POLE D	Non Exempt	\$57,526
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$56,026
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$56,026
Sheriff	Lieutenant	Merit POLE D	Non Exempt	\$56,026
Sheriff	Captain/Jail Commander	Merit POLE E	Exempt	\$59,026
Sheriff	Chief of Operations	Merit POLE E	Non Exempt	\$62,526

Note: Merit Officers have a separate longevity program.

VIGO COUNTY, INDIANA
MERIT OFFICERS SALARY ORDINANCE, SPECIAL OCCUPATIONS
2023

Department	Title	Classification	Status	2023 Base	Rank Stipend
Sheriff	Chief Deputy	Special Occupati	Exempt	71,518	
Sheriff	Jail Matron*	Special Occupati	Exempt	52,526	3,500 (Lieutenant)

Note: Merit Officers have a separate longevity program.

**Position receives same base rate, clothing allowance, and longevity as Merit Officers*

**AN ORDINANCE ADOPTING COUNTY OF VIGO, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES
OF ELECTED OFFICIALS**

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

WHEREAS it is the intent of Vigo County, Indiana to comply with applicable federal and State of Indiana employment 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, 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 Vigo County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Vigo County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The Vigo County Personnel Policy, effective September 12, 2017, is hereby adopted by reference; compliance with such policies are a term and condition of County compensation.
- B. The attached schedule of regular pay rates reflect a two and a half percent increase over 2022 base pay rates. The pay rates shall be established and adopted on the 11th day of October 2022 and shall be in full-force and effect on January 1, 2023. Elected Officials shall not receive compensation above the salary range authorized for their position in the salary ordinance; and the County Auditor shall not issue pay warrants for pay that exceeds the authorized amount specified in the salary ordinance.
- C. If an Assessor, County or Harrison, has received Level II assessor certification from the Department of Local Government Finance, the Assessor shall, in addition to the salary provided for above, receive \$1,000 compensation. If an Assessor, County or Harrison, has received Level III assessor certification from

the Department of Local Government, the Assessor shall receive an additional \$1,500 over the compensation of an Assessor with a Level II certification.

- D. Per IC 36-2-14-15, if the Coroner is licensed to practice as a physician in Indiana the compensation must be one and one-half (1 ½) times of the fixed compensation of a Coroner. If the Coroner is a licensed pathologist and performing autopsies for the County without additional autopsy fees incurred by the County, the compensation will be one and one-half (1 ½) times of the fixed compensation of a Coroner with a license to practice as a physician in Indiana.
- E. Elected Officials determined to be ineligible for PERF per state statute shall receive a stipend equal to the defined employee contribution rate to be paid out in each pay period.
- F. The compensation amounts are listed as annual appropriation amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.

Presented to the Vigo County Council, read in full and adopted as written this 11th day of October, 2022.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	R. Todd Thacker
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Marie Theisz
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Travis Norris
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brenda Wilson
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	David Thompson
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk,
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	President

Attest:

James W. Bramble
Vigo Auditor

VIGO COUNTY
ELECTED OFFICIAL SALARY ORDINANCE
2023

JOB CATEGORY: Elected Officials

	Auditor	Assessor	Clerk	Treasurer	Recorder	Surveyor	Sheriff	Coroner	Commissioner	Council	Harrison Township Assessor
2023 Compensation	\$ 60,272	\$ 60,272	\$ 60,272	\$ 60,272	\$ 60,272	\$ 60,272	\$ 171,278	\$ 26,788	\$ 64,577	\$ 15,214	\$ 60,272

Fwd: Council Request-Position Restructure

Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>

Wed 8/31/2022 7:21 PM

To: McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

From: Cheesman, Glenna <Glenna.Cheesman@VigoCounty.IN.Gov>

Sent: Wednesday, August 31, 2022 7:16 PM

To: Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>; Wright, Kara <Kara.Wright@VigoCounty.IN.Gov>

Cc: McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

Subject: Re: Council Request-Position Restructure

please put me on the Oct 4th date. I have sent the appropriations request to Kylssa. i stayed to get something done to submit so there is no more lags.

thank you.



Glenna Cheesman

Vigo County CASA Director

141 Oak St. Terre Haute, In 47807

812-231-5658

CASA Vision

A community where every child lives and thrives in a safe, caring and permanent home.

CASA Purpose

Every abused or neglect child needs a caring, consistent adult to advocate for their well-being

CASA Values

Integrity, Collaboration, Professionalism, Inclusiveness, Resiliency, Stewardship and Compassion

This email transmission may contain confidential or legally privileged information that is intended only for the individual or entity named in the E-mail address, you are hereby notified that any disclosure, copying, distributing, or reliance upon the contents of this E-mail is strictly prohibited. If you have received this E-mail transmission in error, please notify sender so arrangements can be made for proper delivery, and then delete the message from your system.

From: Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>

Sent: Wednesday, August 31, 2022 5:35 PM

To: Cheesman, Glenna <Glenna.Cheesman@VigoCounty.IN.Gov>; Wright, Kara <Kara.Wright@VigoCounty.IN.Gov>

Cc: McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

Subject: Re: Council Request-Position Restructure

Glenna,

The next available meeting for your request to be heard is October 4th and October 11th since the deadline to submit for the September meeting was August 22nd. Legal notice for the September meetings was required by August 26th. The deadline for the October meetings is September 19th.

The budget is scheduled for adoption on September 13th so you should have a better idea how to prepare after the 2023 budget is adopted.

Kylissa

From: Cheesman, Glenna <Glenna.Cheesman@VigoCounty.IN.Gov>

Sent: Wednesday, August 31, 2022 2:49 PM

To: Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>; Wright, Kara <Kara.Wright@VigoCounty.IN.Gov>

Subject: Council Request-Position Restructure

Please see attached.

I would like to request a time before Council as soon as possible as we have cuts that will begin Oct 1st. Please provide next available time and date.

When do I put in the request to have funds appropriated for those 2 FT positions requested so that there is no delay in the positions beginning Oct 1st?

As I was to pay for them for the remainder of the year and the County was to pick up January 1st. However, I have not heard back that the budget for next year with those positions added or have been approved. The 1st cuts go into effect October 1st. Please let me know so that I can get that prepared and to the Council immediately.



Glenna Cheesman

Vigo County CASA Director

141 Oak St. Terre Haute, In 47807

812-231-5658

CASA Vision

A community where every child lives and thrives in a safe, caring and permanent home.

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Every abused or neglect child needs a caring, consistent adult to advocate for their well-being

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To: County Council
Reference: Appropriation for FT positions to start October 1.
From: CASA Program Director: Glenna Cheesman
August 31, 2022

Due to massive cuts to our funding, it was requested from the council for 2 FT positions in March 2022 under the Juvenile budget with massive community support. Favorable was granted for the positions and it was discussed that CASA would cover the positions from October 1st till the end of the year with the excess cash in the CASA line item, the County would absorb the positions starting 2023.

I was before council again in June updating the current funding issues again with favorable from the council. With additional announcement of more cuts coming from State funding sources; discussing how imperative it was to have these positions and the gravity of the impact it will have. I was instructed to wait til September to have appropriations moved from CASA cash line to get through budget processing. However, the situation has grown dire, as we need to insure we will have the funding for staffing appropriated or the devastation to the program will be immense.

This is the request for those funds. Funding cuts to our program will happen in weeks, beginning Oct 1st with the current grant ending September 30. The impact of these cuts will be devastating if this appropriation is not approved, resulting in immediately 100's of children will be placed back on the wait list and all progress that has been made over the last 5 years will be lost due to loss of staffing.

The amounts below were provided by Jewelynn Andis received in May of this year to cover both full time positions till the end of the year.

October 1 there are 6 pay days left in the year.

Salary - \$7,597.80

FICA - \$581.23

PERF - \$1,078.89

INS - \$5,890.14

\$15,148.06 X 2 = \$30,296.12

This totals an appropriation of \$30,296.12 for the 2 FT positions till December 31, 2022.

Closing statement:

It is vital to the Vigo County CASA program that this appropriation be approved. Without it will be detrimental to the program and the children we serve. Resulting in children placed on a wait list and the program being violation of Indiana Code: 31-34-10 & 31-9-2-28 that requires a CASA be appointed to all CHINS/TPR cases traveling through the Juvenile Court system.

The CASA program has worked tirelessly to insure that this program has no wait list, as it has been the program's history of the past. The funding cuts will set the program back years and placing children at further continued risk of abuse and safety due to "no eyes on the child". Vigo County CASA program is committed to the children of our community and this appropriation will assist in keeping that commitment.

Thank you,
Respectfully,

Glenna Cheesman,
VIGO County CASA Director.



To: County Council

Reference: Dissolution of FT Administrative Asst./Mediation position and convert to FT Staff CASA position.

From: CASA Program Director: Glenna Cheesman

August 31, 2022

Due to additional cuts to the program budget from the 2023 State CASA/GAL it is critical to restructure, existing positions held within the program through the County to maximize service to the children of our community.

The program has been operating at capacity of high caseloads with minimal staffing for a long time. Now with the 2nd round of additional cuts, not only will the program endure loss of essential operating expense, but also the loss of staff is imminent. Incurring greater caseloads and the ratio of child to staff is going to grow exponentially. Immediately placing 100's of children back on a waitlist within weeks, forcing the program to be in non-compliance with funding requirements and non-compliance of Indiana code IC 31-34-10, IC 31-9-2-28

It is imperative to the best interest of the program to dissolve the FT Administrative Assistant/Mediation position/job description and replace it with a FT Staff CASA position/job description as this:

- Allows the program to restructure GAL funding to cover the bare minimum operational expenses that otherwise would be eliminated by the cuts.
- Allow caseloads are appointed structurally appropriate; so that child to staff ratios can be lowered.
- Allows the program compliancy with Indiana code. IC 31-34-10, IC 31-9-2-28

Why the Administrative Assistant/Mediation position?

The Administrative Assistant/Mediation position was created in 2019, by combining a part-time grant GAL funded Administrative Assistant position with the duties of the Mediation CHINS/TPR pilot program into a Full-Time county position. In late 2021, the Mediation duties of this position ceased due to CASA no longer receiving the funding for the program. Only the basic office and administrative duties remained with this position, so additional duties were assigned to evenly distribute workload. However, this position did not carry a caseload, nor handle any duties that were required to maintain compliance within the program.

As the announcement of funding cuts were made as a program, it was determined we must utilize this position to the fullest, so we can continue to serve the children of this community and maintain the standards required. If we do not take these critical steps to alleviate the budget cuts to the program, we will lose staff that do carry a full caseload versus a position that carries none. Resulting in 100's of children immediately placed on a waitlist where they will remain. This position/description must be dissolved and restructured so that the position can be converted to fully maximize and serve the children of this community.

Cost of change:

THERE IS NO ADDITIONAL COST TO THE COUNTY.

This does not change any pay, the pay will stay the same as this position does not require a degree, nor does it require them to supervise anyone. Dissolving the current position description and replacing it with one that serves solely the needs of the children of the program and the program itself is imperative to the best interest of the program fiscally, its longevity to maintain '0' waitlist, and meet the standards and requirements as imposed by the State and Federal guidelines.

Supportive Statements:

The following are potential questions with additional information for clarification.

What expenditures will be eliminated by the current funding cuts?

Required expenses:

- Copy machine rental
- Office Supplies
- Fingerprinting/background checks
- Web requirements
- Training events and tools
- National Dues and fees
- All marketing funding that is a requirement for capacity/awareness/recruitment building through the grant terms.

Is there someone currently in the Administrative Assistant/Mediation position?

No.

What will be the immediate effect to the program if this position is not converted?

- Several part time positions will be lost due to current cuts creating an immediate waitlist of children not served. There will NOT be any remaining positions that can absorb the full caseloads that will be left open.
- Program will be in immediate non-compliance and violation of Indiana Code: IC 31-34-10, IC31-9-2-28 requiring that a CASA must be assigned to all CHINS/TPR cases within the Juvenile court system. Due to failure to maintain a 'O' waitlist, could result in further loss of additional funding to support the program.
- Exponentially high caseloads among staff and child to staff ratios
- Immediate escalation of hardship and stress on remaining staff.

What about the duties of the Administrative Assistant/Mediation?

Those duties can easily be absorbed back to the positions they originally came from without any further undue hardship to the program. The use of Interns can be utilized to fill in any gaps when necessary.

Closing statement:

It is vital to the Vigo County CASA program that we dissolve and restructure this position. This is a fiscally sound decision. We cannot keep one position that does not carry a caseload, maintains no requirements for funding purposes, while left no availability to absorb the full caseload of those that will be lost. This will put an undue hardship on the program and put the program in non-compliance with current funding sources with potential for further loss of funding. The program would be in direct non-compliance and violation of Indiana Code IC 31-34-10, IC31-9-2-28 requiring a CASA assigned to all CHINS/TPR cases. Lastly, and the worst-case result, putting 100's of children back on a wait list and allowing further continued risk of abuse and safety due to "no eyes on the child".

Whereas, we can dissolve this one position, convert to a Staff CASA position that can carry a full caseload, minimize the impact to the program of loss of staff, restructure duties and open up funding for bare

minimum of operational expenses. That will in-turn allow us to meet the requirements at both State and Federal levels now and in the future.

Losing any position is hard, but we have to maximize what we currently have, so that we can preserve the milestones obtained over the last 5 years and ultimately NOT put ANY child in further harm's way.

Vigo County CASA program is committed to the children of our community. Within our job, we deal with the darkest levels of our community on a daily, hourly basis, seeing and hearing about maltreatment, no child should ever have to endure. The work we do we do is not about the want, it is about the right thing to do for the children and their future in our community.

We, the Vigo County CASA program, is in our darkest hour, have to make tough decisions so that we can continue our work for the children of this community...We have to ask ourselves, what are we willing to sacrifice now so that we may move forward?

This has not been an easy decision, but the future is uncharted and we have to make the tough decisions now so that we can make it to the future and beyond.

Please see the Magistrates support attached for this request.

Thank you,

Respectfully,

A handwritten signature in black ink, appearing to read "Glenna Cheesman", with a long horizontal flourish extending to the right.

Glenna Cheesman
VIGO County CASA Director.

JOB CLASSIFICATION REVIEW FORM

County of Vigo, Indiana an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

☞ Attach additional pages as needed; return to HR

Job title: Administrative Asst./Mediation Admin Payroll no. on salary ordinance: _____

Department: Juvenile-CASA Date: 8/31/2022

☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt

Current pay grade: _____ Requested pay grade: _____

Current pay \$ 18.09 per hr Proposed pay \$ 18.09 per hr

Employee(s) in this position:

position is open

TYPE OF ACTION REQUESTED

- ☐ Create position ☒ Abolish position ☐ Seniority review
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues
☒ Reclassification due to change in duties, responsibilities, work conditions, etc.

☒ Other *Please describe:*

abolish current position & job description due to budget cuts & replace with Staff CASA position job description

Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

Recent budget cuts are making necessary to restructure current positions to maximize staffing to insure that we meet requirements under Indiana Code: IC31-34-10 that every child must be assigned a CASA in all CHINS/TPR cases. Current position Adm Asst/Mediation Admin, the mediation portion has stopped due to no longer receiving the funding for that program & additional duties have been eliminated due to going green and electronic means to cut costs.

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☒ no
If yes, describe date and outcome of that request:

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☐ yes ☒ no If not, explain why the existing description is no longer accurate:
The current position can be absorbed into the program easily as the mediation portion of this position is no longer necessary as the funding for the mediation program has ceased. The position was created main for the mediation portion of the job. Admin Asst, was to help alleviate the work load of other staff.

Questions 4 through 8 to be completed by Elected Official/Department Head

4. Are the job functions described on this form currently being performed by your office/ department?
☒ yes ☐ no If yes, name those job title(s) and classifications:
Job title: Staff CASA position *Classification: currently Grant funded part-time
Job title: _____ *Classification: _____
Job title: _____ *Classification: _____

** Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate or litigation? ☒ yes ☐ no
If yes, specify statute citation and/or case:

Indiana Code: IC31-34-10 requires that a CASA be appointed to all CHINS/TPR cases

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:
due to budget cuts, it is essential to absorbe the Admin Asst duties into the program and replace w/a FT Staff CASA so that they can carry a full case load of staff that will no longer be able to be funded. The mediation portion of this position is no longer needed due to funding has stopped for that program.
7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☒ no If yes, please describe, including estimated costs:

Most positions w/in the CASA program are grant funded, w/funding cuts there is no other options in filling the need or requirements as current FT Staff already have full case loads

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

This will put the program in compliance with IN Code:31-34-10;allow the program to continue without any further undue hardships due to budget cuts starting Oct1 2022 & additional coming Jan 1 2023. It will prevent the program from going backwards losing the milestone of a '0'waitlist maintained for 2 years and having to immediately place children back on a wait list exposing them to further trauma and abuse.

AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

Employee signature Date: _____

Employee signature Date: _____

Employee signature Date: _____


Employee signature Date: _____

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☐ agree ☐ disagree.
If *disagree*, please comment:

I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, and consultants of the Council.



Signature of Elected Official/Department Head Date: 8/31/2022

Glenna Cheesman-Program Director

Name typed or printed

New Position/Added Employee Request Policy and Procedure

County of Vigo, Indiana *an Equal Opportunity Employer*

This policy and procedure is intended to assist the Vigo County Council in evaluating requests for new positions and/or added employees, as specified by IC 36-2-5-3, that authorizes the county fiscal body to fix the job classification, compensation, and number of officers, deputies, and employees.

I. TERMS AND CONDITIONS

The Vigo County Council establishes the following terms and conditions for evaluating requests for new positions and/or added employees:

- A. Offices/departments submitting such requests shall provide all necessary information on forms prescribed by Council, and shall follow the procedures set forth by Council.
- B. Offices/departments submitting such requests may be subject to an organizational assessment of office/department operations. This may involve recommendations for alternative methods of accomplishing the proposed job functions, such as reorganization, adjusting work hours/shifts, utilizing part-time personnel, independent contracting, equipment, and/or new technologies.
- C. New position and/or added employee requests will be subject to available funding. Positions funded in whole or in part by special funding sources, such as grants and/or user fees, may be abolished, if such funding is no longer forthcoming.
- D. New position and/or added employee requests should follow a long-range organizational plan.
- E. An authorized new position, classification, and salary shall be included in the appropriate office/department annual budget.

II. PROCEDURES

In order to provide a systematic method to process new position and/or added employee requests, offices/departments submitting requests shall use the following steps:

- STEP 1: Obtain a *Job Classification Review Form* from Human Resources (HR) and complete the form.
- If requesting added employee(s) for an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach to the *Job Classification Review Form* a copy of the existing job description with your revisions marked.
 - If requesting a new position, complete a job questionnaire for the appropriate job category (from Human Resources) and return to the HR for preparation of a draft job description. Attach the draft to the *Job Classification Review Form*.
- STEP 2: Submit the completed *Job Classification Review Form* and supporting documentation described above to HR.
- STEP 3: The *Job Classification Review Form* and related documentation will be submitted with a presentation before the County Council.
- STEP 4: The request will be assessed, including review of the organizational plan, probable funding impact, and alternative methods of performing the proposed job functions.
- STEP 5: An assessment report will be prepared and submitted to the County Council.
- STEP 6: The County Council will review and evaluate the new position/ added employee request, supporting documentation, and assessment report, and will submit a recommendation for approval/denial.
- STEP 7: County Council shall review all pertinent information and shall make a final determination for approval/denial.

August 3, 2022

Ms. Glenna Cheesman
Director, Vigo County CASA
141 Oak St.
Terre Haute, IN 47807

Re: Making use of positions to maximize service to children

Dear Glenna:

As you know, we were quite distressed to learn of the significant cuts from the State of Indiana CASA funds and its impact on our critical programming. I wanted to write this note in support of your proposal to terminate the position of administrative assistant/mediation scheduler and replace it with a staff CASA position that would allow you to keep every Vigo County child involved in a CHINS case covered by a CASA to advocate on their behalf, which you have been managing to do and in accordance with Indiana law.

It is clear that the latter is a much more pressing need under current circumstances. Please let me know if there is anything else I can do to support your effort to make this change, and thank you for all you continue to do.

Very truly yours,

Daniel W. Kelly,
Vigo Circuit Court,
Juvenile Magistrate

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Staff CASA
DEPARTMENT: CASA
WORK SCHEDULE: Mon-Fri 8:00 am til 4:00 pm
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2014
DATE REVISED: February 2018

STATUS: Full-Time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as a Staff CASA for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for advocating and representing abused and neglected children within the juvenile court system.

DUTIES:

GENERAL:

Serves as Staff CASA, including observing, investigating, evaluating progress and quality of case, facilitating, advocating, monitoring on limited basis, researching case background and current status of case, gathering medical, school and placement information on assigned cases. Includes but not limited to researching birth parents past and current criminal status, drug screen results and service compliance.

Interacts and has contacts with the children of case through visits and meetings, all persons connected to the case including but not limited to: parents, family members, kinship care, placements, doctors, counselors, teachers, therapists, case managers and other social service providers. Also may have interaction with employers, community members, landlords, etc.

Performs "Spot" visits on assigned cases so that assurance of safety of the children involved is provided and will make reports of abuse and neglect as required by State law to Abuse Hotline.

Is required to see/and or maintain child contact of assigned child a minimum of once every 30 days, unless exception has been given due to distance of placement, then exception arrangement can be allowed for alternative communication with child.

Collaborates with Court personnel, Department of Child Services, social service providers, Law Enforcement, School, Mental Health and other community agencies for case updates and background history. Attends Family Team Meetings with social service providers.

Assists in case triage and waitlist of cases.

Maintains program database with updates on placement, parent and child information, case logs, court appearance, research and case work.

Performs duties that require ensuring appropriate documents are scanned, processed and accessible for all offices, agencies, court personnel, staff and volunteers.

Provides written court reports to court as required for all Periodic Review, Permanency and Termination of Parental Right hearings and any other requested report by the courts.

Maintains mileage record and report to be submitted monthly.

Attends ALL court proceedings and provide testimony as required.

Provides quality case management and supervision of assigned case load of 25-30 cases with individualized case management for child and family on matters relative to community based and crisis intervention resource information, family stabilization, permanency planning, treatments and discharge of case, including providing information regarding community resources, monitoring and providing case review, evaluation, and documentation.

Provides case management required by State and National Standards, such as maintaining direct contact with the children of the case, preparation for court testimony, including maintaining monthly contact for case updates, recording contact logs, approval of volunteer contact logs, Director Case updates.

Prepares and submits various reports, including gathering detailed information from multiple parties, balancing discrepancies between the court programs and CASA program data, cross-checking data entry for correct labeling and input to State CASA requirements.

Performs various clerical duties to included but limited to: providing content for brochures, proof reading documents, social media content, photocopying, scanning, mailing, and filing of hard copy documents; updates public and scheduling bulletin boards and electronic/digital time sheets;

Participates and attends staff functions: monthly staff structure meetings, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

SPECIAL PROJECTS:

Organizes one CASA Community event per year-training, community event, speaking series.

Performs all/any additional related duties as assigned by Supervisor and or Program Director.

I. JOB REQUIREMENTS:

Must be at least 21 years of age.

High School Diploma.

Degree preferred, but not required in field of Criminology, Criminal Justice, Human Development, Social Services or related field of study OR work experience in related field.

Must complete 30 hour CASA training course.

Must carry 25-30 advocacy caseload.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

Requires a valid driver's license and proof of valid insurance.

Working knowledge of child welfare, and/or child focused social issues and knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.

Working knowledge of juvenile justice and/or social service systems and ability to apply such knowledge to a variety of interrelated tasks.

Ability to supervise and assist CASA volunteers in the advocacy of abused and neglected children, including providing training and evaluating performance.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working ability to count, perform simple arithmetic calculations of additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint.

Working knowledge to use web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out and present written and oral instructions.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to multi-task in fast-paced environment for long periods of time and under time constraints.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, trainings, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.

II. DIFFICULTY OF WORK:

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Decisions are restricted by only the broadest policy and/or guidance from supervisor. Errors in incumbent work are primarily detected or prevented through supervisory review. Undetected errors result in adverse actions on volunteers and may result in loss of money to department.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to Vigo County Staff CASA Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Staff CASA for Vigo County CASA describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES _____ NO _____

Applicant/Employee Signature

Date

Print or Type Name



To: County Council

Reference: Appropriation for FT positions to start October 1.

From: CASA Program Director: Glenna Cheesman

Original Submission date: August 31, 2022

Amended Submission date: September 22, 2022

ADDENDUM:

Initially asked for funding appropriations for two full time positions covered until the end of the year for \$30,296.12 by CASA's cash line funds.

In March of 2022, the council voted favorable for the two positions, allowing CASA to submit to VOCA in their grant request the favorable decision so there would be no further cuts to the funding received by VOCA. This showed VOCA that the program was showing sustainability through county support of the two positions.

In June 2022, this issue was before council again, as a follow up at the budget meetings as to the importance for these two positions, and notified that additional cuts were now coming from the State CASA offices.

On September 13th the Council rejected the additional 2 positions in the final budget. This however, has drastically affected the program and loss of jobs are immediate beginning October 1 as the grant, cycle ends September 30th.

The original request is lowered to save current positions through the end of the year. Requiring additional appropriations of funds will be necessary in January of 2023 as the programs entire operational expenses through grants received are gone, to maintain current staffing levels. The preliminary funding amounts awarded to the program does not cover all the staffing and none of the operating expenses. Without the appropriations, the program will be operating in a deficit of over approximately \$93,000 for the 2023 budget under current grant awards received by State CASA.

The amended request is now to appropriate to

GAL payroll: 8101.10010.000.0000 \$5684

GAL benefits: 8101-15210.000.0000 \$435

For a total of; \$6119

This is enough funding to carry through the end of the year and payroll into the next year for 1 position.

Closing statement:

It is vital to the Vigo County CASA program that this appropriation be approved. Without it will be detrimental to the program and the children we serve. Resulting in children placed on a wait list and the program being violation of Indiana Code: 31-34-10 & 31-9-2-28 that requires a CASA be appointed to all CHINS/TPR cases traveling through the Juvenile Court system.

The CASA program has worked tirelessly to insure that this program has no wait list, as it has been the program's history of the past. The funding cuts will set the program back years and placing children at further continued risk of abuse and safety due to "no eyes on the child". Vigo County CASA program is committed to the children of our community and this appropriation will assist in keeping that commitment.

Thank you,
Respectfully,

Glenna Cheesman, VIGO County CASA Director.