

## CIVILIAN RULE 2

### SALARY, PENSION AND BENEFITS

#### Section 2-1 **Salary Schedule**

A. The salary schedule for employees shall be published in the current standard operating procedures.

1. The established minimum salary for a position normally will be paid upon appointment; except, that current employees whose appointment constitutes a promotion will receive the approved percentage or matrix authorized increase (if applicable) for the promotion.

2. If a former civilian employee is reemployed, the Superintendent may make appointment at the same rate of pay the employee had been receiving when the employee was last in that class or a class of the same salary range, or at the nearest higher dollar amount to the salary received before separation which is within the current salary range for the class.

3. Employees promoted to Motor Carrier Inspector will enter the matrix at the time of appointment to trainee status.

B. If an employee is changed to a classification with a higher salary range, no change need be made in the existing salary unless an adjustment is necessary to bring the employee's salary to the minimum salary of the new classification. This provision does not apply to employees whose classification is changed as a result of a job task analysis or an advertised promotion.

C. If an employee is changed to a classification with a lower salary range, the current salary may remain in effect only if it does not exceed the maximum of the new salary range and the Superintendent determines that a salary reduction is not required. This provision does not apply to employees who are demoted.

D. Any salary paid to any employee shall represent the total remuneration for the employee excluding travel reimbursement.

#### Section 2-2 **Pension Program Eligibility**

All civilian employees, except temporary and intermittent, shall participate in the Public Employees' Retirement Fund (PERF).

#### Section 2-3 **Hospitalization and Dental Care**

Group health, vision and dental care insurance may be available to all employees except temporary and intermittent.

Section 2-4 **Life Insurance**

Life Insurance Plans administered by the state may be available to all employees except temporary and intermittent.

Section 2-5 **Worker's Compensation and Claims**

A. The Worker's Compensation Act covers all persons employed by the Department except those who are members of the Indiana State Police Pension and Benefit Program. Persons covered by the Worker's Compensation Act are entitled to the benefits provided therein for personal injury or death by accident arising out of and in the course of their employment.

B. Persons entitled to Worker's Compensation coverage are also entitled to the benefits of the Indiana Worker's Occupational Diseases Act (Acts of 1937, Chapter 69, as amended). Alleged claims under this Act should be brought to the immediate attention of the Human Resources Division (Pension and Insurance Section).

Section 2-6 **Disability Programs**

After six (6) months of employment, all permanent employees shall participate in the Long Term and Short Term Disability Programs administered by the State Personnel Department. Specific rights, responsibilities and administrative practices are described in State Statute and promulgated rules. For complete details and explanation, contact the Human Resources Division.