

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>HMR-016</b>
	Subject <b>Salary Plan for Non-Matrix Civilian Employees</b>	
	Special Instructions Replaces HMR-034 dated December 29, 2011	Effective Date <b>March 1, 2015</b>

**I. PURPOSE**

Establish guidelines for computing the salaries of Indiana State Police civilian employees.

**II. POLICY**

Salaries for all Indiana State Police civilian employees not on a pay matrix shall be computed as outlined in this procedure.

**III. PROCEDURE**

A. Salary schedules ([see attachment](#)) shall be published showing salary ranges for each classification within the Department.

B. New employees shall receive the established minimum salary for the rank or classification to which they are appointed. New employees hired to fill technical and/or professional positions may be eligible to start at a salary above the established minimum based on experience and/or professional credentials. This salary must be approved by the Superintendent, State Personnel Department and the State Budget Agency.

C. If a former employee is reemployed within two (2) years after separation, appointment may be made at the same salary the employee was receiving when last separated, provided that the employee is appointed to the same classification or salary range. When an appointment is made to a different classification or salary range, the new salary shall be determined by the Superintendent.

D. When an employee is promoted to a new rank or classification, the following policies shall apply:

1. A promotion of one skill level or rank may result in a 9% increase in salary; and
2. A promotion of more than one skill level may result in a 15% increase in salary.
3. If the salary of the employee computed under the above policies is not at least equal to the minimum salary of the new classification, the employee shall receive the minimum salary of the new classification. Reclassifications or assignments to working leader positions are not promotions and are not covered under these policies.

E. When an employee is demoted to a lower classification, the following policies shall apply:

1. A demotion of one skill level will result in a 9% reduction in salary or the percentage the employee received at the time of promotion, if it was less than 9%.

2. A demotion of more than one skill level will result in a 15% reduction in salary or the percentage the employee received at the time of promotion, if it was less than 15%.

F. Salary increases may be granted to employees with the approval of the Superintendent. The amount available for increases shall be determined on an annual basis by a joint decision of the State Budget Agency and the State Personnel Department.

G. Commanders with questions concerning this procedure shall contact the Human Resources Division for clarification.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.