

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number HMR-016
	Subject Salary Plan for Non-Matrix Professional Staff	
	Special Instructions Replaces HMR-034 dated April 24, 2024	Effective Date February 3, 2026

I. PURPOSE

Establish guidelines for computing the salaries of Indiana State Police professional staff.

II. POLICY

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

III. PROCEDURE

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

B. New employees shall receive the established minimum salary for the salary grade 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 grade and funding is available. When an appointment is made to a different classification or salary grade, the new salary shall be determined by the Superintendent.

D. When an employee is promoted to a new rank or classification resulting in a change of salary grade, the following policies shall apply:

1. A promotion of one salary grade (for example, from Grade 26 to Grade 28) may result in a 9% increase in salary; and
2. A promotion of more than one salary grade (for example, from Grade 32 to Grade 38) 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 salary grade, the employee shall receive the minimum salary of the new salary grade. Reclassifications or assignments to working leader positions are not promotions and are not covered under these policies.

E. When an employee is demoted, whether voluntarily or involuntarily, to a lower salary grade, the following policies shall apply:

1. A demotion of one salary grade 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 salary grade 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%.
3. If the salary of the employee computed under the above policies exceeds the maximum salary for the new salary grade, the employee shall receive the maximum salary of the new salary grade.

F. Commanders with questions concerning this procedure shall contact the Human Resources Director for clarification.

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