PROPOSED

2004 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

Probation Officer	
Year	Annual Salary
0-1	$ 25,997
1-2	$ 27,983
2-3	$ 31,129
3-4	$ 34,791
4-9*	$ 35,925
10-14*	$ 39,518
15-19*	$ 43,470
20 +*	$ 47,817

	Number of Probation Officers in the Probation Department			
	1-3	4-8	9-15	16+
Chief Probation Officer*	$5,000	$7,500	$10,000	$15,000
Assistant Chief Probation Officer*			$5,000	$10,000
Supervisor Probation Officer*				$5,000

NOTE: The amounts for supervisory roles are in addition to the minimum salary based on years of experience.

*Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2004 would be $35,925. If that officer had a masters degree then the minimum base salary would be $37,721.25 in 2004.

- In the years following the implementation of the schedule, the Indiana Judicial Center will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for **all** probation officers shall be adjusted to meet the schedule provided each year.

- The salary schedule shall be effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis.

- Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.

- Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

DIRECTIONS FOR IMPLEMENTING THE SCHEDULE:

1. This minimum salary schedule is based upon years of experience. Therefore, as a probation officer's experience increases his or her salary shall increase on the anniversary date of employment. For example, if a probation officer begins working on May 15, then on May 15 of the following year, his/her salary shall increase to the next level. In other words, the anniversary date of that person being hired is the date that his/her salary shall increase for year 0-1 to year 1-2 and so on.

2. Minimum salaries for Chief Probation Officers, Assistant Chief Probation Officers, and Supervisors are calculated based on their years of experience plus the amount listed for their administrative role. For example, the minimum salary of a Chief Probation officer with 5 years experience in a department with 4-8 officers would equal $43,425 in 2004.

3. In those counties having only one probation officer the minimum salary of that probation officer shall be calculated based on their years of experience plus the amount listed for Chief Probation Officer in a department of 1-3 probation officers.

4. The term "Probation Officer" also includes "Chief Probation Officer", "Assistant Chief Probation Officer" and "Supervisor Probation Officer". These terms shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.

5. Salaries for experienced probation officers and/or officers having extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.

6. Service as a full-time court appointed probation officer in Indiana within the past ten years shall be counted for purposes of the minimum salary schedule.

7. There shall be a Chief Probation Officer in each probation department. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of nine probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in the probation departments having sixteen or more probation officers.

8. Salary increases necessary to implement this salary schedule need not exceed 15% of the previous year's salary of the probation officer. However, salary increases shall not be less than 15% until the salary for that probation officer position is in compliance with the salary schedule.

Adopted_____