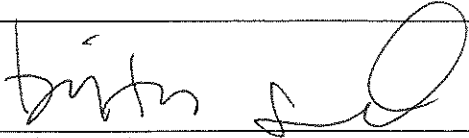


Indiana State
Personnel Department

Policy Title	Salary for Nurses
Effective Date	February 24, 2019
Supersedes	Policy dated May 30, 2017
Approval	 State Personnel Director
References	IC 4-15-2.2-15 IC 4-15-2.2-26 IC 4-15-2.2-27

PURPOSE

To authorize salaries for direct care nurses that are adequate to obtain these services in the competitive labor market, preserve internal equity and document the salary administration policy.

SCOPE

This policy applies to direct care nurses employed under the executive authority of the Governor and the State Personnel Department.

POLICY STATEMENT

Employees hired as Nurse 4 (1QC4) Charge Nurse 3 (1QB3), or LPN (3CH3), with less than nine (9) years of experience performing duties that require licensure as a registered nurse or licensed practical nurse, will be paid in accordance with the attached step plan. The annual incremental increase will take effect the pay period following the completion of another year of nursing experience and is in lieu of any general salary adjustment or performance based increase.

Direct care nurses to whom the preceding paragraph does not apply will have their salaries set upon hire based on the salaries of similarly situated existing employees with the same level of experience at the same facility.

- Other factors that legitimate salary differentials include: the employee's work history in related occupations, the individual's salary history (such as promotions & demotion), additional education, special training, application of reemployment policies, internal equity, difficulties with recruitment and retention, anomalies in the labor market (e.g., regional shortages) type of facility (e.g., psychiatric institution serving mentally ill patients) or the fiscal condition and policies of the State.
- Direct care nurses not paid on the matrix are eligible for pay-for-performance increases according to the methodology generally applicable to other merit employees.

Direct care nurses who promote to Nurse 4 (1QC4) or Charge Nurse 3 (1QB3) from a position in the LPN (3CH3) classification working for a state agency will be placed on the matrix step plan



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at one step above their current salary as an LPN. Subsequent increases will follow the matrix step plan. Employees who promote from a Nursing Attendant 4 – QMA (3CD4) to the LPN (3CH3) classification working for a state agency will be placed on the LPN matrix step plan at one step above their current salary as a Nursing Attendant 4 – QMA (3CD4). Subsequent increases will follow the matrix step plan.

DEFINITIONS

Direct care nurses means an employee in one of the following classifications:

- LPN / 003CH3
- Nurse 4 / 001QC4
- Nurse Supervisor 5 / 006QC5
- Nurse Supervisor 6 / 006QC6
- Charge Nurse 3 / 001QB3
- Charge Nurse Supervisor 5 / 006QB5
- Clinical Nurse Specialist / 001QL3
- Director of Nursing Services / 001QC1
- Nurse Practitioner / 001QC2

RESPONSIBILITIES

Applicants for direct care nursing positions are responsible for:

- providing in a timely manner all the supporting documentation necessary for determining an appropriate starting salary.

Facilities hiring direct care nurses are responsible for:

- initiating annual increase transactions for affected nurses; and
- ensuring that direct care nurses who fail to meet performance expectations are not moved to the next step on the step plan.

State Personnel Department is responsible for:

- identifying the classification(s) to which this policy applies;
- determining which degrees, licenses, and experiences will be included in the calculations for credit in the application of this policy to specific classifications and positions; and
- making market-based adjustments to the step plan when necessary and in accordance with available funding and budgetary constraints and policies.

FORMS

Calculation worksheet(s)

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