

**2021
LETTER OF ENGAGEMENT**

COUNTY OF TIPPECANOE, INDIANA

The County of Tippecanoe, Indiana (County) engages Waggoner, Irwin, Scheele & Associates Inc. (WIS) to provide the following professional consulting services:

UPDATE COMPENSATION GRIDS

The (WIS) 2018 job classification and compensation updates will serve as a benchmark for updating purposes.

The following steps and consulting services are predicated on the County Personnel Committee, County Commissioners, County Council, Auditor and the County Human Resources Director working directly with the consultants to formulate work plans, facilitate and expedite the work steps, and review work findings, and recommendations.

STEP 1: Review 2018 Job Classification and Compensation Update

Consultants will consult with County officials to review the 2018 job classification and compensation updates. Define objectives and targeted compensation survey participants for conducting the compensation grids update.

STEP 2: Conduct Updated Salary Analysis

Consultants will use benchmark positions for each job category to conduct a special external compensation survey. For Special Occupations (SO's) the external compensation survey will involve direct job matches for each position.

An external analysis will be conducted by comparing the external market pay data to current pay grids.

STEP 3: Report of Findings and Recommendations

Consultants will prepare a report of findings and recommendations and submit to County officials.

FEES:

Fees will be billed on an hourly basis, plus travel expenses.

| | |
|-----------------|---------------|
| Principal: | \$125.00 hour |
| Sr. Consultant: | \$ 95.00 hour |
| Consultant: | \$ 45.00 hour |

It is estimated that fees will not exceed \$19,680.00, plus travel expenses.

TRAVEL EXPENSE REIMBURSEMENT

Travel expense reimbursement will be billed using the following rates:

Mileage: \$0.46 per mile
Per Diem: \$24.00 per day
Lodging: Per receipts
Postage: Per receipts

TIMETABLE

It is estimated that the above scope of consulting services will be completed by March 31, 2022.

ADDITIONALLY REQUESTED CONSULTING SERVICES:

Upon request and written confirmation with the County, consultants will provide additional consulting services. Fees for such services will be billed hourly at the above rates, plus travel expense reimbursement.

FOR COUNTY OF TIPPECANOE:

_____ **DATE:** _____