



## Snohomish County

### Executive Office

3000 Rockefeller Ave. M/S 407  
Everett, WA 98201  
Phone: (425) 388-3460  
[www.snoco.org](http://www.snoco.org)

**Dave Somers**  
County Executive

September 8, 2025

### Via Email

Kim VanPelt  
Email: [kmvanpelt@cox.net](mailto:kmvanpelt@cox.net)

Dear Kim:

It is my pleasure to extend an offer of employment to you with Snohomish County Executive's Office as the Director of the Snohomish County Health Department. This is an "exempt" position that is governed by Chapter 3.68 of the Snohomish County Code. The management-exempt pay plan for exempt employees is contained in Chapter 3.69 SCC. Your offer of employment is at pay range 115, step 13 at an annual salary of \$208,391.64. Your start date will be Monday, October 20, 2025.

You will be provided with benefits as noted at the New Employee Website:  
<https://www.snohomishcountywa.gov/811/Benefits>

If you have questions regarding benefits or required forms, please contact Human Resources via email at [human.resources@snoco.org](mailto:human.resources@snoco.org) or call 425-388-3411 ext. 9.

You will find links to forms, parking, directions to County facilities, and other new employee information on the New Employee Website at [www.snohomishcountywa.gov/NEO](http://www.snohomishcountywa.gov/NEO).

The website will provide you with information regarding your benefits and other pertinent employment information. I highly recommend you review the "New Employee Information" page which covers items you will need to bring with you to complete an I-9 form, W-4 form, dependent and beneficiary information and other required employment forms on your first day.

We would be thrilled to add you to our team and very much look forward to working with you to accomplish great things for the people of Snohomish County. If you have questions or need more information prior to your first day you may reach me at my work cell (360) 688-6944 or via email at [lacey.harper@snoco.org](mailto:lacey.harper@snoco.org).

Sincerely,

Lacey Harper, Executive Director  
Snohomish County

Enclosure: Summary of Employment Details

cc: HR Personnel File

## Summary of Employment Details

**Assignment Type:** This is a regular Full-time position.

**Primary Work Location:** 3000 Rockefeller Avenue, Everett, WA 98201 | Administration West Building | 6th Floor

**Parking:** There is a parking garage and several surface lots nearby. Any costs associated with parking is your responsibility. Please visit [www.snohomishcountywa.gov/355/Parking-Management](http://www.snohomishcountywa.gov/355/Parking-Management) to learn more. Additionally, learn about the County's [Smart Ride](#) commuting program.

**Normal Workdays:** M-F Hours: 8

**Starting Pay:** \$17,365.97 per month **Pay Grade:** 115, **Step:** 13

**Manager/Supervisor Name:** Lacey Harper **Position:** Executive Director

**Manager/Supervisor Contact Information:** Phone: 425-388-3699 | Email: [lacey.harper@snoco.org](mailto:lacey.harper@snoco.org)

**Employee Washington State Paid Sick Leave (WSPSL) Notification:** The County provides you with a front-loaded accrual in the form of a management exempt leave bank. This leave is based on the following table (based on full-time employment):

| Months of County Service completed as of January 1st of each year. | Current Earned Leave Entitlement Granted per year. |
|--------------------------------------------------------------------|----------------------------------------------------|
| 0 – 12                                                             | 25 days (200 hours)                                |
| 13 – 36                                                            | 35 days (280 hours)                                |
| 37 +                                                               | 40 days (320 hours)                                |

This leave entitlement will be prorated in proportion to the time remaining in the year at the time of hire. You are also entitled to accrue Washington State Paid Sick Leave beginning on your first day of employment.

**NOTE: The front-loaded management exempt leave outlined above shall serve as this leave.**

You may use this accrued Washington State Paid Sick Leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member (please refer to RCW 49.46.210(2) for a full list of the eligible family members;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

Accrued, unused Washington State Paid Sick Leave balances of 40 hours or less at the end of the calendar year will be carried over to the following year.

Accrued, unused Washington State Paid Sick Leave over 40 hours will be converted to the employee's regular sick leave bank.

Retaliation against you by Snohomish County for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

## REQUIRED FORMS

(Note: All forms referenced below can be accessed through [www.snohomishcountywa.gov/NEO](http://www.snohomishcountywa.gov/NEO).)

**Form I-9:** You are required to complete the [Form I-9](#). Please bring the completed form and acceptable documents (listed on page 3 of the I-9) with you on your first day of work and submit to your Supervisor.

**Form W-4:** You must complete the [IRS Form W-4](#) and submit to HR on your first day of work.

**Direct Deposit Enrollment Form:** Complete the [Direct Deposit Enrollment Form](#) and submit with a voided check or deposit slip to Payroll at mailstop 610.

**Retirement Status Form:** Complete the [DRS Retirement Status Form](#) and submit to HR within your first week of employment.

**Benefits:** Submit all benefit forms to HR within 30 days from your date of hire.

Note: The provisions of this letter do not constitute an express or implied contract.