

1 APPROVED: 11/09/21
2 EFFECTIVE: 01/01/22

3 SNOHOMISH COUNTY COUNCIL
4 Snohomish County, Washington

5
6 ORDINANCE NO. 21-092

7
8 RELATING TO MANAGEMENT AND EXEMPT EMPLOYEES COMPENSATION PLAN;
9 AMENDING CHAPTER 3.69 OF THE SNOHOMISH COUNTY CODE

10
11 WHEREAS, the Snohomish County Code currently provides management and exempt
12 employees with an annual opportunity for advancement to the next step of a pay range in April
13 of each year; and

14
15 WHEREAS, provisions for special merit awards for management and exempt employees
16 was eliminated in 2017; and

17
18 WHEREAS, the County Council finds that the county will improve recruitment and
19 retention as well as maintain fair and competitive pay for management and exempt positions
20 with the reestablishment of the special merit award of additional step(s) advancement in
21 September of each year;

22
23 NOW, THEREFORE, BE IT ORDAINED:

24
25 Section 1. Snohomish County Code Section 3.69.040, last amended by Ordinance No.
26 17-111 on May 2, 2018, is amended to read:

27
28 **3.69.040 Rules of administration of compensation plan.**

29
30 The salary ranges shall be established for management and exempt positions in the
31 "Classification Plan and Salary Range Tables" submitted by the personnel director to the council
32 annually, and approved by the council.

33
34 (1) Salary Ranges. The classification plan and salary range tables shall designate the number of
35 steps and the interval between steps established for each range. The personnel director may
36 make changes in position titles or salary ranges as necessary to administer the plan;
37 PROVIDED, That such changes shall be submitted to the council for review and approval on an
38 annual basis.

39
40 (2) Assignment of Positions to Ranges.

41
42 (a) Positions shall be assigned to ranges in accordance with this section. New appointments to
43 management and exempt positions will be at the minimum salary established for each range
44 unless appointment at another step up to the midpoint salary for each range has been
45 requested of and approved by the personnel director. Appointments above the midpoint salary
46 of the range may only be approved by the executive. Positions may not be paid less than the
47 minimum or more than the maximum of the range unless approved by the council. This chapter
48 shall not be deemed to establish vested rights in any salary or in areas of salary. Actual salaries
49 shall be determined by annual legislative appropriation.

1 (b) When a new position is proposed the personnel director shall recommend assignment of the
2 position to a salary range based upon an internal comparison of other positions with similar
3 responsibilities. Budgetary placement of the position is normally at the midpoint of the range
4 unless another rate is recommended and approved by the council. When with council direction a
5 position is placed between steps or below the minimum of the pay range established for that
6 range, corrective action to place the position on step within the range shall be taken the
7 following year, subject to the availability of funds, as a result of the next budget process. A
8 position which is paid above the maximum of the pay range established for each range shall
9 continue to receive the same rate of pay until the maximum is adjusted and becomes greater
10 than the incumbent's salary.

11
12 (3) Salary Range Adjustments.

13
14 (a) Salary range adjustments may be proposed to the county council annually by the personnel
15 director based on consideration of the results of salary surveys of comparable positions in the
16 labor market, the results of union negotiations, changes in the cost of living, the county's ability
17 to pay and other applicable factors. The salaries of individual management and exempt
18 employees may be adjusted by an amount equivalent to any approved range adjustment so that
19 the employee maintains the same position in the range as before the range adjustment.
20 Adjustment of an individual position to another range because of increased or decreased
21 responsibility may be proposed when warranted but shall not be effective until sufficient funds
22 are available.

23
24 (b) Salary ranges shall also be revised to reflect any general cost of living adjustments granted
25 to other employees who are not members of collective bargaining units.

26
27 (4) Advancement Within Pay Ranges.

28
29 (a) ~~((Each))~~ Except as otherwise provided by ordinance, each management and exempt
30 employee that has been in the position for at least six months is eligible to be considered for
31 advancement to the next step in the pay range in April of each year ~~((, provided at least six~~
32 ~~months of service has been completed in the position, as provided by))~~ based on the criteria
33 stated in subsection (5) below. ~~((Advancement will occur only if))~~ If sufficient funds have been
34 allocated by the council during the budget process for that purpose ~~((and if the employee has~~
35 ~~been))~~, an appointing official may propose to the executive such advancement by documenting
36 in writing that the official has evaluated ~~((by the appointing official))~~ and judged the employee to
37 have achieved acceptable performance based on criteria established under subsection (5)
38 below. The executive shall approve or deny the proposed increase and/or delay the effective
39 date of an advancement within pay ranges or take other appropriate action based on available
40 funds to carry out the intent of this section. Advancement under this provision is limited to one
41 step in pay range per year. The personnel director is responsible ~~((to recommend))~~ for
42 recommending to the council each year the appropriate funding level for administration of the
43 advancement program. ~~((Funds may be appropriated by the))~~ The county council may
44 appropriate funds for this purpose to a contingency fund ~~((and transferred))~~ and transfer to the
45 proper departmental accounts amounts necessary to implement any recommended increases.
46 ~~((The executive may delay the effective date of proposed advancement within ranges or take~~
47 ~~other appropriate action based on available funds to carry out the intent of this section.))~~

48
49 (5) Criteria for Advancement Within Pay Ranges.

1 (a) Advancement to the next step of the pay range ~~((is based upon))~~ for management and
2 exempt employees governed by this provision is based on the employee accomplishing ((their))
3 objectives or achieving acceptable performance levels in important job requirements ~~((,))~~ and is
4 subject to the availability of budgeted funds. ~~((Non-elective))~~ The executive will evaluate
5 department heads and other exempt and management employees~~((,))~~ who are non-elective or
6 are not subordinate to elected officials and who report directly to the executive ~~((will be~~
7 ~~evaluated by the executive))~~ based on how well they have accomplished ((their)) objectives
8 which were established for them in the prior year. ((In addition,)) The hiring official will establish
9 a plan of objectives for the next 12 months ((will be established)) which will serve as the basis
10 for the following year's evaluation. A performance plan and report form as developed and
11 supplied by the personnel director will be completed for each of the above employees and a
12 determination will be made as to whether the employee fails to meet, meets, or exceeds the
13 executive's performance expectations.

14
15 (b) ~~((Other))~~ The hiring official will evaluate other management and exempt employees ~~((will be~~
16 ~~assessed))~~ governed by this provision using the above report or the job requirement summary
17 form as developed and supplied by the personnel director as selected by the department head
18 or elected official. When using the job requirement summary, at least six criteria will be selected
19 and evaluated for each employee.

20
21 (c) The personnel director will be responsible for providing evaluation forms and standards
22 which apply to the above criteria. The department head or elected official may modify the
23 standards supplied by the personnel director ((may be modified)) to fit individual circumstance~~((,~~
24 ~~by the department head or elected official))~~.

25
26 (d) Employees who fail to meet expectations of the department head or elected official may be
27 denied step advancement and may not be reconsidered until another evaluation is given the
28 following year. Management and exempt employees who exceed expectations may be
29 considered for additional step(s) in September of each year under the special award section of
30 these rules, SCC 3.69.040(6).

31
32 (6) Special Award.

33
34 (a) Depending upon the availability of funds, employees who have exceeded expectations may
35 be considered for a special merit award of additional step(s) advancement in September of each
36 year. Remaining funds, if any, upon completion of the process in SCC 3.69.040(5) shall be
37 allocated to the executive, legislative and judicial branches in the same proportion as the annual
38 management and exempt salaries of each branch as they relate to the total annual salaries
39 covered by this plan. Each branch shall determine which employees are deserving of a special
40 award and may award increases of one or more steps based upon the employee's
41 achievements as determined by performance evaluation and the availability of funds. Special
42 awards will be granted in the month designated by the executive.

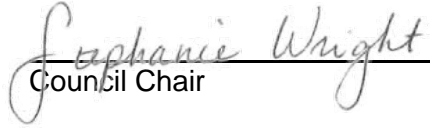
43
44 (b) Results of the special award process shall be documented by each branch and shall be
45 reported to the county executive and council prior to the completion of the month in which the
46 award will be effective. Supporting documentation shall include the performance evaluation and
47 a statement of the reasons why the employee was deserving of the award. Special awards will
48 not be treated as a bonus and will be added to the employee's monthly salary.

49
50 Section 2. Effective date. This ordinance shall take effect January 1, 2022.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

PASSED this 9th day of November, 2021.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair


ATTEST:



Clerk of the Council

- (X) APPROVED
- () EMERGENCY
- () VETOED

DATE: November 12, 2021



County Executive

ATTEST:



Approved as to form only:

/s/ George B. Marsh 9/28/2021
Deputy Prosecuting Attorney