

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

NOTICE OF INTRODUCTION OF ORDINANCE
and
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that the Snohomish County Council will hold a public hearing on Monday, October 25, 2021, at the hours of 10:30 a.m. and 6:00 p.m., via Zoom remote meeting platform to consider Proposed Ordinance No. 21-092. A summary of the ordinance is as follows:

NOTE: Due to current COVID-19 restrictions, Snohomish County Council is currently holding its public meetings remote only and will hold in-person meetings in conjunction with a remote platform when restrictions and conditions change. Please check the Council webpage 24 hours prior to the scheduled hearing time for the most up-to-date information <https://www.snohomishcountywa.gov/2288/Meetings-Webcasts> or contact the Council Clerk at 425-388-3494 or at contact.council@snoco.org.

Zoom Webinar Information:

Join online at <https://zoom.us/j/94846850772>
or by telephone call 1-253-215-8782 or 1-301-715-8592
Meeting ID: 948 4685 0772

PROPOSED ORDINANCE NO. 21-092

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

NOW, THEREFORE, BE IT ORDAINED:

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

3.69.040 Rules of administration of compensation plan.

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

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

(2) Assignment of Positions to Ranges.

(a) Positions shall be assigned to ranges in accordance with this section. New appointments to management and exempt positions will be at the minimum salary established for each

range unless appointment at another step up to the midpoint salary for each range has been requested of and approved by the personnel director. Appointments above the midpoint salary of the range may only be approved by the executive. Positions may not be paid less than the minimum or more than the maximum of the range unless approved by the council. This chapter shall not be deemed to establish vested rights in any salary or in areas of salary. Actual salaries shall be determined by annual legislative appropriation.

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

(3) Salary Range Adjustments.

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

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

(4) Advancement Within Pay Ranges.

(a) ~~(Each)~~ Except as otherwise provided by ordinance, each management and exempt employee that has been in the position for at least six months is eligible to be considered for advancement to the next step in the pay range in April of each year ~~((, provided at least six months of service has been completed in the position, as provided by))~~ based on the criteria stated in subsection (5) below. ~~((Advancement will occur only if))~~ If sufficient funds have been allocated by the council during the budget process for that purpose ~~((and if the employee has been))~~, an appointing official may propose to the executive such advancement by documenting in writing that the official has evaluated ~~((by the appointing official))~~ and judged the employee to have achieved acceptable performance based on criteria establish under subsection (5) below. The executive shall approve or deny the proposed increase and/or delay the effective date of an advancement within pay ranges or take other appropriate action based on available funds to carry out the intent of this section. Advancement under this provision is limited to one step in pay range per year. The personnel director is responsible ~~((to recommend))~~ for recommending to the council each year the appropriate funding level for administration of the advancement program. ~~((Funds~~

~~may be appropriated by the))~~ The county council may appropriate funds for this purpose to a contingency fund ((and transferred)) and transfer to the proper departmental accounts amounts necessary to implement any recommended increases. ((The executive may delay the effective date of proposed advancement within ranges or take other appropriate action based on available funds to carry out the intent of this section.))

(5) Criteria for Advancement Within Pay Ranges.

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

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

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

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

(6) Special Award.

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

the availability of funds. Special awards will be granted in the month designated by the executive.

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

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

At the hearing, Council may consider alternatives/amendments to the proposed ordinance.

Public Testimony: All interested persons may testify at the time and place indicated above or by remote participation. The chair of the council may choose to limit testimony to three minutes in the interest of accommodating all persons wishing to testify. Written testimony is encouraged and may be sent to Snohomish County Council, 3000 Rockefeller Avenue, M/S 609, Everett, WA 98201; fax to 425 388-3496 or e-mail to contact.council@snoco.org. Submitting testimony 24 hours prior to the hearing will ensure that testimony is provided to the Council and appropriate staff in advance of the hearing.

Where to Get Copies of Proposed Ordinance: Copies of the full ordinance and other documentation are available upon request by calling the Snohomish County Council Office at (425) 388-3494, 1-(800) 562-4367x3494, TDD (425) 877-8339, or by e-mailing Contact.Council@snoco.org.

Website Access: The ordinance can also be accessed through the County Council's internet website at: www.snohomishcountywa.gov/2134/Council-Hearings-Calendar.

American Disabilities Act Notice: Accommodations for persons with disabilities will be provided upon request. Please make arrangements one week prior to the hearing by calling Debbie Eco at (425) 388-3494, 1-800-562-4367 x3494, or TTY 1-800 877-8339, or e-mail debbie.eco@snoco.org.

DATED this 6th October, 2021.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Stephanie Wright
Council Chair

ATTEST:



Debbie Eco, CMC
Clerk of the Council

Publish: October 11, 2021
October 18, 2021

SUBMIT AFFIDAVIT TO: Council
SUBMIT INVOICE TO: Finance #104473

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

NOTICE OF ENACTMENT

NOTICE IS HEREBY GIVEN, that on November 9, 2021, the Snohomish County Council adopted Ordinance No. 21-092, which shall be effective January 1, 2022. A summary of the ordinance is as follows:

ORDINANCE NO. 21-092

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

NOW, THEREFORE, BE IT ORDAINED:

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

3.69.040 Rules of administration of compensation plan.

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

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

(2) Assignment of Positions to Ranges.

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

(b) When a new position is proposed the personnel director shall recommend assignment of the position to a salary range based upon an internal comparison of other positions with similar responsibilities. Budgetary placement of the position is normally at the midpoint of the range unless another rate is recommended and approved by the council. When with council direction a position is placed between steps or below the minimum of the pay range established for that range, corrective action to place the position on step within the range shall be taken the following year, subject to the availability of funds, as a result of the next budget process. A position which is paid above the maximum of the pay range established

for each range shall continue to receive the same rate of pay until the maximum is adjusted and becomes greater than the incumbent's salary.

(3) Salary Range Adjustments.

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

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

(4) Advancement Within Pay Ranges.

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

(5) Criteria for Advancement Within Pay Ranges.

(a) Advancement to the next step of the pay range ~~((is based upon))~~ for management and exempt employees governed by this provision is based on the employee accomplishing ~~((their))~~ objectives or achieving acceptable performance levels in important job requirements ~~((,))~~ and is subject to the availability of budgeted funds. ~~((Non-elective))~~ The executive will evaluate department heads and other exempt and management employees~~((,))~~ who are non-elective or are not subordinate to elected officials and who report directly to the executive ~~((will be evaluated by the executive))~~ based on how well they

have accomplished (~~their~~) objectives which were established for them in the prior year. (~~In addition,~~) The hiring official will establish a plan of objectives for the next 12 months (~~will be established~~) which will serve as the basis for the following year's evaluation. A performance plan and report form as developed and supplied by the personnel director will be completed for each of the above employees and a determination will be made as to whether the employee fails to meet, meets, or exceeds the executive's performance expectations.

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

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

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

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

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

Where to Get Copies of Ordinance: Copies of the full ordinance and other documentation are available upon request by calling the Snohomish County Council Office at (425) 388-3494, 1-(800) 562-4367x3494, TDD (425) 877-8339, or by e-mailing Contact.Council@snoco.org.

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DATED this 15th November, 2021.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Debbie Eco, CMC
Clerk of the Council

Publish: November 19, 2021

SUBMIT AFFIDAVIT TO: Council
SUBMIT INVOICE TO: Finance #104473

Everett Daily Herald

Affidavit of Publication

State of Washington }
County of Snohomish } ss

Michael Gates being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH943266 ORDINANCE 21-092 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 11/19/2021 and ending on 11/19/2021 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$233.64. [Signature]

Subscribed and sworn before me on this 19th day of December, 2021.

[Signature: Linda Phillips]

Notary Public in and for the State of Washington.

Snohomish County Budget & Finance | 14104473
DEBBIE ECO

SNOHOMISH COUNTY COUNCIL
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NOV 29 2021

CC'D TO _____ CF _____
JLM _____ DIST 1 _____ GOT _____
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DATED this 15th November, 2021.
SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington
/s/ Debbie Eco, CMC
Clerk of the Council

104473
Published: November 19, 2021. EDH943268