

SNOHOMISH COUNTY COUNCIL
PUBLIC HEARING PACKET

BUDGET ORDINANCE 21-092

**Relating to management and exempt employees
compensation plan**

ECAF: 2021-0822

Date/Time: October 25, 2021, at 10:30 a.m. and 6:00 p.m.

Staff Person: Jim Martin

DPA: George Marsh

EXHIBIT LIST

Click on Exhibit No. to view document

Exhibit No.	Date	Exhibit Description
1.	09/28/21	ECAF
2.	09/29/21	Ordinance Introduction Slip - signed

1 SNOHOMISH COUNTY COUNCIL
2 Snohomish County, Washington

3
4 ORDINANCE NO. 21-092

5
6 RELATING TO MANAGEMENT AND EXEMPT EMPLOYEES COMPENSATION PLAN;
7 AMENDING CHAPTER 3.69 OF THE SNOHOMISH COUNTY CODE

8
9 WHEREAS, the Snohomish County Code currently provides management and exempt
10 employees with an annual opportunity for advancement to the next step of a pay range in April
11 of each year; and

12
13 WHEREAS, provisions for special merit awards for management and exempt employees
14 was eliminated in 2017; and

15
16 WHEREAS, the County Council finds that the county will improve recruitment and
17 retention as well as maintain fair and competitive pay for management and exempt positions
18 with the reestablishment of the special merit award of additional step(s) advancement in
19 September of each year;

20
21 NOW, THEREFORE, BE IT ORDAINED:

22
23 Section 1. Snohomish County Code Section 3.69.040, last amended by Ordinance No.
24 17-111 on May 2, 2018, is amended to read:

25
26 **3.69.040 Rules of administration of compensation plan.**

27
28 The salary ranges shall be established for management and exempt positions in the
29 "Classification Plan and Salary Range Tables" submitted by the personnel director to the council
30 annually, and approved by the council.

31
32 (1) Salary Ranges. The classification plan and salary range tables shall designate the number of
33 steps and the interval between steps established for each range. The personnel director may
34 make changes in position titles or salary ranges as necessary to administer the plan;
35 PROVIDED, That such changes shall be submitted to the council for review and approval on an
36 annual basis.

37
38 (2) Assignment of Positions to Ranges.

39
40 (a) Positions shall be assigned to ranges in accordance with this section. New appointments to
41 management and exempt positions will be at the minimum salary established for each range
42 unless appointment at another step up to the midpoint salary for each range has been
43 requested of and approved by the personnel director. Appointments above the midpoint salary
44 of the range may only be approved by the executive. Positions may not be paid less than the
45 minimum or more than the maximum of the range unless approved by the council. This chapter
46 shall not be deemed to establish vested rights in any salary or in areas of salary. Actual salaries
47 shall be determined by annual legislative appropriation.

48
49 (b) When a new position is proposed the personnel director shall recommend assignment of the
50 position to a salary range based upon an internal comparison of other positions with similar
51 responsibilities. Budgetary placement of the position is normally at the midpoint of the range

1 unless another rate is recommended and approved by the council. When with council direction a
2 position is placed between steps or below the minimum of the pay range established for that
3 range, corrective action to place the position on step within the range shall be taken the
4 following year, subject to the availability of funds, as a result of the next budget process. A
5 position which is paid above the maximum of the pay range established for each range shall
6 continue to receive the same rate of pay until the maximum is adjusted and becomes greater
7 than the incumbent's salary.

8
9 (3) Salary Range Adjustments.

10
11 (a) Salary range adjustments may be proposed to the county council annually by the personnel
12 director based on consideration of the results of salary surveys of comparable positions in the
13 labor market, the results of union negotiations, changes in the cost of living, the county's ability
14 to pay and other applicable factors. The salaries of individual management and exempt
15 employees may be adjusted by an amount equivalent to any approved range adjustment so that
16 the employee maintains the same position in the range as before the range adjustment.
17 Adjustment of an individual position to another range because of increased or decreased
18 responsibility may be proposed when warranted but shall not be effective until sufficient funds
19 are available.

20
21 (b) Salary ranges shall also be revised to reflect any general cost of living adjustments granted
22 to other employees who are not members of collective bargaining units.

23
24 (4) Advancement Within Pay Ranges.

25
26 (a) ~~((Each))~~ Except as otherwise provided by ordinance, each management and exempt
27 employee that has been in the position for at least six months is eligible to be considered for
28 advancement to the next step in the pay range in April of each year ~~((, provided at least six~~
29 ~~months of service has been completed in the position, as provided by))~~ based on the criteria
30 stated in subsection (5) below. ~~((Advancement will occur only if))~~ If sufficient funds have been
31 allocated by the council during the budget process for that purpose ~~((and if the employee has~~
32 ~~been))~~, an appointing official may propose to the executive such advancement by documenting
33 in writing that the official has evaluated ~~((by the appointing official))~~ and judged the employee to
34 have achieved acceptable performance based on criteria establish under subsection (5) below.
35 The executive shall approve or deny the proposed increase and/or delay the effective date of an
36 advancement within pay ranges or take other appropriate action based on available funds to
37 carry out the intent of this section. Advancement under this provision is limited to one step in
38 pay range per year. The personnel director is responsible ~~((to recommend))~~ for recommending
39 to the council each year the appropriate funding level for administration of the advancement
40 program. ~~((Funds may be appropriated by the))~~ The county council may appropriate funds for
41 this purpose to a contingency fund ~~((and transferred))~~ and transfer to the proper departmental
42 accounts amounts necessary to implement any recommended increases. ~~((The executive may~~
43 ~~delay the effective date of proposed advancement within ranges or take other appropriate action~~
44 ~~based on available funds to carry out the intent of this section.))~~

45
46 (5) Criteria for Advancement Within Pay Ranges.

47
48 (a) Advancement to the next step of the pay range ~~((is based upon))~~ for management and
49 exempt employees governed by this provision is based on the employee accomplishing ~~((their))~~
50 objectives or achieving acceptable performance levels in important job requirements ~~((,))~~ and is
51 subject to the availability of budgeted funds. ~~((Non-elective))~~ The executive will evaluate

1 department heads and other exempt and management employees~~((,))~~ who are non-elective or
2 are not subordinate to elected officials and who report directly to the executive (~~will be~~
3 ~~evaluated by the executive~~) based on how well they have accomplished ((their)) objectives
4 which were established for them in the prior year. ((In addition,)) The hiring official will establish
5 a plan of objectives for the next 12 months ((will be established)) which will serve as the basis
6 for the following year's evaluation. A performance plan and report form as developed and
7 supplied by the personnel director will be completed for each of the above employees and a
8 determination will be made as to whether the employee fails to meet, meets, or exceeds the
9 executive's performance expectations.

10
11 (b) ~~((Other))~~ The hiring official will evaluate other management and exempt employees ((will be
12 assessed)) governed by this provision using the above report or the job requirement summary
13 form as developed and supplied by the personnel director as selected by the department head
14 or elected official. When using the job requirement summary, at least six criteria will be selected
15 and evaluated for each employee.

16
17 (c) The personnel director will be responsible for providing evaluation forms and standards
18 which apply to the above criteria. The department head or elected official may modify the
19 standards supplied by the personnel director ((may be modified)) to fit individual circumstance((,
20 by the department head or elected official)).

21
22 (d) Employees who fail to meet expectations of the department head or elected official may be
23 denied step advancement and may not be reconsidered until another evaluation is given the
24 following year. Management and exempt employees who exceed expectations may be
25 considered for additional step(s) in September of each year under the special award section of
26 these rules, SCC 3.69.040(6).

27 28 (6) Special Award.

29
30 (a) Depending upon the availability of funds, employees who have exceeded expectations may
31 be considered for a special merit award of additional step(s) advancement in September of each
32 year. Remaining funds, if any, upon completion of the process in SCC 3.69.040(5) shall be
33 allocated to the executive, legislative and judicial branches in the same proportion as the annual
34 management and exempt salaries of each branch as they relate to the total annual salaries
35 covered by this plan. Each branch shall determine which employees are deserving of a special
36 award and may award increases of one or more steps based upon the employee's
37 achievements as determined by performance evaluation and the availability of funds. Special
38 awards will be granted in the month designated by the executive.

39
40 (b) Results of the special award process shall be documented by each branch and shall be
41 reported to the county executive and council prior to the completion of the month in which the
42 award will be effective. Supporting documentation shall include the performance evaluation and
43 a statement of the reasons why the employee was deserving of the award. Special awards will
44 not be treated as a bonus and will be added to the employee's monthly salary.

45
46 Section 2. Effective date. This ordinance shall take effect January 1, 2022.
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PASSED this _____ day of _____, 2021.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Council Chair

ATTEST:

Clerk of the Council

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

DATE: _____

County Executive

ATTEST:

Approved as to form only:

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

Executive/Council Action Form (ECAAF)

EXHIBIT # 1
 FILE ORD 21-092

ITEM TITLE:

..Title

Ordinance 21-092, relating to management and exempt employees compensation plan; amending chapter 3.69 of the Snohomish County Code

..body

DEPARTMENT: Finance

ORIGINATOR: Debbi Mock

EXECUTIVE RECOMMENDATION: Approved Ken Klein 09/28/21

PURPOSE: This action amends SCC 3.69 to restore 3.69.040 (6) Special Award.

BACKGROUND: The county will improve recruitment and retention as well as maintain fair and competitive pay for management and exempt positions with the reestablishment of the special merit award of additional step(s) advancement each year.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

DEPARTMENT FISCAL IMPACT NOTES: Click or tap here to enter text.

CONTRACT INFORMATION:

ORIGINAL _____ CONTRACT# _____ AMOUNT _____
 AMENDMENT _____ CONTRACT# _____ AMOUNT _____

Contract Period

ORIGINAL START _____ END _____
 AMENDMENT START _____ END _____

OTHER DEPARTMENTAL REVIEW/COMMENTS: Approved Finance Nathan Kennedy 09/28/21

**BUDGET ORDINANCE
INTRODUCTION SLIP**

SNOHOMISH COUNTY COUNCIL

EXHIBIT # 2

FILE ORD 21-092

TO: Clerk of the Council

TITLE OF PROPOSED ORDINANCE:

~~~~~  
*Japhanie Wright*  
\_\_\_\_\_  
Councilmember Date  
~~~~~

Clerk's Action: Proposed Ordinance No. _____

Assigned to: _____ Committee of the Whole Date: 10/04/21

~~~~~  
**STANDING COMMITTEE RECOMMENDATION FORM**

On 10/04/21, the Committee considered the item and by \_\_\_\_ Consensus /  
5 Yeas and 0 Nays, made the following recommendation:

Council scheduled a public hearing \_\_\_\_\_  
**Public Hearing Date** October 25, 2021 at 10:30 a.m. and 6:00 p.m.

\_\_\_\_\_ Move to Council as amended to schedule public hearing

\_\_\_\_\_ Move to Council with no recommendation

**This item \_\_\_\_ should/ \_\_\_\_ should not be placed on the Consent Agenda.**

(Consent agenda may be used for routine items that do not require public hearing and do not need discussion at General Legislative Session)

**This item \_\_\_\_ should/ \_\_\_\_ should not be placed on the Administrative Matters Agenda**

(Administrative Matters agenda may be used for routine action to set time and date for public hearings)

\_\_\_\_\_  
Committee Chair