

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

ORDINANCE NO. 25-071

RELATING TO TERMS OF EMPLOYMENT FOR EMPLOYEES EXCLUDED FROM THE  
COUNTY PERSONNEL SYSTEM; AMENDING CHAPTERS 2.02, 2.09, 2.11, 2.17, 2.18, 2.32,  
2.36, 2.74, 2.100, 2.300, 2.350, 2.400, 2.600, 2.700, 2.750, 3A.01, 3A.02, 3A.06, 3A.08, 3A.13,  
AND 3.68 SCC, AND REPEALING CHAPTER 3.69 SCC

BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.02.015, added by Amended Ordinance 13-043 on June 19, 2013, is amended to read:

**2.02.015 Office Administrator**

(1) The office of hearings administration shall be under the administrative supervision of the administrator and shall be separate and not a part of the executive branch. The administrator of the office of hearings administration shall be appointed by the council for terms which shall initially expire one year following the date of original appointment and thereafter expire two years following the date of each reappointment. The administrator shall be subject to the county ((~~exempt~~)) non-classified personnel system.

(2) The administrator shall manage and administer the activities of the office and shall establish policies and procedures for such management and administration and submit any required reports. The administrator shall prepare and submit to the executive annual budget estimates for the office as provided in SCC 4.26.030. Except for deputy examiners and examiners pro tem appointed by the county council pursuant to SCC 2.02.030, the administrator shall appoint all employees of the office in accordance with the rules of the county personnel system and ((~~exempt~~)) non-classified personnel system. The administrator may delegate functions, powers and duties to other officers and employees of the office as the administrator deems expedient to further the purposes of this chapter. Subject to the provisions of the county charter, the provisions of Title 3A SCC, and amendments thereto, and budget and appropriation controls, the administrator may create, assign, and reassign functions and positions within the office and direct and supervise all functions of the office.

Section 2. Snohomish County Code Section 2.09.020, last amended by Amended Ordinance No. 02-058 on November 20, 2002, is amended to read:

**2.09.020 Definitions.**

The following definitions shall apply to terms used in this chapter:

(1) "Office" means the Snohomish county office of public defense.

(2) "Attorney administrator" means the attorney administrator of the Snohomish county office of public defense.

1  
2 (3) "Indigent" has the same meaning as that term is defined in Chapter 10.101 RCW as now or  
3 hereafter amended.

4  
5 (4) "~~((Exempt))~~ Non-classified personnel system" means the conditions of employment under  
6 the provisions of chapter 3.68 SCC and amendments thereto.

7  
8 (5) "Pre-trial release" means the setting of bail and/or other conditions of release from custody  
9 pending hearing or trial.

10  
11 Section 3. Snohomish County Code Section 2.09.070, last amended by Ordinance No.  
12 02-058 on November 20, 2002, is amended to read:

13  
14 **2.09.070 Attorney Administrator.**

15  
16 The attorney administrator shall be appointed by the executive upon consultation with the  
17 presiding judges of the district and superior courts. The attorney administrator shall serve at the  
18 pleasure of the executive and shall be subject to the county (~~((exempt))~~ non-classified personnel  
19 system.

20  
21 The attorney administrator must be a member in good standing of the Washington State Bar  
22 Association. The attorney administrator must perform all attorney functions authorized by this  
23 chapter in accordance with the Rules of Professional Responsibility pertaining to attorneys  
24 licensed to practice law in the state of Washington, and in accordance with all applicable court  
25 rules.

26  
27 The attorney administrator of the office shall have administrative responsibility for the office  
28 services provided herein. The attorney administrator shall not participate in individual  
29 determinations of indigency or pre-trial release but shall have oversight responsibility for the  
30 setting of policies and procedures applicable to determinations of indigency and pre-trial release,  
31 which policies and procedures shall be approved by the applicable courts.

32  
33 The attorney administrator shall also have the authority to represent individual indigent criminal  
34 defendants and to appear as attorney for indigent criminal defendants at first appearance/ bail  
35 calendars, arraignments, expedited felony hearings, initial civil commitments proceedings, and  
36 fugitive hearings. In the event of a legal conflict, the attorney administrator shall have the  
37 authority to appoint separate counsel.

38  
39 Section 4. Snohomish County Code Section 2.11.050, last amended by Ordinance No.  
40 17-024 on May 17, 2017, is amended to read:

41  
42 **2.11.050 Term.**

43  
44 The public advocate shall be appointed for terms that will expire one year following the date of  
45 original appointment and thereafter expire two years following the date of each reappointment by

1 the county council. The public advocate shall be subject to the county ((~~exempt~~)) non-classified  
2 personnel system.

3  
4 Section 5. Snohomish County Code Section 2.11.080, last amended by Ordinance No.  
5 17-024 on May 17, 2017, is amended to read:

6  
7 **2.11.080 Organization of the office.**  
8

9 The office of the public advocate is under the administrative supervision of the public advocate.  
10 The public advocate may, subject to appropriation and in accordance with the rules of the county  
11 personnel system and ((~~exempt~~)) non-classified personnel system, select, appoint, and  
12 compensate such other employees as the public advocate deems necessary to discharge the duties  
13 of the office of the public advocate. The office shall use generally accepted standards for similar  
14 offices.

15  
16 Section 6. Snohomish County Code Section 2.17.020, last amended by Ordinance No.  
17 19-013 on May 8, 2019, is amended to read:

18  
19 **2.17.020 Definitions.**  
20

21 The following definitions shall apply to terms used in this chapter:

- 22  
23 (1) "Department" means the Snohomish County department of facilities and fleet;  
24  
25 (2) "Director" means the director of the department of facilities and fleet;  
26  
27 (3) "County personnel system" means those statements of policy and procedures contained in  
28 Title 3A SCC and amendments thereto;  
29  
30 (4) "((~~Exempt~~)) Non-classified personnel system" means the conditions of employment under  
31 the provisions of chapter 3.68 SCC and amendments thereto.  
32

33 Section 7. Snohomish County Code Section 2.17.040, last amended by Amended  
34 Ordinance No. 07-015 on March 21, 2007, is amended to read:

35  
36 **2.17.040 Director.**  
37

38 The director shall manage and administer the activities of the department and shall advise the  
39 executive and the council with regard to programs managed by the department. The director shall  
40 prepare and submit to the executive annual budget estimates for the department as provided in  
41 SCC 4.26.030. The director shall appoint all officers and employees of the department in  
42 accordance with the rules of the county personnel system and ((~~exempt~~)) non-classified  
43 personnel system. The director may delegate functions, powers and duties to other officers and  
44 employees of the department as it deems expedient to further the purpose of this chapter.  
45

1        Section 8. Snohomish County Code Section 2.17.050, added by Ordinance No. 93-070  
2 on August 18, 1993, is amended to read:

3  
4        **2.17.050 Appointment of director.**

5  
6        The director shall be appointed by the executive subject to confirmation by the county council.  
7        The director shall serve at the pleasure of the executive and shall be subject to the county  
8        ((~~exempt~~)) non-classified personnel system.

9  
10       Section 9. Snohomish County Code Section 2.17.060, added by Ordinance No. 93-070  
11 on August 18, 1993, is amended to read:

12  
13       **2.17.060 Organization by director.**

14  
15       The director may create divisions and reassign positions and functions within the department;  
16       PROVIDED, That any budget transfers required by such actions shall first be approved by the  
17       council; and PROVIDED, FURTHER, That personnel changes shall be made in conformance  
18       with the requirements of the county personnel system and the ((~~exempt~~)) non-classified  
19       personnel system.

20  
21       Section 10. Snohomish County Code Section 2.18.020, last amended by Amended  
22 Ordinance No. 20-081 on January 20, 2021, is amended to read:

23  
24       **2.18.020 Definitions.**

25  
26       The following definitions shall apply to terms used in this chapter:

27  
28       (1) "Department" means the Snohomish County department of conservation and natural  
29       resources;

30  
31       (2) "Director" means the director of the department of conservation and natural resources;

32  
33       (3) "County personnel system" means those statements of policy and procedure contained in  
34       Title 3A SCC and amendments thereto;

35  
36       (4) "((~~Exempt~~)) Non-classified personnel system" means the conditions of employment under  
37       the provisions of chapter 3.68 SCC and amendments thereto.

38  
39       Section 11. Snohomish County Code Section 2.18.040, last amended by Amended  
40 Ordinance No. 07-015 on March 21, 2007, is amended to read:

41  
42       **2.18.050 Appointment of director.**

43  
44       The director shall be appointed by the executive subject to confirmation by the county council.  
45       The director shall serve at the pleasure of the executive and shall be subject to the county  
46       ((~~exempt~~)) non-classified personnel system.

Section 12. Snohomish County Code Section 2.18.060, last amended by Amended Ordinance No. 20-081 on January 20, 2021, is amended to read:

**2.18.060 Organization by director; rules and procedures.**

Subject to limitations under state law, the director may create divisions and reassign positions and functions within the department; PROVIDED, That any budget transfers required by such actions shall first be approved by the council; and PROVIDED FURTHER, That personnel changes shall be made in conformance with the requirements of the county personnel system and ~~((exempt))~~ non-classified personnel system. The director shall establish and adopt such rules and procedures as are necessary to carry out the functions of the department as established in county code.

Section 13. Snohomish County Code Section 2.32.005, last amended by Amended Ordinance No. 20-081 on January 20, 2021, is amended to read:

**2.32.005 Definitions.**

The following definitions shall apply to terms used in this chapter:

- (1) "Advisory board" means the fair advisory board established by SCC 2.32.070;
- (2) "Department" means the Snohomish County department of conservation and natural resources;
- (3) "Director" means the director of the department of conservation and natural resources;
- (4) "~~((Exempt))~~ Non-classified personnel system" means the system of employment set out in chapter 3.68 SCC;
- (5) "Fair" means the annual Evergreen State Fair;
- (6) "Fairgrounds" means the Evergreen State Fairgrounds, also known as Evergreen State Fair Park, at Monroe, Washington;
- (7) "Manager" means the fairgrounds manager appointed under SCC 2.32.120;
- (8) "Risk management committee" means the risk management committee created by SCC 2.90.025.

Section 14. Snohomish County Code Section 2.32.120, last amended by Ordinance No. 89-029 on May 17, 1989, is amended to read:

**2.32.120 Appointment of manager.**

1  
2 The manager shall be appointed by the director to serve under the ((~~exempt~~)) non-classified  
3 personnel system.  
4

5 Section 15. Snohomish County Code 2.36.020, last amended by Amended Ordinance  
6 No. 19-027 on July 10, 2019, is amended to read:  
7

8 **2.36.020 Definitions.**  
9

10 In this chapter, unless the context clearly requires otherwise,  
11

12 (1) "Advisory board" means the emergency management advisory board established pursuant to  
13 SCC 2.36.100.  
14

15 (2) "Coordinating committee" means the emergency management coordinating committee  
16 established pursuant to SCC 2.36.085.  
17

18 (3) "County personnel system" means those statements of policy and procedure contained in  
19 Title 3A SCC and amendments thereto.  
20

21 (4) "Department" means the Snohomish County department of emergency management.  
22

23 (5) "Director" means the director of the Snohomish County department of emergency  
24 management.  
25

26 (6) "Emergency or disaster" means an event or set of circumstances which (a) demands  
27 immediate action to preserve public health, protect life, protect public property, or to provide  
28 relief to any stricken community overtaken by such occurrences, or (b) reaches such a dimension  
29 or degree of destructiveness as to warrant the executive to proclaim a state of emergency  
30 pursuant to this chapter and/or the governor declaring a state of emergency pursuant to RCW  
31 43.06.010.  
32

33 (7) "Emergency management" means the preparation for and the carrying out of all emergency  
34 functions, other than functions for which military forces are primarily responsible, to mitigate,  
35 prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering  
36 from injury or damage, resulting from disasters caused by all hazards, whether natural,  
37 technological, or human caused, and to provide support for search and rescue operations for  
38 persons and property in distress pursuant to the provisions of chapter 38.52 RCW.  
39

40 (8) "Executive head" and "executive heads" means the county executive and in the case of cities  
41 and towns, it means the mayor in those cities and towns with a mayor-council or commission  
42 form of government where the mayor is directly elected, and it means the city manager in those  
43 cities and towns with a council-manager form of government. In the case of tribes, "executive  
44 head" means the tribal chairperson.  
45

1 (9) "~~((Exempt))~~ Non-classified personnel system" means the conditions of employment under  
2 the provisions of chapter 3.68 SCC and amendments thereto.

3  
4 (10) "Immediate aftermath" means the period of time immediately following an emergency or  
5 disaster during which emergency responders can reasonably expect to save lives or property.

6  
7 Section 16. Snohomish County Code Section 2.36.060, last amended by Amended  
8 Ordinance No. 07-015 on March 21, 2007, is amended to read:

9  
10 **2.36.060 Department director.**

11  
12 (1) The director shall be appointed by the executive subject to confirmation by the county  
13 council. The director shall serve at the pleasure of the executive and shall be subject to the  
14 county ~~((exempt))~~ non-classified personnel system.

15  
16 (2) The director shall manage and administer the activities of the department and shall advise the  
17 executive and the council with regard to programs managed by the department. Subject to the  
18 approval of the county executive, the director shall establish policies and procedures for the  
19 management and administration of emergency management services. The director shall prepare  
20 and submit to the executive annual budget estimates for the department as provided in  
21 SCC 4.26.030. The director shall appoint all employees of the department in accordance with the  
22 rules of the county personnel system and ~~((exempt))~~ non-classified personnel system. The  
23 director may delegate functions, powers and duties to other officers and employees of the  
24 department as the director deems expedient to further the purpose of this chapter.

25  
26 Section 17. Snohomish County Code Section 2.74.040, added by Ordinance No. 87-042  
27 on June 3, 1987, is amended to read:

28  
29 **2.74.040 Appointment of chief medical examiner.**

30  
31 The chief medical examiner shall be nominated and appointed by the executive with the advice  
32 and consent of the county council. The chief medical examiner shall serve at the pleasure of the  
33 executive and shall be subject to the county ~~((exempt))~~ non-classified personnel system.

34  
35 Section 18. Snohomish County Code Section 2.100.020, last amended by Ordinance No.  
36 07-138 on December 5, 2007, is amended to read:

37  
38 **2.100.020 Definitions.**

39  
40 The following definitions shall apply to terms used in this chapter:

41  
42 (1) "Department" means the Snohomish county department of finance.

43  
44 (2) "Director" means the director of the department of finance.

- 1 (3) "County personnel system" means the policies and procedures contained in Title 3A SCC  
2 and amendments thereto.  
3
- 4 (4) "~~((Exempt))~~ Non-classified personnel system" means the policies and procedures contained  
5 in chapter 3.68 SCC and amendments thereto.  
6
- 7 (5) "Public funds" means all moneys, including cash, checks, bills, notes, drafts, and bonds, and  
8 any other negotiable paper collected or disbursed by the county whether held in trust or for  
9 operating purposes.  
10
- 11 (6) "Agency" means and includes every county office, officer, and every department, division,  
12 board and commission.  
13
- 14 (7) "Organizational unit" means a programmatic division within agencies of county government.  
15
- 16 (8) "Budget revision" means budget transfers and emergency and supplemental appropriations  
17 that occur subsequent to adoption of the budget.  
18
- 19 (9) "GASB" means the governmental accounting standards board established by financial  
20 accounting foundation.  
21
- 22 (10) "Cash management" means the receipting and depositing of money, custody of money and  
23 securities, disbursement of funds upon proper authorization, control and management of banking  
24 services and agreements, including other forms of financial transactions or services offered  
25 through banking agreements, and investment of cash.  
26

27 Section 19. Snohomish County Code Section 2.100.040, last amended by Ordinance No.  
28 96-049 on July 10, 1996, is amended to read:  
29

30 **2.100.040 Director.**  
31

32 The director of the department of finance shall:  
33

- 34 (1) Supervise and administer the activities of the department subject to the delegation of  
35 authority and supervision vested in the executive;  
36
- 37 (2) Exercise all the powers and perform all the duties prescribed by ordinance with respect to the  
38 administration of the financial management system;  
39
- 40 (3) Advise the county executive and the county council with respect to matters affecting the  
41 financial management of public funds;  
42
- 43 (4) Appoint all officers and employees of the department in accordance with the rules of the  
44 county personnel system, the ~~((exempt))~~ non-classified personnel system and charter  
45 section 3.60;  
46



1 (5) Act as the county's auditing officer pursuant to RCW 42.24.080;

2  
3 (6) In accordance with chapter 2.10 SCC and amendment thereto the director may, upon  
4 approval by the county executive, enter into contracts on behalf of the county to carry out the  
5 purposes of this chapter. The director may act for the county initiating or participating in any  
6 intra or inter governmental agency program relative to the purpose of this chapter and may  
7 accept, on behalf of the county, grants, entitlements and shared revenue of every kind and nature.  
8 The director may delegate functions, powers and duties to other officers and employees of the  
9 department as ~~((s/he))~~ the director deems expedient to further the purposes of this chapter.

10  
11 Section 20. Snohomish County Code Section 2.100.050, added by Ordinance No. 82-133  
12 on December 29, 1982, is amended to read:

13  
14 **2.100.050 Appointment of director.**

15  
16 The director shall be appointed by the executive subject to confirmation by the county council.  
17 The director shall serve at the pleasure of the executive and shall be subject to the county  
18 ~~((exempt))~~ non-classified personnel system.

19  
20 Section 21. Snohomish County Code Section 2.100.060, added by Ordinance No. 82-133  
21 on December 29, 1982, is amended to read:

22  
23 **2.100.060 Organization by director**

24  
25 The director may create and reassign divisions, positions and functions within the department;  
26 PROVIDED, That any budget appropriations or transfers required by such actions shall first be  
27 approved by the council; and PROVIDED FURTHER, That personnel changes shall be made in  
28 conformance with the applicable provisions of the county personnel system or ~~((exempt))~~ non-  
29 classified personnel ~~((employee))~~ system.

30  
31 Section 22. Snohomish County Code Section 2.100.090, added by Ordinance No. 82-133  
32 on December 29, 1982, is amended to read:

33  
34 **2.100.090 Transfer of employees.**

35  
36 All employees of the county auditor, the county treasurer, as well as any other county agency  
37 engaged in duties pertaining to the functions transferred by this chapter, shall be transferred to  
38 the jurisdiction of the department of finance. Any employee subject to the county personnel  
39 system or ~~((exempt))~~ non-classified personnel system may be assigned to the department to  
40 perform ~~((his/her))~~ their usual or similar duties upon the same terms as formerly, without loss of  
41 rights under the personnel system applicable to such employee.

42  
43 Section 23. Snohomish County Code Section 2.300.050, added by Amended Ordinance  
44 No. 22-061 on October 26, 2022, is amended to read:

45  
46 **2.300.050 Appointment of director.**

1  
2 The director shall be nominated and appointed by the executive with the advice and consent of  
3 the council. The director shall serve at the pleasure of the executive and shall be subject to the  
4 county ((~~exempt~~)) non-classified personnel system.

5  
6 Section 24. Snohomish County Code Section 2.300.080, added by Amended Ordinance  
7 No. 22-061 on October 26, 2022, is amended to read:

8  
9 **2.300.080 Appointment of health officer.**

10  
11 The health officer shall be a qualified physician experienced and trained in public health  
12 administration, and who shall meet all minimum requirements for health officer under  
13 chapter 70.05 RCW. The health officer shall be nominated and appointed by the executive with  
14 the advice and consent of the council. The health officer shall serve at the pleasure of the  
15 executive, subject to RCW 70.05.050, and under the direction of the director. The health officer  
16 shall be subject to the county ((~~exempt~~)) non-classified personnel system.

17  
18 Section 25. Snohomish County Code Section 2.350.040, last amended by Ordinance 16-  
19 040 on June 16, 2016, is amended to read:

20  
21 **2.350.040 Appointment of director.**

22  
23 The director and county chief information officer shall be appointed by the executive with the  
24 advice and consent of a majority of the council. The director shall serve at the pleasure of the  
25 executive and shall be subject to the county ((~~exempt~~)) non-classified personnel system. The  
26 executive shall at least annually solicit comments from other department directors and agency  
27 elected officials regarding the director's performance, which comments shall be summarized and  
28 addressed in the executive's annual evaluation of the director((~~under SCC 3.69.040~~)).

29  
30 Section 26. Snohomish County Code Section 2.350.050, added by Ordinance No. 88-  
31 026 on April 27, 1988, is amended to read:

32  
33 **2.350.050 Authority of director.**

34  
35 The director shall manage and administer the activities of the department. The director may,  
36 upon delegation by the executive, execute contracts on behalf of the county to carry out the  
37 purposes of this chapter. The director shall appoint all officers and employees of the department  
38 in accordance with the rules of the county personnel system and ((~~exempt~~)) non-classified  
39 personnel system. The director may delegate functions, powers and duties to other officers and  
40 employees of the department as ((~~the~~)) the director deems expedient to further the purpose of  
41 this chapter.

42  
43 The director may create divisions and reassign positions and functions within the department;  
44 PROVIDED, That any budget changes required by such actions shall be in accordance with  
45 chapter 4.26 SCC and, FURTHER PROVIDED, That personnel changes shall be made in

1 conformance with the requirements of the county personnel system and ((~~exempt~~)) non-classified  
2 personnel system.

3  
4 Section 27. Snohomish County Code Section 2.400.020, last amended by Ordinance No  
5 09-011 on March 25, 2009, is amended to read:

6  
7 **2.400.020 Definitions**

8  
9 The following definitions shall apply to terms used in this chapter:

10  
11 (1) "Department" means the Snohomish county department of human services.

12  
13 (2) "Director" means the director of the department of human services.

14  
15 (3) "County personnel system" means those statements of policy and procedure contained in  
16 Title 3A SCC or its successor.

17  
18 (4) "((~~Exempt~~)) Non-classified employee system" means the conditions of employment under  
19 the provisions of the chapter 3.68 SCC and amendments thereto.

20  
21 (5) "Home care services" means in-home personal care and other services provided to assist  
22 eligible individuals with activities of daily living under a program administered by the  
23 department of human services, including but not limited to the Community Options Program  
24 Entry System (COPES) and Medicaid Personal Care (MPC) programs.

25  
26 (6) "Chemical dependency or mental health treatment services, or therapeutic court services,"  
27 means services provided under a program administered by the department of human services  
28 with revenues from the tax imposed by SCC 4.25.010.

29  
30 (7) "Labor harmony plan" means a plan to prevent or mitigate service disruptions and related  
31 adverse impacts of labor unrest.

32  
33 (8) "Labor organization" means a labor union that is, or is actively seeking to become, the  
34 exclusive bargaining representative for employees that provide or will provide home care  
35 services, chemical dependency or mental health treatment services, or therapeutic court services,  
36 under a program administered by the department.

37  
38 (9) "Labor unrest" means a dispute between management and labor within a private sector  
39 provider of home care services, chemical dependency or mental health treatment services, or  
40 therapeutic court services, that are provided under a program administered by the department.

41  
42 Section 28. Snohomish County Code Section 2.400.050, last amended by Ordinance 82-  
43 111 on October 26, 18982, is amended to read:

44  
45 **2.400.050 Appointment of director.**

1 The director shall be appointed by the executive subject to confirmation by the county council.  
2 The director shall serve at the pleasure of the executive and shall be subject to the county  
3 ((~~exempt employee~~)) non-classified personnel system((~~, chapter 3.68 SCC~~)).  
4

5 Section 29. Snohomish County Code Section 2.600.020, last amended by Ordinance 94-  
6 050 on July 6, 1994, is amended to read:  
7

8 **2.600.020 Definitions.**  
9

10 (1) "Council" means the Snohomish county council.  
11

12 (2) "Executive" means the Snohomish county executive.  
13

14 (3) "County human resources system" means those statements of policy and procedure  
15 contained in Title 3A SCC or its successor, and in executive orders, policies, rules and  
16 procedures, and training.  
17

18 (4) "((~~Exempt employee~~)) Non-classified personnel system" means the conditions of  
19 employment for personnel ((~~exempt~~)) excluded from the county human resources system as  
20 specified by chapter 3.68 SCC, and amendments.  
21

22 (5) "Department" means the Snohomish county human resources department.  
23

24 (6) "Director" means the director of the department of human resources or ((~~his/her~~)) their  
25 designee.  
26

27 Section 30. Snohomish County Code Section 2.600.050, last amended by Ordinance No.  
28 94-050 on July 6, 1994, is amended to read:  
29

30 **2.600.050 Appointment of director.**  
31

32 The director shall be appointed by the executive subject to confirmation by the county council.  
33 ((~~He/she~~)) The director shall serve at the pleasure of the executive and shall be a member of the  
34 county ((~~exempt employee~~)) non-classified personnel system.  
35

36 Section 31. Snohomish County Code Section 2.600.060, last amended by Amended  
37 Ordinance No. 04-141 on January 19, 2005, is amended to read:  
38

39 **2.600.060 Functions.**  
40

41 (1) Employment Services. The department shall act in an advisory capacity to departments  
42 regarding the processes of filling county position vacancies and determining and performing the  
43 necessary recruitment, application, examination and certification practices. These processes are  
44 subject to applicable laws and collective bargaining agreements.  
45

1 (2) Training. The department in conjunction with county department heads shall assess the  
2 training needs of county employees and recommend programs, seminars, educational courses or  
3 other activities which can improve employee job performance or prepare the employee for  
4 advancement. Curriculum, course content development, instructor and participant selection and  
5 scheduling and funding recommendations shall be included in this function.  
6

7 (3) Classification. The department will develop and maintain a system of classification. The  
8 department's intention is to place positions with similar duties and responsibilities in the same  
9 class using the same descriptive title, salary schedule and qualifications for employment.  
10 Classifications shall be organized into a plan and the department will carry out periodic reviews  
11 to determine necessary combination, abolishment or revision of class specifications or the  
12 establishment of new classes to reflect organizational changes.  
13

14 (4) Pay Administration. The department shall prepare and submit an annual pay plan for council  
15 approval which shall establish the official rate of pay for each position in county employment.  
16 The pay plan will provide for the assignment of each position to a pay range which takes into  
17 account the prevailing rate of pay for such work, considering the availability of funds, and shall  
18 be administered in accordance with rules and procedures adopted as a part of the human  
19 resources system, ((~~exempt employee~~)) non-classified personnel system and collective  
20 bargaining agreements.  
21

22 (5) Employee Benefits. Employee benefits shall consist of all non-salary perquisites determined  
23 by the county to be necessary as a portion of total compensation to attract and retain qualified  
24 employees. The department may recommend additions, deletions and other adjustments to  
25 maintain benefits which are equivalent to those provided by comparable public and private  
26 employers considering the availability of funds and the makeup and desires of the workforce.  
27 Employee benefits include, but are not limited to, paid and unpaid leave provisions; insurance-  
28 based programs; monetary or nonmonetary awards and incentives; and savings, investment or  
29 other thrift programs.  
30

31 (6) Employee Relations. The department shall promote positive employee relations through all  
32 of its administrative and program efforts. Important areas of emphasis shall include:  
33 development of necessary rules and procedures covering all human resources management  
34 responsibilities; communication of such rules and procedures and thorough training in their use;  
35 provision of a system for evaluating employee performance, correcting poor performance and  
36 recognizing excellent accomplishments; prompt investigation and resolution of complaints and  
37 grievances; encouragement and serious consideration of employee ideas to improve the quality  
38 of their work life; referrals for assistance, advice and counsel relative to any personal problems  
39 or concerns which may negatively affect the employment relationship.  
40

41 (7) Labor Negotiations. The department shall lead and direct the conduct of labor negotiations in  
42 accordance with policy guidelines established by the executive and council.  
43

44 (8) Employee Records and Information. The department shall maintain central employee records  
45 and personnel information systems which shall be the official county record of all personnel

actions and the employment history of each employee. Records and other information shall be confidential and maintained in accordance with state law.

(9) Staff Support to Human Resources Boards. The department shall provide ~~((secretarial))~~ administrative and other staff support to the law enforcement officers and firefighters (LEOFF) disability board and to any other human resources boards which may be created for the purpose of performing or reviewing functions which are assigned under this chapter to the human resources department.

Section 32. Snohomish County Code 2.700.010, last amended by Ordinance No. 13-027 on April 24, 2013, is amended to read:

**2.700.010 Office established - Independence.**

(1) The office of county performance auditor is hereby established in the legislative branch in accordance with Section 2.150 of the Snohomish County Charter for the purpose of reviewing, evaluating, and reporting on the integrity of the county's financial management system, the accuracy of financial recordkeeping, compliance with applicable laws, policies, guidelines and procedures, and the efficiency and effectiveness of operations and programs.

(2) The performance auditor shall be appointed by majority vote of the county council to a term of four years unless removed by the county council. A person must have appropriate professional credentials to be eligible for appointment. The performance auditor may be removed from office for cause by the affirmative vote of a majority of the council.

(3) The office of county performance auditor may be staffed by one or more county employees or independent contractors; provided, that any professional county employees within the office will be subject to the ~~((management and exempt employees compensation plan provided for in chapter 3.69 SCC and will be paid in accordance with SCC 3.69.040))~~ non-classified personnel system. Staffing of the office will be determined by the county council.

(4) The office will adhere to generally accepted government auditing standards for performance audits in conducting its work and will function independently, subject to administrative direction by the council chairperson or chief of staff, as provided therein.

Section 33. Snohomish County Code Section 2.750.050, last amended by Ordinance No. 22-025 on August 17, 2022, is amended to read:

**2.750.050 Appointment of director.**

The director shall be appointed by the executive subject to confirmation by the council. The director shall serve at the pleasure of the executive and shall be subject to the county ~~((exempt))~~ non-classified personnel system.

Section 34. Snohomish County Code Section 3A.01.020, added by Ordinance No. 84-129 on November 21, 1984, is amended to read:

1  
2 **3A.01.020 Positions Covered by the rules.**  
3

4 The rules shall apply to all positions of employment except those ~~((exempted))~~ excluded under  
5 the provisions of chapters 3A.13 and chapter 3.68 and subject to limitations imposed by  
6 chapter 3A.14 SCC.  
7

8 Section 35. Snohomish County Code Section 3A.02.070, added by Ordinance No. 84-  
9 129 on November 21, 1984, is amended to read:  
10

11 **3A.02.070 Classified service.**  
12

13 All positions in the employ of Snohomish county not ~~((exempted))~~ excluded by  
14 chapters 3A.13 and 3.68 SCC. May also be termed classified staff service.  
15

16 Section 36. Snohomish County Code Section 3A.02.170, added by Ordinance No. 84-  
17 129 on November 21, 1984, is amended to read:  
18

19 **3A.02.170 ~~((Exempt))~~ Non-classified position.**  
20

21 A position excluded from coverage of these rules by chapter 3A.13 and 3.68 SCC.  
22

23 Section 37. Snohomish County Code Section 3A.06.055, last amended by Amended  
24 Ordinance No. 22-008 on April 6, 2022, is amended to read:  
25

26 **3A.06.055 Military Service**  
27

28 (1) Purpose. The purpose of this section is to ensure proper administration of employment-  
29 related benefits, including leaves of absence, for regular full-time and regular part-time  
30 employees who are members of the uniformed services, in accordance with federal and state law.  
31 This section shall supersede any conflicting provisions of the Snohomish County Code.  
32

33 (2) Definitions  
34

35 (a) Uniformed Services. Service in any branch of the United States armed forces (Army,  
36 Navy, Air Force, Marines, Coast Guard), including the reserves, the Army and Air  
37 National Guards, and the commissioned corps of the Public Health Service, and any other  
38 persons designated by the President of the United States.  
39

40 (b) Authorized Military Leave. Approved leave for active duty in the uniformed services,  
41 granted according to the provisions of this chapter.  
42

43 (c) Involuntary Mobilization Leave. Authorized military leave granted to an employee  
44 due to an involuntary mobilization under Title 10 or 32 of the United States Code for an  
45 uninterrupted period exceeding 30 days.  
46

1 (3) Request for Military Leave. Requests for paid and/or unpaid military leave must be  
2 submitted in writing. Employees must provide their supervisors with copies of their military  
3 orders, including length of service if available, as soon as possible after they are received. The  
4 county may accept verbal notification of the need for military leave and may allow modification  
5 or postponement of the written requirements if giving such notice is impossible, unreasonable, or  
6 precluded by military necessity. Any request for leave must be submitted as far in advance as  
7 possible. Regular full-time and regular part-time employees are eligible for military leave as  
8 provided in this section. Other employees will be permitted to perform their military service, but  
9 may not be eligible for other benefits.

10  
11 (4) Paid Military Leave. Paid leaves of absence shall be granted for authorized military leave in  
12 the military service, under RCW 38.40.060, for periods of required military duty, training or  
13 drills for a period not exceeding a total of 21 working days during each year, beginning October  
14 1st and ending September 30th, provided the request for such leave is in writing and  
15 accompanied by a validated copy of military orders. Such leave will be in addition to any  
16 vacation leave to which an employee might otherwise be entitled.

17  
18 (5) Unpaid Military Leave. Employees on authorized military leave for more than 21 working  
19 days, who have requested leave as prescribed above, shall be granted a leave of absence for a  
20 period of not to exceed five years or as provided by applicable state and federal statutes.

21  
22 (6) Active Duty Differential Payment. If, on or after July 1, 2021, a regular full-time or regular  
23 part-time employee of the county has been granted involuntary mobilization leave, the employee  
24 may receive from the county the difference between the employee's base pay and the employee's  
25 military pay plus allowances, if the military pay and allowances are lower than the county base  
26 pay, upon the employee's return to county employment. If, during a pay period for which the  
27 employee seeks differential pay, the employee received any pay from the county, the amount  
28 received will be deducted from the differential payment, if any, for the same pay period.  
29 Employees may elect to receive differential pay on a monthly basis or in a lump sum upon return  
30 from active duty. The county will pay based on its current pay schedule and shall deduct the  
31 prorated amount of the employee's military earnings across the county's pay structure. The  
32 employee must submit all military pay stubs monthly or at the end of involuntary leave to receive  
33 differential pay.

34  
35 The employee shall also continue to receive from the county any medical, dental, and vision  
36 benefits the employee was receiving prior to mobilization within the limits and restrictions of the  
37 insurance and medical benefit plans.

38  
39 For the purposes of this section, "base pay" shall mean the employee's regular straight time base  
40 hourly rate of pay plus longevity, educational incentive and/or specialty pay, if any. "Base pay"  
41 does not include any shift premium.

42  
43 Only members and potential members of the ~~((regular))~~ classified non-represented ~~((and~~  
44 ~~exempt))~~, non-classified and regular employees of the legislative branch of government, the  
45 executive branch of government, the prosecuting attorney's office, superior and district courts,  
46 and regular employees represented by bargaining units to the extent agreed upon through



1 collective bargaining to be bound by the terms of this section as now written, amended, or  
2 repealed, are eligible to receive differential pay and continuation of benefits under this section.

3  
4 Receipt of differential payment and continuation of benefits is contingent on the employee  
5 applying for the same, seeking reemployment with the county or superior or district court under  
6 Title 38, Chapter 43 of the United States Code, the Uniformed Services Employment and  
7 Reemployment Act ("USERRA"), returning to active employment, and providing the county  
8 with supporting documentation as deemed necessary by the human resources department.  
9 Payment and benefits provided for an involuntary mobilization under this section shall be limited  
10 to the term(s) of the involuntary mobilization, but in no case shall be provided for more than 24  
11 months from the date of involuntary mobilization.

12  
13 Receipt of differential pay and continuation of benefits shall not grant any right, benefit, or  
14 interest in employment or reemployment not granted to employees under USERRA or  
15 Washington state law. It is not a vested benefit and Snohomish County may repeal this program  
16 at any time.

17  
18 (7) Continuation of Medical Insurance Benefits. Uniformed service members who are on unpaid  
19 leave of absence from employment because of the performance of ordered military duties may  
20 elect to continue their medical insurance coverage (including vision and dental insurance) for up  
21 to 24 months, or as required by law, by self-paying the full cost of the insurance premiums.  
22 Employees on involuntary mobilization leave may elect to continue such benefits for up to 24  
23 months, with the county paying the employer's portion of the insurance premiums. Premium  
24 payments must be made on the same schedule as is required for active employees in order to  
25 maintain coverage. Continuation of benefits for an involuntary mobilization is contingent on the  
26 employee applying for the same and providing the county with supporting documentation as  
27 deemed necessary by the human resources department. Employees on voluntary military leave  
28 may establish a holding account with the county from which to draw payments in the event  
29 current pay is insufficient to cover benefit premiums due.

30  
31 (8) Employment Status. No member of the uniformed services shall be discharged from  
32 employment or discriminated against because of the performance of military duties for which  
33 ~~((he or she))~~ the employee is ordered to serve.

34  
35 (9) Leave Accrual. Employees on involuntary mobilization leave will continue to accrue leave  
36 under the applicable code or collective bargaining agreement (subject to maximum accrual  
37 limitations stated therein) as if the employee were in regular pay status. Leave accruals for an  
38 involuntary mobilization is contingent on the employee applying for the same and providing the  
39 county with supporting documentation as deemed necessary by the human resources department.

40  
41 (10) Restoration of Employment. Any member of the uniformed services who has been on leave  
42 from employment because of the performance of ordered military duties may, upon the  
43 termination of such duty, make timely application to be reemployed. Such application must be  
44 submitted to the former appointing authority (department director or elected official) and include  
45 documentation establishing: (1) the employee's length of military service, (2) the timeliness of  
46 the application for reemployment, and (3) the type of discharge. Only honorable discharged

1 veterans are eligible for reemployment under USERRA. Reemployment upon return from  
2 military services will be determined in accordance with applicable federal and state laws.  
3

4 (a) Application Deadlines. Federal and state laws, such as USERRA, contain specific  
5 application deadlines, depending on the length of absence from work, ranging from day  
6 one to 90 days after completing military service. Failure to request reemployment within  
7 the application deadlines will result in a waiver of any reemployment rights.  
8

9 (b) Reemployment. Eligible returning service members will be restored, as nearly as  
10 possible, to their prior position or positions the service member would have held if  
11 remained continuously employed with the county, including such factors as:  
12

- 13 • continuous service credit,
- 14
- 15 • anniversary date,
- 16
- 17 • step increase eligibility,
- 18
- 19 • automatic promotions,
- 20
- 21 • promotion eligibility,
- 22
- 23 • vacation accrual rates,
- 24
- 25 • personal holiday eligibility, and
- 26
- 27 • other benefit dates that are contingent upon seniority or continuous service.
- 28

29 However, returning service members who began their military leave while in  
30 probationary employee status will be required to successfully serve the remainder of their  
31 probationary period upon reemployment, subject to the provisions of chapter 3A.09 SCC  
32 or an applicable collective bargaining agreement.  
33

34 (c) Medical Insurance. Reemployed service members' medical insurance benefits  
35 (including dental and vision) will be reinstated without serving any waiting periods.  
36

37 (d) Retirement Benefits. If the employee applies to, and is approved by DRS for service  
38 credit, and pays the employee portion of retirement contributions, the reemployed service  
39 members' retirement benefits will be computed as if the employee had remained  
40 continuously employed. Authorized military leave will not be treated as a break in service  
41 and the county will make up its share of missed benefit contributions. However, no credit  
42 for employee earnings will be attributed to the period of leave.  
43

44 (e) Seniority Benefits. Reemployed service members' seniority, for purposes of county  
45 employment and collective bargaining agreements, will be computed as if the employee  
46 had remained continuously employed.

(11) Military Family Leave. Family leave for eligible military family members and military caregivers will be provided according to law as set forth in SCC 3A.06.040.

(12) Repeal. The provisions based on involuntary mobilization leave codified in this section shall be repealed without subsequent council action on the effective date United States Code, Title 38 is amended to include differential payments from any federal source.

Section 38. Snohomish County Code Section 3A.08.030, last amended by Ordinance No. 13-070 on October 9, 2013, is amended to read:

**3A.08.030 Types of Appointments.**

(1) Regular Appointment. Regular appointment is any appointment to a budgeted position vacancy in the classified service.

(2) Temporary Appointment. Temporary appointment is any appointment to perform work which is temporary, emergency or short term in nature. Temporary appointment of any individual shall not exceed 1,040 hours during a 12-month period. Qualified county employees on layoff status will be given first consideration for temporary appointments. The temporary employment of an intern who is enrolled as a student in a bona fide course of study at a college or university will be permitted. Conditions of employment including salary, hours of work and length of employment will be determined by agreement between the county and the college or university. The director will be notified in writing by the department head of all such agreements.

(3) In-Training Appointment. Whenever an elected official or department head determines it is in the best interests of their office or department, the elected official or department head may approve the in-training appointment of an applicant who does not meet the minimum qualifications for a classification. In such cases, the employing official will provide justification for the appointment and will establish a training program that will satisfy the deficiency in qualifications within one year from the date of appointment. During the training period, the employee will be compensated at a lower rate than that of the class for which training is being given. At the end of the training period, if the employee has successfully completed the necessary training, the employee will be placed on a probationary period in accordance with these rules and will be placed at the first step of the salary range for the appropriate class. Time spent in training status will not be credited toward satisfaction of the probationary period. Removal of the employee during training or probationary period will be at the discretion of the employing official.

(4) Acting Appointment. Acting appointment is a form of temporary appointment in which a regular classified county employee is given an assignment in a position in a different classification having the same or higher pay range, to replace another employee. The employee retains regular appointment status in accordance with these rules.

1 (5) ~~((Exempt))~~ Non-classified Appointment. ~~((Exempt))~~ Non-classified appointment is the  
2 appointment of an employee to ~~((an exempt))~~ a non-classified position not subject to this title  
3 and~~((shall be))~~ governed by the rules and procedures of chapter 3.68 SCC.  
4

5 Section 39. The Title of Snohomish County Code Chapter 3A.13, added by Ordinance  
6 84-129 on November 21, 1984, is amended to read:  
7

8 **3A.13**  
9 **~~((EXEMPTIONS))~~ EXCLUSIONS**  
10

11 Section 40. Snohomish County Code Section 3A.13.010, amended by Ordinance No 13-  
12 070 on October 9, 2013, is amended to read:  
13

14 **3A.13.010 ~~((Exemptions))~~ Exclusions – County charter.**  
15

16 The following positions and employees are ~~((exempt))~~ excluded from coverage under these rules  
17 in accordance with Section 7.20 of the county charter:  
18

19 (1) All county elected officials; except that district court judges pursuant to RCW 3.34.100 shall  
20 accrue and use sick leave as provided in SCC 3A.06.040(1), (2) and (8) only. No other  
21 provisions of this title shall apply to district court judges;  
22

23 (2) Four employees in the county executive's office as designated by the county executive;  
24

25 (3) Not more than two employees in each other elected official's office as designated by each  
26 elected official;  
27

28 (4) The head of each executive and administrative department as designated by ordinance;  
29

30 (5) The members of all boards and commissions appointed by the county council or county  
31 executive;  
32

33 (6) Those employees in the prosecuting attorney's and sheriff's offices to the extent that the  
34 provisions of this chapter have been preempted by state law;  
35

36 (7) All persons employed on an independent contractual basis;  
37

38 (8) Such other employees as may be designated as ~~((exempt))~~ non-classified or excluded by  
39 ordinance;  
40

41 (9) All persons exempt or excluded under the provisions of any applicable state law, including  
42 court personnel to the extent governed by Human Resource rules or guidelines adopted by the  
43 court pursuant to Rules of General Application (GR) 29; and  
44

45 (10) All persons employed in a temporary appointment.  
46

1        Section 41. Snohomish County Code Section 3A.13.020, added by Ordinance No. 84-  
2 129 on November 21, 1984, is amended to read:

3  
4 **3A.13.020 Employee rights upon termination of ~~((exempt))~~ non-classified employment.**

5  
6 Any employee who held regular status in the county personnel system prior to ~~((his/her))~~  
7 appointment to ~~((an exempt))~~ a non-classified position or position subject to the prosecuting  
8 attorney career retention system may, upon termination of such ~~((exempt))~~ appointment, be  
9 eligible to return to the same or like position in the class in which regular standing was held in  
10 accordance with the provisions of chapter 3.68 SCC. Where return of the ~~((exempt))~~ employee to  
11 the classified service will displace another employee, a layoff shall be declared in accordance  
12 with these rules.

13  
14        Section 42. Snohomish County Code Section 3A.13.040, last amended by Ordinance 13-  
15 070 on October 9, 2013, is repealed.

16  
17        Section 43. The Title of Snohomish County Code Chapter 3.68, added by Amended  
18 Ordinance No 82-003 on March 22, 1982, is amended to read:

19  
20 **3.68**

21 **~~((EXEMPT))~~ NON-CLASSIFIED PERSONNEL**

22  
23        Section 44. Snohomish County Code Section 3.68.010, last amended by Ordinance No.  
24 22-067 on December 14, 2022, is amended to read:

25  
26 **3.68.010 Scope of chapter.**

27  
28 ~~((The))~~ Except as otherwise provided, the provisions of this chapter apply to the following non-  
29 classified positions:

- 30  
31 (1) Two positions designated by each district court judge;  
32  
33 (2) Two positions designated by each of the following elected officials: assessor, auditor, clerk,  
34 treasurer, prosecuting attorney, and each county councilmember;  
35  
36 (3) Four positions designated by the county executive;  
37  
38 (4) Eight positions designated by the sheriff in accordance with RCW 41.14.070; the chief of the  
39 corrections bureau established by SCC 2.15.010 plus a ~~((deputy bureau chief, director of~~  
40 ~~administration, detention commander, community corrections commander,))~~ corrections major,  
41 two corrections captains, corrections staff services manager, health services administrator, and  
42 psychiatrist; and the ~~((Commander))~~ commander of the Snohomish Regional Drug Task Force  
43 appointed by the sheriff in accordance with SCC 3.67.020;  
44  
45 (5) The department heads appointed by the executive and confirmed by the council;  
46

- 1 (6) The division directors and division managers and deputy department heads of executive and  
2 administrative departments whose department head is appointed by the executive and confirmed  
3 by the council;  
4
- 5 (7) The professional employees within the executive's office;  
6
- 7 (8) Deputy prosecuting attorneys in the prosecuting attorney's office except those subject to the  
8 prosecuting attorney career retention system as provided in Snohomish County Ordinance 83-  
9 147 as amended;  
10
- 11 (9) The professional employees within the county council's office;  
12
- 13 (10) Two positions designated by each superior court judge, the superior court commissioners,  
14 the superior/juvenile court administrator, ~~((superior/juvenile court,))~~ the assistant superior court  
15 operations administrator, ~~((superior court operations,))~~ the assistant juvenile court operations  
16 administrator, ~~((juvenile court operations,))~~ the superior court case flow administrative manager,  
17 ~~((superior court,))~~ the superior court programs administrator, ~~((superior court,))~~ the  
18 superior/juvenile court human resources manager, ~~((superior/juvenile court,))~~ and ~~((the))~~ two  
19 superior/juvenile court administrative assistants~~((assistant, superior/juvenile court,))~~; except that  
20 ~~((no))~~ employees appointed as a law clerk((/)) or bailiff ((hired and designated)) pursuant to this  
21 chapter ~~((subsequent to December 31, 1992,))~~ shall ~~((be entitled to the leave benefits conferred~~  
22 ~~by this chapter, but instead they shall))~~ receive, use and accrue vacation, sick and holiday  
23 benefits in accordance with chapter 3A.06 SCC;  
24
- 25 (11) The administrator of the office of hearings administration and any deputy examiners  
26 selected and appointed pursuant to SCC 2.02.030 and 2.02.040;  
27
- 28 (12) The health officer appointed pursuant to SCC 2.300.080;  
29
- 30 (13) ~~((Any classified employee transferred, reclassified or promoted to an exempt position on or~~  
31 ~~after the effective date of this subsection))~~ The equal employment officer;  
32
- 33 (14) The law and justice cabinet FTE appointed pursuant to SCC 3.68.030(7); ~~((and))~~  
34
- 35 (15) The professional county employees within the office of county performance auditor  
36 established by SCC 2.700.010, if any;  
37
- 38 (16) The attorney administrator of the office of public defense appointed pursuant to SCC  
39 2.09.070;  
40
- 41 (17) The public advocate of the office of public advocate appointed pursuant to SCC 2.11.050;  
42
- 43 (18) The fairgrounds manager appointed pursuant to SCC 2.32.120;  
44
- 45 (19) The chief medical examiner appointed pursuant to SCC 2.74.040 and associate medical  
46 examiners appointed by the chief medical examiner;

(20) The director of the department of economic development appointed pursuant to SCC 2.750.050 and;

(21). The fire chief overseeing the County fire department at Paine Field.

Section 45. Snohomish County Code Section 3.68.015, last amended by Ordinance 07-091 on October 10, 2007, is amended to read:

**3.68.015 Exclusions and limitations.**

The provisions of this chapter shall not apply to:

(1) ~~((All county))~~ County elected officials, except for benefits as provided in SCC 3.68.060(1) and 3.68.080;

(2) All personnel subject to collective bargaining agreements;

(3) All employees subject to the provisions of Title 3A SCC;

~~((5))~~(4) Contract employees, including professional consultants;

~~((6))~~(5) All personnel ~~((, including deputies and staff,))~~ of the sheriff's office who are civil service employees under state law; ((in "classified" service as defined by the county council or county executive; and)

~~((7))~~(6) All personnel subject to the prosecuting attorney career retention system, except for benefits as provided under this chapter; and

(7) All persons ~~((exempt))~~ excluded under applicable state law, including court personnel to the extent governed by human resource rules or guidelines adopted by the court pursuant to Rules of General Application (GR) 29.

Section 46. Snohomish County Code Section 3.68.020, added by Ordinance No. 91-118 on August 28, 1991, is amended to read.

**3.68.020 ((Election-)) Prohibitions on appointment and service in non-classified positions.**

~~((Any classified employee who, prior to the effective date of this section, was transferred, reclassified or promoted to an exempt position and is holding such position on the effective date of this section, may elect to be subject to the provisions of this chapter; PROVIDED, Such election is submitted in writing to the director within 30 days after the enactment of this section.))~~ (1) As used in this section, a close relative has the same meaning as in SCC 3A.12.050.

1 (2) An appointing official may not designate or appoint a spouse or close relative to a non-  
2 classified position, and any such designation or appointment shall be null and void, except where  
3 otherwise provided by law.

4  
5 (3) An appointing official may not designate or appoint an applicant to a non-classified position  
6 that is supervised by a spouse or close relative of the applicant, and any such designation or  
7 appointment shall be null and void.

8  
9 (4) A non-classified employee may not serve under the supervision of a spouse or close relative.  
10 For purposes of this section, an employee supervises another employee if the supervisory  
11 employee, as a regular matter, has the authority to hire, assign work, promote, transfer, layoff,  
12 recall, suspend, discipline or discharge the other employee or to evaluate the performance of the  
13 other employee.

14  
15 Section 47. Snohomish County Code Section 3.68.030, last amended by Amended  
16 Ordinance No. 17-026 on May 17, 2017, is amended to read:

17  
18 **3.68.030 Selection of ~~((exempt))~~ non-classified positions and personnel.**

19  
20 (1) Each elected official shall designate the position or positions the official selects as  
21 ~~((exempt)) non-classified~~ in accordance with SCC 3.68.010, in writing, which writing the official  
22 shall file with the council and executive. Each elected official shall designate the person selected  
23 to fill each ~~((exempt)) non-classified~~ position designated, as provided herein in writing, which  
24 writing the official shall file with the council and executive. ~~((No elected official shall designate~~  
25 ~~or appoint any spouse or relative, as defined in SCC 3A.12.050, to an exempt position, and, in~~  
26 ~~the event such spouse or relative has been so designated or appointed, such designation or~~  
27 ~~appointment shall be null and void, except where otherwise provided by law.))~~ Otherwise, such  
28 designation is irrevocable until such person leaves, or is dismissed from, or transfers from the  
29 position designated as ~~((exempt)) non-classified~~, or unless such position is transferred to the  
30 classified service.

31  
32 (2) The deputy department heads, division directors, and division managers of executive and  
33 administrative departments shall be appointed by the department head ~~((, subject to the following:~~  
34 ~~(a)))~~. In making an appointment the department head shall consider the applicant's  
35 qualifications, integrity and prior experience ~~((which are))~~ applicable to the duties of the office to  
36 which appointment is to be made.

37  
38 ~~(((b) An applicant shall not be appointed to a position which is supervised by any spouse or~~  
39 ~~relative of the applicant,)) as the term "relative" is defined in SCC 3A.12.050. The appointment~~  
40 ~~of any employee to an exempt position supervised by any spouse or relative of that employee~~  
41 ~~shall be null and void.))~~

42  
43  
44 ~~(((c) Employees appointed to exempt positions prior to April 1, 1982 shall not be required to be~~  
45 ~~re-appointed by way of the procedures provided in SCC 3.68.030(2) but shall serve in that~~



1 position until that person leaves or is dismissed from the position, provided that the exempt  
2 employee is not supervised by a spouse or relative as defined in SCC 3A.12.050.))  
3

4 (3) Heads of executive and administrative departments shall be appointed by the executive and  
5 confirmed by the council on the basis of abilities, qualifications, integrity and prior experience  
6 ((which are)) applicable to the duties of the office to which the appointment is to be made. The  
7 executive shall notify the council, via submittal of the executive/council approval form (ECAAF)  
8 described in SCC 2.48.118, within 10 business days of making an appointment. The ECAF shall  
9 include a request for confirmation in addition to information about the appointee, such as the  
10 appointee's abilities, qualifications and prior experience as detailed in the appointee's resume or  
11 curriculum vitae. The council shall confirm or reject the appointment by motion within 60 days  
12 of the appointment. Failure to confirm or reject an appointment within 60 days shall constitute  
13 council consent to the appointment. An appointee whose appointment is rejected by the council  
14 shall not be reappointed to the same position for a period of one year from the date of council  
15 action. ((No such department head shall be appointed or serve under the supervision of a spouse  
16 or relative, as that term is defined in SCC 3A.12.050.))  
17

18 (4) The superior court commissioners authorized by SCC 2.14.010 shall be appointed by the  
19 superior court judges or as otherwise provided by law.  
20

21 (5) ((For purposes of this section, an employee shall be deemed to supervise another employee if  
22 the supervisory employee, as a regular matter, has the authority to hire, assign, promote, transfer,  
23 layoff, recall, suspend, discipline or discharge the other employee or to evaluate the performance  
24 of the other employee.  
25

26 (6) The prohibition against the appointment and service of an employee who is a spouse or  
27 relative of the appointing elected official or of his or her supervisor shall apply to any exempt  
28 employee who is appointed to an exempt position on or after the effective date of the ordinance  
29 codified in this section and shall not apply to any employee appointed to the exempt service prior  
30 to the effective date of said ordinance.  
31

32 (7)) The law and justice cabinet FTE provided for in SCC ((3.68.010(13))) 3.68.010(14) shall  
33 be appointed by simple majority vote of the following elected or appointed officials or their  
34 designees acting on behalf of the law and justice cabinet: the county executive, chair of the  
35 council law and justice/human services committee, ((director of corrections)), appointed chief of  
36 the corrections bureau ((established by SCC 2.15.010)), presiding judges of the superior and  
37 district courts, prosecuting attorney, sheriff, and superior court clerk.  
38

39 (((8)))(6) The professional county employees within the office of county performance auditor  
40 shall be appointed as directed by the county council, provided that the performance auditor shall  
41 be appointed as set out in SCC 2.700.010.  
42

43 (((9)))(7) The chief of the corrections bureau shall be appointed as set out in SCC 2.15.020.  
44

45 Section 48. Snohomish County Code Section 3.68.040, last amended by Ordinance No.  
46 12-015 on April 4, 2012, is amended to read:

1  
2 **3.68.040 Termination of ~~((exempt))~~non-classified appointment.**  
3

4 (1) ~~((An exempt employee, with the exception of))~~Other than the hearing examiner and any  
5 deputy examiners selected and appointed pursuant to SCC 2.02.030 and 2.02.040 and the  
6 performance auditor appointed pursuant to SCC 2.700.010, non-classified employees appointed  
7 under this chapter shall serve at the pleasure of the appointing authority and may be removed for  
8 any reason. ~~((Removal of an examiner shall be governed by))~~Examiners serve under limited  
9 terms of appointment and otherwise may be removed under SCC 2.02.050. ~~((Removal of a))~~ A  
10 county employee appointed as performance auditor shall ~~((be governed by))~~serve at the pleasure  
11 of the county council and may be removed under SCC 2.700.010.  
12

13 (2) An employee holding regular status in the personnel system or civil service who was  
14 appointed to ~~((an exempt))~~a non-classified position between April 1, 1982 and August 9, 2004,  
15 upon termination of the ~~((exempt))~~non-classified appointment, shall be eligible to return to the  
16 same or like classified or civil service position in any class in which regular status was held prior  
17 to ~~((exempt))~~non-classified appointment, PROVIDED That:  
18

19 (a) Such eligibility shall only extend to an existing position with the department or its  
20 equivalent in which regular status was held by the ~~((exempt))~~non-classified employee  
21 prior to holding ~~((an exempt))~~a non-classified position.  
22

23 (b) Termination of the ~~((exempt))~~non-classified appointment was for reasons other than  
24 for cause.  
25

26 (c) Where return of the ~~((exempt))~~non-classified employee ~~((shall displace))~~ to a  
27 classified or civil service position displaces another employee, a layoff shall be declared  
28 subject to applicable layoff rules.  
29

30 (d) Time spent in the ~~((exempt))~~non-classified service shall be included in seniority  
31 computations.  
32

33 (3) ~~((An exempt))~~A non-classified employee shall not exercise rights over any other employee  
34 occupying a position in Snohomish county except as provided by this section or as provided by  
35 collective bargaining agreement. This section shall not apply where prohibited by collective  
36 bargaining ~~((contract))~~agreement.  
37

38 (4) Transfer of ~~((an exempt))~~a non-classified employee to an existing or new vacancy not  
39 previously held is permitted under subsection (2) of this section, subject to the availability of  
40 funds and provided the employee meets the minimum requirements for the classification. In all  
41 such cases, the ~~((exempt))~~non-classified employee will be required to complete a probationary  
42 period before being granted regular status in the classification.  
43

44 (5) Where the ~~((exempt))~~non-classified employee's return rights under subsection (2) of this  
45 section are not granted because ~~((his))~~ retention would not be in the best interests of the county,

1 the employee may appeal such decision to the grievance board or civil service board, as  
2 appropriate. The decision of either board shall be binding.  
3

4 Section 49. Snohomish County Code Section 3.68.050, last amended by Ordinance No.  
5 02-037, August 21, 2002, is amended to read:  
6

7 **3.68.050 Salary plan and administration.**  
8

9 ~~((Exempt employees of the sheriff's office shall be covered by the sheriff's office exempt~~  
10 ~~employees compensation plan. All other exempt))~~Non-classified county employees  
11 ~~((except))~~other than superior court commissioners governed by SCC 2.14.030 shall be covered  
12 by the ((management and exempt employees compensation))pay plan ((which shall be initially  
13 prepared by the personnel director and submitted to the executive and council for consideration  
14 and adoption. Amendments to either plan may be prepared from time to time by the personnel  
15 director or submittal to the executive and council after consideration of competitive salaries for  
16 the same or similar positions in the labor market, salary relationships within the county, the  
17 county's ability to pay, results of collective bargaining and other applicable factors. The plan  
18 shall recommend salary ranges for each exempt position and shall specify rules for  
19 administration and advancement through the salary range. Any such plan is subject to the  
20 availability of funds and appropriations therefor. Any such plan or plan amendment shall be  
21 subject to the approval of the council and shall comply with all budgetary procedures.))  
22 established for classified employees under SCC 3A.05.010. The director shall administer the pay  
23 plan as applied to non-classified positions as provided in this section.  
24

25 (1) Assignment of Positions to Ranges. When a new non-classified position is proposed, the  
26 director shall recommend assignment of the position to a pay range based upon an internal  
27 comparison of other positions with similar responsibilities and available market data. The  
28 director may recommend assigning an established non-classified position to a different pay range  
29 at any time based on changes in job duties or market conditions. The director shall assign non-  
30 classified positions to a pay range in the pay plan as approved by council.  
31

32 (2) Starting Rate upon Initial Appointment. A new employee appointed to a non-classified  
33 position will be placed at the minimum step of the position's assigned pay range unless the  
34 employing official has requested and received prior authorization from the executive to assign  
35 the employee to a different step in the pay range that is within approved budgetary authority for  
36 the position.  
37

38 (3) Starting Rate upon Appointment to Higher Pay Range. An employee appointed to a non-  
39 classified position from a position with a lower pay range will be placed at the step in the non-  
40 classified pay range that is closest to a one-step pay increase over the rate of pay received  
41 immediately prior to the change or the minimum step, whichever is greater.  
42

43 (4) Starting Rate upon Appointment to a Lower Pay Range. An employee appointed to a non-  
44 classified position from a position with a higher pay range will be placed at the step in the non-  
45 classified pay range that is closest to a one-step pay decrease over the rate of pay received  
46 immediately prior to the change or the maximum step, whichever is lesser.

1  
2 (5) Pay Rate Upon Assignment to a Higher Pay Range. If a non-classified position is reassigned  
3 to a higher pay range, an incumbent employee will be placed at the step in the new pay range that  
4 is closest to a one-step pay increase over the rate of pay received immediately prior to the change  
5 or at the minimum step of the new pay range, whichever is greater.

6  
7 (6). Pay Rate Upon Assignment to a Lower Pay Range. If a non-classified position is reassigned  
8 to a lower pay range, an incumbent employee will be placed at the step in the new pay range that  
9 is closest to but no greater than the rate of pay the employee received in the previous pay range  
10 unless otherwise approved by council.

11  
12 (7) Anniversary Date and Administration. A new employee appointed to a non-classified  
13 position between the first and the fifteenth of any month will have an anniversary date of the first  
14 of the month in which the appointment occurred. A new employee appointed to a non-classified  
15 position between the sixteenth and the last day of any month will have an anniversary date of the  
16 first of the following month. Non-classified employees with a classified position anniversary  
17 date will maintain it. Once established, the anniversary date of a non-classified employee will be  
18 adjusted only for any leave without pay of more than 90 consecutive calendar days unless doing  
19 so would violate state or federal law.

20  
21 (8) Advancement within Pay Range. Except as otherwise provided by ordinance, each non-  
22 classified employee is eligible to advance to the next step in the assigned pay range annually on  
23 the employee's anniversary date.

24  
25 (9) Overtime Compensation. Non-classified employees that are FLSA non-exempt will be paid  
26 overtime compensation as provided in SCC 3A.05.020(11).

27  
28 Section 50. Snohomish County Code Section 3.68.055, added by Ordinance No 89-172  
29 on January 10, 1990, is amended to read:

30  
31 **3.68.055 Acting Appointments.**

32  
33 ~~(1) ((An acting appointment to fill a vacant management and exempt position shall be permitted~~  
34 ~~during the recruitment and selection process, when such appointment is))~~ When necessary to  
35 ~~((insure)) ensure operational continuity((--An)), an appointing official may make an acting~~  
36 ~~appointment ((may also be utilized,)) to a non-classified position during the recruitment and~~  
37 ~~selection process, ((to replace an)) as a temporary appointment while a non-classified employee~~  
38 ~~is on leave, or while organizational changes are being deliberated. ((Such an)) An acting~~  
39 ~~appointment shall not be permitted to circumvent confirmation decisions made by the council.~~

40  
41 (2) Employees who receive an acting appointment to ~~((positions covered by the management~~  
42 ~~and exempt employees compensation plan))~~ a non-classified position will be paid in accordance  
43 with normal county policy covering promotions, demotions, transfers, or initial employment,  
44 whichever is appropriate.

1 (3) Employees who are promoted, demoted, or transferred on an acting basis to ~~((an exempt))~~ a  
2 non-classified position will continue to receive benefits as they did prior to appointment. New  
3 hires who receive an acting appointment are not eligible for benefits.

4  
5 (4) Upon termination of an acting appointment, regular employees will be reinstated to their  
6 previous position without loss of status. Time spent in acting status will be considered as time in  
7 their regular position. New employee(s) will be terminated upon expiration of the acting  
8 appointment(s).

9  
10 (5) Acting appointments shall not exceed six months unless an extension is granted by ~~((the))~~  
11 council motion. At the completion of an acting appointment, the regular employee will return to  
12 the range and step in their regular position that ~~((he/she))~~ the employee would have occupied had  
13 ~~((he/she))~~ the employee not received the acting appointment. Time spent in an acting capacity  
14 shall not be credited toward satisfying any time requirements under ~~((the management and~~  
15 ~~exempt employees compensation plan))~~ this chapter.

16  
17 Section 51. Snohomish County Code Section 3.68.060, last amended by Ordinance No.  
18 89-172 on January 10, 1990, is amended to read:

19  
20 **3.68.060 Statement of Benefits.**

21  
22 (1) ~~((Exempt personnel))~~ Non-classified employees, employees subject to the prosecuting  
23 attorney career retention system and elected officials shall be eligible for the following benefits  
24 in the same manner and to the same extent as ~~((other, nonexempt))~~ classified employees not  
25 represented by collective bargaining, as provided for in chapter 3A.06 SCC.

26  
27 (a) Retirement;

28  
29 (b) Medical insurance;

30  
31 (c) Dental insurance;

32  
33 (d) Life insurance;

34  
35 (e) Industrial insurance;

36  
37 (f) Social Security;

38  
39 (g) Legal holidays;

40  
41 (h) Leave for jury duty and military leave.

42  
43 (2) ~~((Exempt))~~ Non-classified employees and employees subject to the prosecuting attorney  
44 career retention system shall be eligible for leave with pay as provided in SCC 3.68.070 and one  
45 floating holiday as provided in 3A.06.020(1), which shall replace:  
46

- (a) ~~((Compensatory time off;~~  
(b) ~~Overtime;~~  
(c) ~~Birthday leave;~~  
(d)) Maternity/paternity leave;  
(~~(e)~~)(b) Bereavement leave;  
(~~(f)~~)(c) Vacation leave;  
(~~(g)~~)(d) Sick leave.

(3) Consistent with the needs of the county, leave without pay may be granted to ~~((an exempt))~~ a non-classified employee upon approval of the official to whom such employee is responsible. Such leaves may be extended, shortened or terminated by such official with reasonable notice to the employee.

(4) Other benefit programs later developed for ~~((nonexempt))~~ unrepresented classified employees shall accrue to ~~((exempt))~~ non-classified employees and employees subject to the prosecuting attorney career retention system unless specifically denied in the implementing document or by amendment to this chapter.

Section 52. Snohomish County Code Section 3.68.070, last amended by Ordinance No. 22-067 on December 14, 2022, is amended to read:

**3.68.070 Leave with pay.**

(1) There is hereby established for each ~~((exempt))~~ non-classified employee and employee subject to the prosecuting attorney career retention system a ~~((current))~~ leave account ~~((within which shall be retained the most recent leave entitlement and a reserve leave account within which shall be retained any balance of leave exceeding 80 days))~~.

(2) Annually on January 1st each ~~((exempt))~~ non-classified employee and employee subject to the prosecuting attorney career retention system shall be granted ~~((a current))~~ an earned leave entitlement which shall be deposited to the ~~((current))~~ leave account in the amount specified according to the following schedule based on months of county service completed:

Months of County Service Completed as of January 1st of Each Year**	Current Earned Leave Entitlement Granted Per Year*
0--12	25 days
13--36	35 days
37+	40 days(**)

\*~~((Exempt))~~ Non-classified employees covered by the LEOFF I retirement system shall receive an entitlement which is reduced by 12 days.

1 ~~\*(Any employee hired prior to January 1, 1960, shall receive 45 days.~~  
2 ~~\*\*\*))~~For employees continuously employed by the county since January 1, 2023, that were  
3 employed by the Snohomish Health District on December 31, 2022, months of county service  
4 shall include the number of monthly service credits the employee earned under the Snohomish  
5 Health District personnel rules.

6  
7 (3) ~~((When the balance in the current leave account exceeds 80 days, those days exceeding 80~~  
8 ~~will be moved to a reserve leave account.~~

9  
10 (4)) During the course of the year, each absence from work for any reason other than for legal  
11 holidays, jury or military leave and leave without pay as provided in SCC 3.68.060(3) shall be  
12 charged against the ~~((reserve))~~ leave account until the balance is depleted~~((, and thereafter it will~~  
13 ~~be charged against the current leave account)).~~

14  
15 ~~((5))~~(4) ~~((New exempt employees))~~ Employee granted leave under this section may not use  
16 more than one-half of their leave until they have completed six months of service.

17  
18 ~~((6))~~(5) Upon termination (including voluntary resignation or becoming an elected official)  
19 from ((the exempt))non-classified service((, including voluntary resignation,)) or service under  
20 the prosecuting attorney career retention system, the employee may cash out up to 60 days  
21 accrued leave pay ((shall be made)) from the ((current)) leave account. ((Calculation of accrued  
22 leave pay upon termination shall be based upon a maximum rate of)) The cash out shall not  
23 exceed 30 days for each full year completed in the ((exempt))non-classified service or service  
24 under the prosecuting attorney career retention system with a proration of any partial year.  
25 Before accrued leave pay is calculated for superior court commissioners, a prorated portion of  
26 the leave granted in the year of termination shall be forfeited from the ((reserve and/or current))  
27 leave ((accounts))account based on the number of months remaining in that year.  
28 ~~((Any exempt employee who is removed from ((an exempt))their position due to a conviction of~~  
29 ~~a felony against the county shall forfeit any and all accrued leave. Where such felony charges are~~  
30 ~~pending, accrued leave pay shall be withheld by the county until the result is known.))~~

31  
32 ~~((7))~~(6) Upon termination from the ~~((exempt))~~non-classified service ((for the purpose of  
33 receiving)) or service under the prosecuting attorney career retention system when the employee  
34 is eligible to retire from the LEOFF II or PERS retirement ((benefits))plan, and immediately  
35 following termination of employment, an ((exempt)) employee may exchange unused accrued  
36 leave for retiree medical coverage subject to the following provisions:

37  
38 (a) Leave to be exchanged shall only be that leave which is in excess of leave which may  
39 be compensated as shown in subsection (5) of this section. Leave may be exchanged on  
40 the basis of 60 hours of exchanged leave shall equal one month of paid medical coverage  
41 for a retiree or retiree and spouse in the county's retiree medical program.

42  
43 (b) Leave may only be exchanged in 60 hour increments to a maximum of 720 hours.

44  
45 (c) Leave which is not used, exchanged or compensated for prior to or upon termination  
46 shall be forfeited.

1  
2 (d) Upon the death of a retiree, a surviving spouse who has been enrolled in the retiree  
3 medical plan may remain on the plan until paid medical coverage in subsection (7)(a) of  
4 this section has been exhausted.

5  
6 ~~((8) An exempt employee who becomes an elected official shall also be eligible for the above~~  
7 ~~accrued leave pay as in subsection (6) of this section.~~

8  
9 ~~((9))~~(7) When an employee enters the ~~((exempt))~~ non-classified or the prosecuting attorney  
10 career retention system from the personnel system ~~((or))~~, civil service, or service under a  
11 collective bargaining agreement, vacation and sick leave accruals earned in that service shall be  
12 frozen for use at a later date as follows:

13  
14 (a) For each absence from work for other than legal holidays, jury or military leave and  
15 leave without pay, an ~~((exempt))~~ employee may designate whether such leave was  
16 required as a result of illness or for vacation purposes and such amount may be charged  
17 against vacation and/or sick leave accrued under the personnel ~~((or))~~, civil service, or  
18 collective bargaining agreement plan. Accordingly, that amount of time will be charged  
19 to the appropriate frozen vacation or sick leave accruals earned ~~((during personnel or~~  
20 ~~civil service employment))~~ in that service. If no such designation is made the leave time  
21 will be deducted from ~~((exempt entitlement))~~ leave granted pursuant to  
22 subsection ~~((4))~~(3) of this section.

23  
24 (b) Upon termination, the employee will be paid for such vacation and sick leave as  
25 provided in the rules applicable to the employment under which such vacation and sick  
26 leave was accrued.

27  
28 (c) When ~~((an exempt))~~ a non-classified employee or an employee subject to the  
29 prosecuting attorney career retention system transfers to classified or collective  
30 bargaining agreement employment, the employee's frozen classified or collective  
31 bargaining agreement sick and vacation leave accounts, if any, will be reactivated, and  
32 unused leave days accrued under this section will be transferred to the employees sick  
33 and vacation leave accounts as apportioned by the employee; PROVIDED, That the  
34 employee transferring from the ~~((exempt))~~ non-classified or prosecuting attorney career  
35 retention system may either freeze the maximum accrual of ~~((exempt))~~ leave time as  
36 provided in this section for cash out upon discontinuance of service ~~((with the county))~~ in  
37 the non-classified or prosecuting attorney career retention system or the employee may  
38 cash out the maximum accrual of ~~((exempt))~~ leave time as provided in this section upon  
39 transferring to a classified, civil service, or bargaining unit position; and, PROVIDED,  
40 FURTHER, That amounts of leave accrued under ~~((the exempt plan which exceed))~~ the  
41 maximum annual accrued leave pay of 30 days as provided in subsection (6) of this  
42 section may be used by the employee for up to 24 months after the effective date of the  
43 transfer to a classified, civil service or bargaining unit position. When such a transfer  
44 occurs after January 1st of a calendar year, monthly sick and vacation accruals shall  
45 begin January 1st of the following year at a rate which reflects total years of completed  
46 county service.



1  
2 ~~(((10)))~~(8) ~~((Any person entering an exempt))~~Upon assuming a position ~~((after the effective date~~  
3 ~~of this chapter))~~in the non-classified or prosecuting attorney career retention system, the  
4 employee shall receive as ~~((his/her))~~the leave entitlement ~~((for the year of entry into the exempt~~  
5 ~~position, days of current leave entitlement provided in))~~ under subsection (2) of this  
6 section~~((;))~~leave prorated in proportion to the time remaining in the year~~((at the time of~~  
7 ~~assuming the position))~~. The leave entitlement allowable to those filling ~~((exempt))~~ positions on  
8 a part time or temporary basis shall be similarly prorated; however, a person working in ~~((an~~  
9 ~~exempt))~~a position less than half-time shall receive no leave entitlement or other benefits under  
10 this chapter.

11  
12 ~~(((11)))~~(9) Accurate records of leave accruals and use thereof shall be maintained by the  
13 supervising official of each ~~((exempt))~~ employee.

14  
15 Section 53. Any balance remaining in an employee's reserve leave account under the  
16 previous version of SCC 3.68.070 shall be transferred to the employee's leave account as  
17 established under Section 52 of this ordinance.

18  
19 Section 54. Snohomish County Code Section 3.68.075, added by Amended Ordinance  
20 No. 17-105 on December 20, 2017, is amended to read:

21  
22 **3.68.075 Shared vacation leave program.**

23  
24 ~~((Employees covered under this chapter))~~ Non-classified employees and employees subject to  
25 the prosecuting attorney career retention system shall be eligible to participate in the shared  
26 vacation leave program established in chapter 3A.17 SCC.

27  
28 Section 55. Snohomish County Code Section 3.68.080, added by Ordinance No. 82-003  
29 on March 22, 1982, is amended to read:

30  
31 **3.68.080 Additional benefit programs.**

32  
33 The ~~((personnel))~~ director ~~((shall be))~~is responsible ~~((to review))~~for reviewing all ~~((exempt))~~  
34 benefit and leave provisions provided under this chapter ~~((in order))~~ to ~~((insure))~~ensure that they  
35 continue to be competitive and will enhance the county's ability to attract and retain qualified  
36 employees. Proposals for revisions to the current program may be submitted annually and should  
37 consider the opinions and desires of ~~((exempt))~~ employees. The director may form an advisory  
38 committee for that purpose.

39  
40 Section 56. A new section is added to Chapter 3.68 to read:

41  
42 **3.68.085 Transition of employees.**

43  
44 Current employees occupying an exempt position on the effective date of this ordinance shall  
45 transition to an equivalent non-classified position in which the established pay range is closest to  
46 the top step of their exempt position pay range. Such employees shall have a January 1  
47 anniversary date in the non-classified position and placed at the lowest step in the established

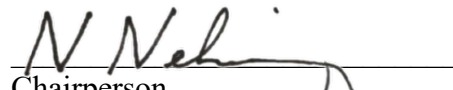
1 pay range for the non-classified position that represents a minimum two-percent (2%) increase  
2 over their exempt position pay rate but no higher than step 6.  
3

4 Section 57. Chapter 3.69 of the Snohomish County Code, last amended by Ordinance  
5 No. 21-092 on November 9, 2021, is repealed.  
6

7 Section 58. Effective Date. This ordinance shall take effect on January 1, 2026.  
8

9 PASSED this 5<sup>th</sup> day of November 2025.  
10

11 SNOHOMISH COUNTY COUNCIL  
12 Snohomish County, Washington  
13


14   
15  
16 Chairperson

17 ATTEST:

18   
19  
20  
21 Clerk of the Council  
22

23  
24  
25 (X ) APPROVED  
26 ( ) EMERGENCY  
27 ( ) VETOED  
28

29 DATE: November 13, 2025

30   
31  
32  
33 County Executive  
34

35  
36 ATTEST:

37  
38 Melissa Geraghty  
39  
40

41  
42 Approved as to form only:

43  
44  
45 /s/Steve Bladek  
46 Deputy Prosecuting Attorney