SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

AMENDED ORDINANCE NO. 17-111

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

WHEREAS, the Snohomish County Code currently provides management and exempt
employees with an annual cost of living pay adjustment, an opportunity for advancement to the
next step of a pay range in April of each year, and an opportunity for a special merit award of
additional step(s) advancement in September of each year; and

WHEREAS, personnel costs represented approximately 70% of the overall county
budget in 2017; and

WHEREAS, in order to support a sustainable county budget, the county must manage
personnel costs in a sustainable manner; and

WHEREAS, the County Council sees the need for more oversight and control of
personnel costs; and

WHEREAS, eliminating provisions for special merit awards for management and exempt
employees will help manage and provide more County Council oversight and control over
personnel costs; and

WHEREAS, the County Council finds that the county will continue to have adequate
provisions for fair and competitive pay for management and exempt positions;

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Section 3.69.040, last amended by Ordinance No.
90-013 on March 14, 1990, is amended to read:


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

(1) Salary Ranges. The classification plan and salary range tables shall designate the number of
steps and the interval between steps established for each range. The personnel director may
make changes in position titles or salary ranges as necessary to administer the plan;

PROVIDED, That such changes shall be submitted to the council for review and approval on an
annual basis.

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

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

(3) Salary Range Adjustments.

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

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

(4) Advancement Within Pay Ranges.

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

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

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

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

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

(6) Special Award.

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

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

Section 2. Effective date. This ordinance shall take effect November 1, 2018.
PASSED this 2\textsuperscript{nd} day of May, 2018.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

/s/ Stephanie Wright
Council Chair

ATTEST:

/s/ Randy Reed
Asst. Clerk of the Council

(X) APPROVED
( ) EMERGENCY
( ) VETOED

DATE: May 14, 2018

/s/ Dave Somers
County Executive

ATTEST:

/s/ Cora E. Palmer

Approved as to form only:

Deputy Prosecuting Attorney