

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Executive			RECEIVED OCT 19 1994 WHATCOM COUNTY COUNCIL	10/25/94	Finance Committee
Division Head:				11/2/94	Council
Dept. Head:				12/01/94	Council
Prosecutor:	RGW	10/17/94			
Purchasing/Budget:					
Executive:					

SUBJECT:

Adoption of the 1995 Resolution in the Matter of Adopting a Salary Schedule for the Unrepresented Whatcom County Employees for the Year 1995

ATTACHMENTS:

Proposed Resolution

SUMMARY STATEMENT:

Please complete sections of box as appropriate & explain the item below.

Related County contract #:	Should Clerk schedule a hearing? NO / / YES / / Requested date:
Amount budgeted for this item/project: \$	Is it (or will it be) within budget? YES / / NO / / (Please explain below)
Budget line item number(s):	

This resolution adopts a salary schedule and County policies for the unrepresented Whatcom County employees.

ORIGINATOR'S RECOMMENDED ACTION:

Pass as recommended

COMMITTEE ACTION TAKEN:

COUNCIL ACTION TAKEN:

- 10/25/94: Introduced -
- 11/22/94: Council held the Resolution until Dec. 1.
- 12/01/94: Approved 6-1

Related File Numbers:

Ordinance or Resolution Number (this item only): RES. 94-057

SPONSORED BY: Consent

PROPOSED BY: Executive

INTRODUCTION DATE: October 25, 1994

RESOLUTION NO. 94-057

**A RESOLUTION IN THE MATTER OF ADOPTING
A SALARY SCHEDULE FOR THE UNREPRESENTED
WHATCOM COUNTY EMPLOYEES FOR THE YEAR 1995**

WHEREAS, it is necessary to establish the salaries for the unrepresented employees;
and,

WHEREAS, the Whatcom County Council hereby adopts the concept of a salary matrix of thirty ranges and fifteen steps in each range as the basis of establishing salaries for a majority of the unrepresented employees; and,

NOW, THEREFORE, BE IT RESOLVED, that the Council intends that the Administration should place unrepresented employees within the proper range and step according to the authorized positions contained in the adopted budget in order to recruit and retain competent, motivated and professional employees;

AND IT BE FURTHER RESOLVED:

1. The term "unrepresented employee" shall include elected and non-represented employees. The term "elected official" shall include only those officials elected pursuant to the provisions of the Whatcom County Charter and Washington State Law. The term "Non-represented employee" shall include all other unrepresented employees.

2. The monthly salaries of the Whatcom County Elected Officials shall be established herein as follows:

<u>Elected Official</u>	<u>1995 Salary</u>	<u>%age</u>
Executive	\$6,730	101
Prosecuting Attorney	6,663	100
Sheriff	5,064	76
Auditor	4,398	66
Treasurer	4,398	66
Assessor	4,398	66
Council Member	1,010*	15

3. The monthly salaries of the unrepresented employees shall be established within the ranges and steps provided in Exhibit A, the so called "Exempt Salary Matrix", which provides for a 3% increase over the 1993 matrix.

* Resolution 91-045 controls.

1 4. Those unrepresented employees not on the Exempt Salary Matrix shall be paid as
2 follows:

3 Superior Court Commissioner	6,127
4 District Court Commissioner	6,127
5 Court Reporter	3,568
6 Health Officer	6,920

7 Superior Court and District Court Commissioners for 1994 are to be paid at the rate of 80%
8 of the District Court Judge Salary level. Any changes in District Court Judges salaries
9 during 1995 will be reflected in Court Commissioner's salaries.

10 5. All changes in salaries and benefits under this resolution shall become effective on
11 January 1, 1995, except that any further changes during 1995 may be retroactively applied
12 as approved by County Council.

13 6. The eligible unrepresented employees shall be granted the following benefits, and the
14 benefits shall include full premium contribution for the employee, spouse, and dependent
15 children of the employee.

- 16 a) Medical benefits under the Whatcom County Self-Insured Co-Payment plan.
- 17 b) Dental insurance.
- 18 c) Vision care.
- 19 d) Life insurance in the face amount of each unrepresented employee's annual
20 salary, rounded to the lowest thousand dollars, with a maximum of \$50,000
21 (dependent coverage, if desired, is paid by the employee).

22 7. County payment of premium for benefits of unrepresented employees can be made
23 on behalf of employees who receive compensation during a calendar month. Compensation
24 is defined for this purpose in this Resolution as payment of wages for work performed,
25 vacation, accrued sick leave, or other paid leave; provided that said scheduled work,
26 vacation and/or other paid leave must equal or exceed payment for forty (40) hours per bi-
27 weekly period. Benefits may be prorated for part-time employees. Part-time employees will
28 have a certain percentage of the health and welfare premiums paid by the County based on
29 a bi-weekly pay cycle as follows: 40 to 59 hours - 50%; 60 to 69 hours - 75% and 70 to 80
30 hours - 100%. Any newly hired unrepresented employees will be initially eligible for health
31 & welfare benefits the calendar month following at least two weeks (80 hours) of
32 employment. Income resulting from an industrial injury to a maximum of twelve (12)
33 months from the date of injury shall also be credited as compensation.

1 8. Step Movement Progression: Within the Exempt Salary Matrix, all steps shall be
2 awarded on the basis of adequate performance. Any new hires or promotions assigned after
3 January 1st through June 30th, move to the next step the following January 1st. Any new
4 hires or promotions assigned after July 1st through December 31st, move to the next step
5 on the following July 1st, provided performance is determined to be adequate.
6 Reclassification shall normally be given on January 1st of each year. Individuals who are
7 promoted or reclassified into a higher position shall move to the new range that provides
8 at least a 3.8% increase in pay.

9 9. For the purpose of sick leave benefits, sick leave shall accrue to each employee from
10 their date of hire in the amount of up to one (1) day for each month of employment to a
11 maximum of one hundred and twenty (120) days. To be eligible to accrue sick leave,
12 employees must receive at least forty (40) hours of compensation per bi-weekly pay period.
13 Employees are eligible to use accrued sick leave on a pro-rata basis.

14 Bereavement leave shall be provided to employees who suffer a death in the immediate
15 family of up to four (4) days off without loss in pay. Immediate family members include a
16 spouse, child or parent of either the employee or the employee's spouse. Up to three (3)
17 days off without loss of pay is available for other close family members (including step):
18 brother, sister, grandchildren or grandparents of either the employee or the employee's
19 spouse. An additional two (2) days off without pay or accrued leave may also be available
20 upon approval of the County. Part-time employees will accrue sick leave on a pro-rata
21 basis.

22 Jury duty and military leave will be provided as described in the Employee Handbook. Paid
23 holidays will be available as posted on an annual basis.

24 The provisions for overtime payments and compensatory time (for over 40 hours in a week)
25 apply only to non-represented employees who are covered as non-exempt by the Federal
26 Fair Labor Standards Act (FLSA). Exempt employees not covered by the Federal FLSA
27 shall have no deduction in salary for absences caused by jury duty, attendance as a witness,
28 temporary military leave or absences of less than one scheduled work day.

29 10. For the purposes of vacation schedule, non-represented employees shall be entitled
30 to vacation in accordance with the following schedule:

31	During 1st through 4th employment year	accrue 15 days
32	During 5th through 9th employment year	accrue 20 days
33	During 10th and subsequent years	accrue 25 days

1 Vacation days may be taken as accrued. No more than thirty(30) vacation days may be
2 carried forward from one year to the next, unless prior Executive approval is obtained. The
3 express purpose of vacation leave is to allow employees to take time away from work to
4 relax, recreate and otherwise attend to personal matters. It is the policy of Whatcom
5 County that its non-represented employees shall take the regular vacation time allocated
6 each year for the good of the County and the employee. By mutual agreement between the
7 non-represented employee and immediate supervisor, and approval of the County Executive,
8 up to forty (40) hours of vacation can be cashed out each calendar year.

9 11. Should the County ever be affected by a strike of its represented employees, the
10 County Executive is empowered to authorize overtime pay for non-represented employees
11 during the period of the strike.

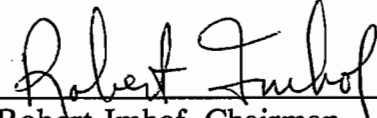
12 **AND IT BE FURTHER RESOLVED**, that Resolution No. 93-069 is hereby
13 rescinded effective January 1, 1995 and this Resolution shall become effective that same
14 date.

15 APPROVED this 1st day of Dec. , 1994.

16
17 ATTEST:

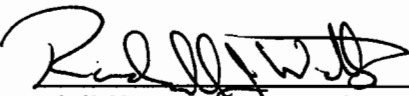
WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

18 
19 _____
Council Clerk



Robert Imhof, Chairman

20 APPROVED as to form:

21 
22 _____
Civil Deputy Prosecuting Attorney

1995 Unrepresented Employee's Salary Matrix - effective January 1, 1995

Range	E	1	1A	2	2A	3	3A	4	4A	5	5A	6	6A	7	7A
1	1309	1335	1361	1387	1414	1442	1470	1499	1527	1556	1586	1616	1647	1678	1710
2	1367	1394	1420	1448	1476	1505	1534	1564	1593	1623	1654	1686	1718	1751	1784
3	1426	1453	1481	1510	1539	1569	1600	1630	1661	1693	1725	1758	1791	1825	1860
4	1486	1515	1545	1575	1606	1637	1669	1701	1732	1765	1799	1833	1868	1903	1939
5	1551	1581	1612	1643	1675	1707	1740	1774	1808	1842	1877	1913	1949	1986	2024
6	1618	1649	1681	1714	1747	1781	1815	1850	1885	1921	1957	1994	2032	2070	2109
7	1686	1719	1752	1786	1821	1856	1892	1929	1966	2003	2041	2081	2120	2160	2201
8	1760	1794	1829	1864	1900	1937	1975	2013	2051	2090	2130	2170	2211	2254	2297
9	1834	1870	1907	1944	1982	2020	2059	2099	2139	2179	2221	2263	2306	2350	2395
10	1915	1952	1990	2028	2067	2107	2149	2190	2231	2273	2316	2361	2406	2451	2498
11	1996	2035	2074	2115	2156	2198	2240	2284	2327	2371	2416	2463	2509	2556	2605
12	2083	2123	2164	2206	2248	2292	2336	2381	2427	2473	2520	2568	2616	2666	2716
13	2171	2213	2257	2300	2344	2390	2436	2483	2531	2579	2629	2678	2728	2780	2833
14	2265	2309	2354	2399	2445	2493	2541	2590	2640	2690	2742	2794	2848	2903	2958
15	2363	2408	2454	2502	2550	2600	2650	2702	2753	2806	2859	2914	2969	3026	3084
16	2465	2512	2561	2610	2660	2712	2765	2818	2872	2926	2982	3039	3096	3155	3215
17	2572	2621	2672	2723	2776	2829	2884	2940	2995	3052	3110	3168	3228	3290	3353
18	2683	2735	2787	2841	2895	2951	3008	3066	3125	3185	3246	3307	3370	3434	3499
19	2794	2849	2905	2961	3019	3078	3137	3198	3259	3321	3384	3447	3513	3580	3648
20	2917	2974	3031	3090	3150	3211	3272	3336	3400	3465	3531	3598	3666	3736	3807
21	3043	3101	3161	3222	3285	3349	3413	3479	3545	3612	3681	3751	3822	3895	3970
22	3172	3234	3297	3361	3426	3492	3560	3629	3698	3768	3840	3913	3987	4063	4141
23	3309	3373	3438	3505	3573	3642	3712	3784	3856	3929	4004	4080	4157	4236	4317
24	3452	3518	3586	3655	3727	3799	3872	3947	4022	4098	4177	4256	4337	4420	4504
25	3600	3670	3741	3813	3887	3962	4039	4117	4195	4275	4356	4438	4523	4608	4696
26	3754	3827	3902	3977	4054	4132	4213	4294	4375	4459	4543	4630	4717	4807	4899
27	3915	3991	4069	4148	4228	4310	4393	4478	4564	4650	4739	4829	4920	5014	5109
28	4084	4163	4244	4326	4409	4495	4582	4671	4760	4850	4942	5036	5131	5229	5328
29	4260	4342	4427	4512	4600	4689	4779	4872	4965	5059	5155	5253	5353	5455	5559
30	4442	4529	4616	4706	4797	4889	4984	5081	5178	5277	5377	5479	5583	5689	5797