

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Executive		10/20/95	<b>RECEIVED</b>  <b>OCT 25 1995</b>  <b>WHATCOM COUNTY COUNCIL</b>	10/31/95	Council Introduction
Division Head:					
Dept. Head:	QAS	10-20-95			
Prosecutor:	Rtw	10/23/95			
Purchasing/Budget:	BAB	10/19/95			
Executive:	h	10-23-95			

**SUBJECT:**

Adoption of the 1996 Resolution in the Matter of Adopting a Salary Schedule for the Unrepresented Whatcom County Employees for the Year 1996

**ATTACHMENTS:**

Resolution

**SUMMARY STATEMENT:**

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

Related County contract #:	Should Clerk schedule a hearing? NO /X / YES / / Requested date:
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This resolution adopts a salary schedule and County policies for the unrepresented Whatcom County employees.

**ORIGINATOR'S RECOMMENDED ACTION:**

Pass

**COMMITTEE ACTION TAKEN:**

**COUNCIL ACTION TAKEN:**

10/31/95: Introduced

1995-433-

- 11/14/95: Held in Committee until 11/21/95
- 11/28/95: Substitute resolution approved as amended, 7-0, Resolution #95-080

**Related File Numbers:**

**Ordinance or Resolution Number (this item only):** Res 95-080

SPONSORED BY: Consent

PROPOSED BY: Executive

INTRODUCTION DATE: October 31, 1995

RESOLUTION NO. 95-080

**A RESOLUTION IN THE MATTER OF ADOPTING  
A SALARY SCHEDULE FOR THE UNREPRESENTED  
WHATCOM COUNTY EMPLOYEES FOR THE YEAR 1996**

**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 non-represented 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;

**AND IT BE FURTHER RESOLVED:**

1. **DEFINITIONS.** 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. **ELECTED OFFICIALS SALARIES.** The monthly salaries of the Whatcom County Elected Officials shall be established herein as follows:

<u>Elected Official</u>	<u>1996 Salary</u>	<u>Percentage</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	*1,030	

3. **NON-REPRESENTED EMPLOYEE'S SALARY MATRIX.** The monthly salaries of the non-represented employees shall be established within the ranges and steps provided in Exhibit A, the so called "Non-represented Employees Salary Matrix", which remains the same as the 1995 matrix.

\*Resolution 93-011 controls

1 4. **OTHER NON-REPRESENTED EMPLOYEES.** Those non-represented employees not  
2 on the Non-represented Employees Salary Matrix shall be paid a monthly salary pro-rated for  
3 fractional Full Time Equivalents as follows:

4 Superior Court Commissioner	6,280
5 District Court Commissioner	6,280
6 Court Reporter	3,568
7 Health Officer	6,920

8  
9 Superior Court and District Court Commissioners for 1996 are to be paid at the rate of 80%  
10 of the District Court Judge Salary level. Any changes in District Court Judges salaries during 1996  
11 will be reflected in Court Commissioner's salaries.  
12

13 5. **COMPENSATION AND STEP MOVEMENT PROGRESSION.** Within the Non-  
14 represented Employee Salary Matrix, all steps shall be awarded on the basis of successful job  
15 performance. Any new hires or promotions assigned after January 1 and through June 30, move to  
16 the next step the following January 1. Any new hires or promotions assigned after July 1 and through  
17 December 31, move to the next step on the following July 1. Reclassifications and promotions shall  
18 normally be given on January 1 of each year. Individuals who are promoted or reclassified per  
19 written approval of the Administration into a higher position shall move to the step in the new range  
20 that provides at least a 3.8% increase in pay.  
21

22 6. **OVERTIME PAY.** The provisions for overtime payments and compensatory time (for over  
23 40 hours in a week) apply only to non-represented employees who are covered as non-exempt by  
24 the Federal Fair Labor Standards Act (FLSA). Non-represented employees not covered by the  
25 Federal FLSA shall have no deduction in salary for absences caused by jury duty, attendance as a  
26 witness, temporary military leave or absences of less than one scheduled work day.  
27

28 In recognition of the contributions non-represented employees sometimes make in working  
29 far beyond the hours required in a regular work week, and the fact that FLSA exempt employees do  
30 not get overtime or compensatory time, the Administration has authority to award deserving non-  
31 represented employees up to five (5) days of paid administrative leave per year. These days must  
32 be used in the year awarded and may not be cashed out.  
33

34 Should the County ever be affected by a strike of its represented employees, the  
35 Administration is empowered to authorize overtime pay for non-represented employees during the  
36 period of the strike.  
37

38 7. **BENEFITS**

39 **Benefits Eligibility.** County payment of premium for benefits of unrepresented employees  
40 can be made on behalf of employees who receive compensation during a calendar month.  
41 Compensation is defined for this purpose in this Resolution as payment of wages for work  
42 performed, vacation, accrued sick leave, or other paid leave; provided that said scheduled work,  
43 vacation and/or other paid leave must equal or exceed payment for at least forty (40) hours per bi-  
44 weekly period. Benefits may be prorated for part-time employees. Any newly hired unrepresented  
45 employees will be initially eligible for health & welfare benefits the calendar month following at  
46 least two weeks (80 hours) of employment. Income resulting from an industrial injury to a maximum

1 of twelve (12) months from the date of injury shall also be credited as compensation.

2  
3 **Health & Welfare Benefits.** Eligible unrepresented employees shall be granted the  
4 following health and welfare benefits, and the benefits shall include full premium contribution for  
5 the employee, spouse, and dependent children of the employee. Part-time employees will have a  
6 certain percentage of the health and welfare premiums paid by the County based on a bi-weekly pay  
7 cycle as follows: 40 to 59 hours - 50%; 60 to 69 hours - 75% and 70 to 80 hours - 100%.

- 8  
9 a) Medical, prescription and hospital benefits  
10 b) Dental insurance  
11 c) Vision care  
12 d) Life insurance in the face amount of each unrepresented employee's annual salary,  
13 rounded to the lowest thousand dollars, with a maximum of \$50,000 (dependent  
14 coverage, if desired, is paid by the employee)  
15 e) Flex 125 - Dependent & Health Care Reimbursement Plan (County pays set-  
16 up costs only)

17  
18 **Sick Leave.** For the purpose of sick leave benefits, sick leave shall accrue to each employee  
19 from their date of hire in the amount of up to eight (8) hours for each month of employment to a  
20 maximum of nine hundred and sixty (960) hours. Part-time employees accrual rate and maximum  
21 accrual amount will be pro-rated per budgeted full-time equivalency (FTE). To be eligible to accrue  
22 sick leave, employees must receive at least forty (40) hours of compensation per bi-weekly pay  
23 period. Sick leave can be used to care for an ill spouse or registered spousal equivalent up to forty  
24 (40) hours per year.

25 An employee with three (3) or more years of employment with the County shall be entitled  
26 to sick leave cashout upon voluntary termination or layoff in the amount of twenty five (25%)  
27 percent, or fifty (50%) percent if hired before May 15, 1984. Employees must give at least thirty  
28 (30) days notice prior to termination to be eligible for sick leave cashout.

29 Sick leave sharing is available to non-represented employees per Administrative Procedure  
30 3.2400.

31  
32 **Vacation.** For the purposes of vacation schedule, non-represented employees (except court  
33 reporters) shall be entitled to vacation in accordance with the following schedule with the first  
34 employment year being the year hired and subsequent employment years being the first of the year:

35  
36 During 1st through 4th employment year      accrue 15 days  
37 During 5th through 9th employment year      accrue 20 days  
38 During 10th and subsequent years              accrue 25 days

39  
40  
41 Vacation days may be taken as accrued. No more than thirty(30) vacation days may be  
42 carried forward from one year to the next, unless prior approval from the Administration is obtained.  
43 Part-time employees accrual rate and maximum accrual amount will be pro-rated per budgeted full-  
44 time equivalency (FTE). The express purpose of vacation leave is to allow employees to take time  
45 away from work to relax, recreate and otherwise attend to personal matters. It is the policy of  
46 Whatcom County that its non-represented employees shall take the regular vacation time allocated

1 each year for the good of the County and the employee. By mutual agreement between the non-  
2 represented employee and immediate supervisor, and approval of the Administration, up to forty  
3 (40) hours of vacation can be cashed out each calendar year.

4  
5 **Holidays.** Paid holidays will be available as posted on an annual basis. Part-time employees  
6 will receive holiday pay based on their budgeted full-time equivalency (FTE).

7  
8 **Jury Duty & Military Leave.** Jury duty and military leave will be provided as described  
9 in the Employee Handbook or per current laws.

10  
11 **Bereavement Leave.** Bereavement leave shall be provided to employees who suffer a death  
12 in the immediate family of up to five (5) days off without loss in pay. Immediate family members  
13 include a spouse or registered spousal equivalent, or child or parent of either the employee or the  
14 employee's spouse. Up to three (3) days off without loss of pay is available for other close family  
15 members (including step): brother, sister, grandchildren or grandparents of either the employee or  
16 the employee's spouse. An additional two (2) days off without pay or using accrued leave may also  
17 be available upon approval of the County. Part-time employees will accrue sick leave on a pro-rata  
18 basis.

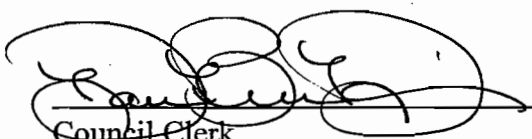
19  
20 8. **EFFECTIVE DATE.** All changes in salaries and benefits under this resolution shall  
21 become effective on January 1, 1996, except that any further changes during 1996 may be  
22 retroactively applied as approved by the County Council.

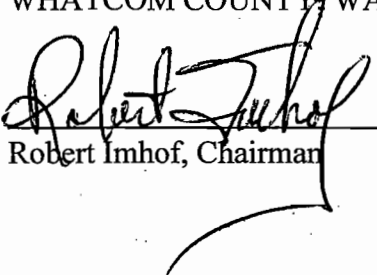
23  
24 **AND IT BE FURTHER RESOLVED,** that Resolution No. 94-057 is hereby rescinded  
25 effective January 1, 1996 and this Resolution shall become effective that same date.

26  
27 APPROVED this 28 day of November, 1995.

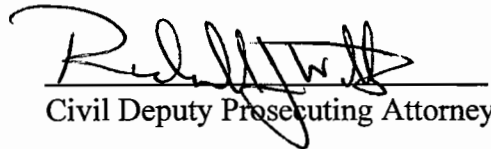
28  
29  
30 ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

31  
32  
33   
34 Council Clerk

31  
32  
33   
34 Robert Imhof, Chairman

35  
36 APPROVED as to form:

37  
38  
39   
40 Civil Deputy Prosecuting Attorney