

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Executive		10/4/96	RECEIVED OCT 09 1996 WHATCOM COUNTY COUNCIL	10/15/96	Finance / Council
Division Head:					
Dept. Head:					
Prosecutor:	RW	10-8-96			
Purchasing/Budget:					
Executive:	PX	10-7-96			

SUBJECT:

Adoption of a Resolution in the Matter of Adopting a Salary Schedule for the Unrepresented Whatcom County Employees for the Year 1997.

ATTACHMENTS:

Resolution

SUMMARY STATEMENT:

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

Related County contract #:	Should Clerk schedule a hearing? NO <input checked="" type="checkbox"/> / YES <input type="checkbox"/> / 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:

1996 - 341 B 10/15/96: Approved 5 - 2. Brown and Brenner opposed. Ord. #96-061

Related File Numbers: Ordinance or Resolution Number (this item only):

Res. # 96-061

1 SPONSORED BY: Consent

2 PROPOSED BY: Executive

3 INTRODUCTION DATE: October 15, 1996

4
5
6 RESOLUTION NO. 96-061

7 A RESOLUTION IN THE MATTER OF ADOPTING
8 A SALARY SCHEDULE FOR THE UNREPRESENTED
9 WHATCOM COUNTY EMPLOYEES FOR THE YEAR 1997

10
11
12 WHEREAS, it is necessary to establish the salaries for the unrepresented employees; and,

13
14 WHEREAS, the Whatcom County Council hereby adopts the concept of a salary matrix as
15 the basis of establishing salaries for a majority of the non-represented employees;

16
17 NOW, THEREFORE, BE IT RESOLVED, that the Council intends that the Administration
18 should place non-represented employees within the proper range and step according to the authorized
19 positions contained in the adopted budget;

20
21 AND FURTHER, THEREFORE, BE IT RESOLVED,

22
23 1. DEFINITIONS

24
25 1.1 "Unrepresented employee" is defined as either elected officials or non-represented
26 employees.

27
28 1.2 "Elected official" is defined as only those officials elected pursuant to the provisions
29 of the Whatcom County Charter and Washington State Law.

30
31 1.3 "Non-represented employee" is defined as all other unrepresented employees (that are
32 not elected officials).

33
34 1.4 "Full-time equivalent" and "FTE" are both defined as the budgeted full-time
35 equivalency of a position, as authorized by budget ordinance.
36
37

1 **2. ELECTED OFFICIALS' SALARIES**

2
3 The monthly salaries of the Whatcom County Elected Officials, which include a 2.5%
4 increase over the July 1, 1996 salary amounts, shall be established herein as follows:
5

<u>Elected Official</u>	<u>1997 Monthly Salary</u>	<u>Percentage</u>
6 Executive	\$6,981	101.00
7 Prosecuting Attorney	6,912	100.00
8 Sheriff	5,273	76.29
9 Auditor	4,590	66.41
10 Treasurer	4,590	66.41
11 Assessor	4,590	66.41
12 Council Member*	1,047	

13
14
15 * as per Resolution 93-011 controls, "The salary paid to Council Members shall not exceed 15
16 percent of the Executive's salary in any given year.."
17

18 **3. NON-REPRESENTED EMPLOYEES' SALARY MATRIX**

19
20 The monthly salaries of the non-represented employees shall be established within the ranges
21 and steps provided in Exhibit A, "Non-Represented Employees Salary Matrix - effective
22 January 1, 1997," which provides for a 2.5% increase over the July 1, 1996 matrix. Monthly
23 salary amounts indicated are for one (1) FTE. These amounts will be pro-rated for fractional
24 budgeted FTE's.
25

26 **4. OTHER NON-REPRESENTED EMPLOYEES**

27
28 Those non-represented employees not on the Non-Represented Employees Salary Matrix shall
29 be paid a monthly salary, pro-rated for fractional budgeted FTE's as follows:
30

31 **4.1 Court Commissioners.**

32 Superior Court Commissioner	\$6,280
33 District Court Commissioner	6,280

34
35
36 Superior Court and District Court Commissioners for 1997 are to be paid at the rate of
37 80% of the District Court Judge Salary level. Any changes in District Court Judges
38 salaries during 1997 will be reflected in Court Commissioners' salaries.
39

40 **4.2 Court Reporter and Health Officer.**

41 Court Reporter	\$3,739
42 Health Officer	7,175

43
44
45 The salary amounts for Court Reporter and Health Officer provide for a 2.5% increase

1 over the July 1, 1996 salary amounts.
2

3 **5. COMPENSATION & EMPLOYMENT OPPORTUNITIES**
4

5 **5.1 Step Movement.** Within the Non-Represented Employee Salary Matrix, all steps shall
6 be awarded on the basis of successful job performance. Employees shall advance to the next
7 step twelve (12) months after their previous movement, on the first day of the appropriate
8 month. Individuals who are promoted or reclassified per written approval of the Executive's
9 Office into a higher position shall move to the step in the new range that provides at least a
10 5% increase in pay.
11

12 **5.2 Overtime Pay.** The provisions for overtime payments and compensatory time (for over
13 40 hours in a week) apply only to non-represented employees who are covered as non-exempt
14 by the Federal Fair Labor Standards Act (FLSA). Non-represented employees not covered
15 by the Federal FLSA shall have no deduction in salary for absences caused by jury duty,
16 attendance as a witness, temporary military leave or absences of less than one scheduled work
17 day, except in vacation leave requests where an employee may request vacation leave in
18 increments of less than one scheduled work day. FLSA exempt employees shall not have
19 their pay reduced for short-term, of less than one payroll work-week, disciplinary
20 suspensions, except for violations of safety rules of major significance.
21

22 In recognition of the contributions non-represented employees sometimes make in working
23 far beyond the hours required in a regular work week, and the fact that FLSA exempt
24 employees do not get overtime or compensatory time, the Executive's Office has authority
25 to award deserving non-represented employees up to five (5) days of paid administrative leave
26 per year. These days must be used in the year awarded and may not be cashed out.
27

28 The Executive is empowered to authorize extra pay for non-represented employees during a
29 period of extraordinary circumstances (such as a strike, emergency conditions, etcetera).
30

31 **5.3 Interim Assignment Pay.** From time to time, employees may be asked to cover all or
32 part of the duties of another position during periods of extended absence or vacancy. In these
33 instances, Interim Assignment pay may be awarded. Department heads shall discuss
34 appropriate rate of Interim Assignment pay with Human Resources and must receive written
35 authorization from the Executive's Office to award it.
36

37 **5.4 Binding Arbitration Adjustment.** In recognition of the fact that two bargaining units
38 within the Sheriff's Department have access to binding interest arbitration, non-represented
39 employees in the Sheriff's Department shall receive pay increases which are approximately
40 equivalent to cost-of-living increases received by employees directly reporting to them. Any
41 retroactivity for cost-of-living increases applied to applicable collective bargaining unit
42 settlements shall also be applied to affected non-represented employees within the Sheriff's
43 Department.
44
45

1 **5.5 Employment Opportunities.** Non-represented employees who wish to apply for a
2 union position before it is advertised to the public may do so by the posted closing date for
3 union members. Non-represented applications will be reviewed only if there are no current
4 eligible represented employees who apply or who are selected for the opening. The County,
5 at its sole discretion, may or may not select non-represented employees for an opening (union
6 or non-union) or may proceed with a public posting and include the non-represented employee
7 in the employment process.
8

9 **6. SCHEDULING**

10 The hours of operation may vary between departments and divisions in order to better serve
11 the public. The hours and the basic workday or workweek may be modified to accommodate
12 flexible scheduling. Flex time may be used for personal employee business or to make up
13 doctor or dental appointments. Both flexible scheduling and flex time require the mutual
14 agreement of the employee and the department head, shall provide for no reduction in service
15 to the public and must not increase the County's compensation costs.
16

17
18 **7. LEAVES**

19
20 **7.1 Sick Leave.** For the purpose of sick leave benefits, sick leave shall accrue to each
21 employee from their date of hire in the amount of up to eight (8) hours for each month of
22 employment to a maximum of nine hundred and sixty (960) hours. An employee who has
23 accrued nine hundred and sixty (960) hours as of December 31 of any year shall be allowed
24 to accrue up to one thousand and eight (1,008) hours of sick leave during the year
25 immediately subsequent. These additional forty eight (48) hours may not be cashed out and
26 the employee's total accrual reverts back to no more than 960 hours at the end of the year.
27

28 **7.1.1 Part-Time Employees' Accrual Rate.** Part-time employees' accrual rate and
29 maximum accrual amount will be pro-rated per budgeted FTE.
30

31 **7.1.2 Sick Leave for Spousal Care.** Sick leave can be used to care for an ill spouse
32 or registered spousal equivalent for up to forty (40) hours per year. The length of
33 absence to care for a spouse or registered spousal equivalent may be extended with the
34 written approval of the employee's department head and the Executive's Office.
35

36 **7.1.3 Sick Leave Cashout.** An employee with three (3) or more years of employment
37 with the County shall be entitled to sick leave cashout upon voluntary termination or
38 layoff in the amount of twenty five (25%) percent, or fifty (50%) percent if hired before
39 May 15, 1984. Employees must give at least thirty (30) days notice prior to termination
40 to be eligible for sick leave cashout.
41

42 **7.1.4 Sick Leave Sharing.** Sick leave sharing is available to non-represented
43 employees per Administrative Procedure 3.2400.
44
45

1 **7.2 Vacation.** For the purposes of vacation schedule, non-represented employees (except
2 court reporters) shall be entitled to vacation benefits in accordance with the following
3 schedule with the first employment year being the year hired and subsequent employment
4 years being the first of the year:
5

6 During 1st through 4th employment year	accrue 10.0 hours per month
7 During 5th through 9th employment year	accrue 13.34 hours per month
8 During 10th and subsequent years	accrue 16.67 hours per month

9

10 Vacation days may be taken as accrued and an employee may request vacation leave in
11 increments of less than one scheduled work day. No more than two hundred and forty (240)
12 vacation hours may be carried forward from one year to the next, unless prior approval from
13 the Executive's Office is obtained. The express purpose of vacation leave is to allow
14 employees to take time away from work to relax, recreate and otherwise attend to personal
15 matters. It is the policy of Whatcom County that non-represented employees shall take the
16 regular vacation time allocated each year for the good of the County and the employee. By
17 mutual written agreement between the non-represented employee, the department head and
18 Executive's Office, up to forty (40) hours of vacation can be cashed out each calendar year.
19

20 **7.2.1 Part-Time Employees' Vacation Accrual Rate.** Part-time employees' vacation
21 accrual rate and maximum accrual amount will be pro-rated per budgeted FTE.
22

23 **7.3 Holidays.** Paid holidays will be available as posted on an annual basis. Part-time
24 employees will receive holiday pay based on their budgeted FTE. Employees who are
25 required to work, because state law requires an office to remain open on the day before
26 Christmas, shall receive two days off with pay which must be taken by December 31 of the
27 following year. These days cannot be carried over or cashed out.
28

29 **7.3.1 Personal Holiday.** Each employee shall receive one (1) Personal Holiday each
30 calendar year, not to exceed eight (8) hours. Part-time employees receive one (1)
31 Personal Holiday equivalent to their FTE on January 1. Personal Holidays must be used
32 in the year they are earned, unless prior to the end of that year, written approval to carry
33 it over is obtained from the department head and the Executive's Office .
34

35 **7.4 Jury Duty & Military Leave.** Jury duty and military leave will be provided as
36 described in the Employee Handbook, Personnel Policies and Procedures or per current laws.
37

38 **7.5 Bereavement Leave.** Bereavement leave shall be provided to employees who suffer
39 a death in the immediate family of up to five (5) days off without loss in pay. Immediate
40 family members include a spouse or registered spousal equivalent, or child or parent
41 (including step) of either the employee or the employee's spouse. Up to three (3) days off
42 without loss of pay is available for other close family members (including step): brother,
43 sister, grandchildren or grandparents of either the employee or the employee's spouse. An
44 additional two (2) days off without pay or using accrued leave may also be available upon
45 written approval of the department head and the Executive's Office.
46
47

1 **7.6 Civil Leave.** Civil leave with pay shall be allowed to permit an employee to testify in
2 any federal, state or municipal court when a subpoena compels such testimony and such
3 testimony is in connection with a matter in which Whatcom County is a party.
4

5 **7.7 Family Leave.** The County agrees to provide unpaid leave to any eligible employee
6 covered by this Agreement, consistent with the Washington State Family Leave Act,
7 Washington State Family Care Act and the Federal Family and Medical Leave Act.
8 Employees are not required to use accrued vacation time or compensatory time off before
9 commencing unpaid family leave. If leave pursuant to FMLA stipulations would also qualify
10 as leave under any other County benefit, policy or type of leave, the period of the FMLA
11 leave will apply toward an employee's entitlement for each type of leave that may be
12 applicable.
13

14 **7.8 Paternity Leave.** Sick leave to a maximum of two (2) days shall be available for use
15 by a male employee at the time of delivery of a child by his legal spouse. Additional days
16 may be allowed at the discretion of the department head with approval of the Executive's
17 Office.
18

19 **7.9 Maternity Leave.** Accrued sick leave may be utilized for maternity/disability leave.
20 In the event sick leave is exhausted before the employee returns to work, any vacation or other
21 paid leave which has accrued must be utilized before approval of any leave without pay is
22 considered by the County.
23

24 **7.10 Leave for Illness or Injury.** Employees may request leave for major illness or injury
25 utilizing Family/Medical Leave, accrued leaves and unpaid leaves as appropriate. Total time
26 for the leave, which will include all time away from work, may be extended up to a maximum
27 of twelve (12) months with the mutual consent of the department head and the Executive's
28 Office. An employee who returns to work will be credited for length of return time within the
29 twelve (12) month limit if the employee must go back on disability for the same illness/injury.
30

31 **8. BENEFITS**

32

33 **8.1 Benefits Eligibility.** County payment of premium for benefits of unrepresented
34 employees can be made on behalf of employees. Compensation earned in one (1) month
35 provides benefit coverage in the following month. Compensation is defined as payment of
36 wages for work performed, vacation, accrued sick leave, or other paid leave; provided that
37 said scheduled work, vacation and/or other paid leave must equal or exceed payment for at
38 least eighty (80) hours per month. Benefits, other than health & welfare benefits, may be
39 prorated based on budgeted FTE for part-time regular employees. Any newly hired
40 unrepresented employees will be initially eligible for health & welfare benefits the calendar
41 month following at least two weeks (80 hours) of employment in one month. Income resulting
42 from an industrial injury to a maximum of twelve (12) months from the date of injury shall
43 also be credited as compensation.
44

1 **8.2 Health & Welfare Benefits.** Eligible unrepresented employees shall be granted the
2 following health and welfare benefits, and the benefits shall include full premium contribution
3 for the employee, spouse, and dependent children of the employee.

- 4 A) Medical, prescription and hospital benefits
- 5 B) Dental insurance
- 6 C) Vision care
- 7 D) Life insurance in the face amount of each unrepresented employee's annual
8 salary, rounded to the lowest thousand dollars, with a maximum of \$50,000
9 (dependent coverage, if desired, is paid by the employee, via payroll deduction).

10
11 Part-time regular employees will have a percentage of the health and welfare premiums paid
12 by the County, based on budgeted FTE.

13
14 **8.3 Other Benefits**

15
16 **8.3.1 Flex 125. Dependent & Health Care Reimbursement Plan.** The County will pay
17 set-up costs and ongoing maintenance costs to allow employees to utilize such a plan.

18
19 **8.3.2 Retirement Plans.** The County provides payment to retirement plans through
20 the Washington State Retirement System, which also requires contributions from
21 employees.

22
23 **8.3.3 Deferred Compensation.** The County provides the opportunity for voluntary
24 employee participation in a deferred compensation program.

25
26 **8.3.4 Employee Assistance Program.** The County provides confidential counseling
27 assessment services through an Employee Assistance Program for employees and their
28 immediate families.

29
30 **8.3.5 Unemployment Compensation.** The County will provide unemployment
31 compensation for employees who may be laid off, consistent with the laws of the State
32 of Washington and the rules and regulations of the Employment Security Department.

33
34 **9. EFFECTIVE DATE**

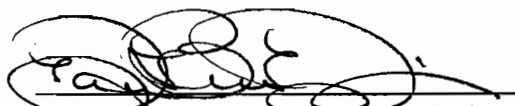
35
36 All changes in salaries and benefits under this resolution shall become effective on January
37 1, 1997, except that any further changes during 1997 may be retroactively applied as approved
38 by the County Council.

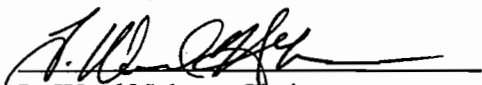
39
40
41 **AND FURTHER, THEREFORE, BE IT RESOLVED,** that Resolution No. 95-080 and
42 subsequent amendments to Resolution No. 95-080 are hereby rescinded effective January 1, 1997,
43 and this Resolution shall become effective that same date.

1 APPROVED this 15 day of October, 1996.

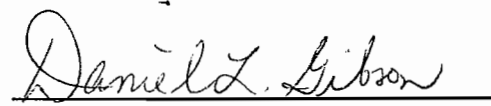
2
3
4 WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

5 ATTEST:

6
7 
8
9 Dana Brown-Davis, Council Clerk

10
11 
12 L. Ward Nelson, Chairman

13 APPROVED as to form:

14
15 
16 Civil Deputy Prosecuting Attorney

1997 Non-Represented Employees' Salary Matrix - effective January 1, 1997

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G
100	1441	1498	1557	1618	1679	1743	1809
110	1503	1562	1624	1688	1752	1819	1888
120	1568	1630	1694	1761	1828	1897	1969
130	1635	1700	1767	1837	1907	1979	2054
140	1706	1773	1843	1916	1989	2065	2143
150	1779	1849	1922	1998	2074	2153	2235
160	1856	1929	2005	2084	2163	2245	2330
170	1936	2012	2091	2174	2257	2343	2432
180	2018	2098	2181	2267	2353	2442	2535
190	2105	2188	2274	2364	2454	2547	2644
200	2195	2282	2372	2466	2560	2657	2758
210	2290	2380	2474	2572	2670	2771	2876
220	2389	2483	2581	2683	2785	2891	3001
230	2492	2590	2692	2798	2904	3014	3129
240	2597	2700	2807	2918	3029	3144	3263
250	2709	2816	2927	3043	3159	3279	3404
260	2825	2937	3053	3174	3295	3420	3550
270	2947	3063	3184	3310	3436	3567	3703
280	3074	3195	3321	3452	3583	3719	3860
290	3204	3331	3463	3600	3737	3879	4026
300	3343	3475	3612	3755	3898	4046	4200
310	3486	3624	3767	3916	4065	4219	4379
320	3636	3780	3929	4084	4239	4400	4567
330	3792	3942	4098	4260	4422	4590	4764
340	3956	4112	4274	4443	4612	4787	4969
350	4126	4289	4458	4634	4810	4993	5183
360	4302	4472	4649	4833	5017	5208	5406
370	4488	4665	4849	5041	5233	5432	5638
380	4681	4866	5058	5258	5458	5665	5880
390	4883	5076	5276	5484	5692	5908	6133