

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Executive		9/15/97	RECEIVED SEP 17 1997 WHATCOM COUNTY COUNCIL	9/23/97	Committee of the Whole
Division Head:					
Dept. Head:					
Prosecutor:	REW	9-16-97			
Purchasing/Budget:					
Executive:	PK	9-16-97			

SUBJECT:

Adoption of a Resolution in the Matter of Adopting a Salary Schedule for the Unrepresented Whatcom County Employees for the Year 1998.

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:

1997 - 329 9/23/97: Approved 7 - 0. Res. #97-059

1 SPONSORED BY: Consent

2 PROPOSED BY: Executive

3 INTRODUCTION DATE: September 23, 1997

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7
8
9 RESOLUTION NO. 97-059

10 A RESOLUTION IN THE MATTER OF ADOPTING
11 A SALARY SCHEDULE FOR THE UNREPRESENTED
12 WHATCOM COUNTY EMPLOYEES FOR THE YEAR 1998
13
14

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

16
17 WHEREAS, the Whatcom County Council hereby adopts the concept of a salary matrix as
18 the basis of establishing salaries for a majority of the non-represented employees;

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

23
24 AND FURTHER, THEREFORE, BE IT RESOLVED,

25
26 1. DEFINITIONS

27
28 1.1 "Unrepresented employee" is defined as either elected officials or non-represented
29 employees.

30
31 1.2 "Elected official" is defined as only those officials elected pursuant to the provisions
32 of the Whatcom County Charter and Washington State Law.

33
34 1.3 "Non-represented employee" is defined as all other unrepresented employees (that are
35 not elected officials).

36
37 1.4 "Full-time equivalent" and "FTE" are both defined as the currently assigned
38 percentage, yet not to exceed currently budgeted full-time equivalency of a position, as
39 authorized by budget ordinance.
40

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 January 1, 1997 salary amounts, shall be established herein as follows:
5

<u>Elected Official</u>	<u>1997 Monthly Salary</u>	<u>Percentage</u>
6 Executive	\$7,156	101.00
7 Prosecuting Attorney	7,085	100.00
8 Sheriff	5,405	76.29
9 Auditor	4,705	66.41
10 Treasurer	4,705	66.41
11 Assessor	4,705	66.41
12 Council Member*	1,073	

13
14
15 * Per Resolution 95-016 which states, "Whereas the Whatcom County Charter prohibits any
16 Council member from receiving a salary in excess of 15% of the County Executive's salary".
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, 1998," which provides for a 2.5% increase over the January 1, 1997 matrix at step
23 D of range 100. Movement from range 100, step D, is 3.8% between steps up and down and
24 4.3% between ranges. Monthly salary amounts indicated are for one (1.00) FTE. These
25 amounts will be pro-rated for fractional FTE's.
26

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

28
29 Those non-represented employees not on the Non-Represented Employees' Salary Matrix
30 shall be paid a monthly salary, pro-rated for fractional FTE's as follows:
31

32 **4.1 Court Commissioners.**

33 Superior Court Commissioner	\$6,733
34 District Court Commissioner	6,405.50

35
36
37 Superior Court Commissioners for 1998 are to be paid at the rate of 80% of the Superior
38 Court Judge salary level. Any changes in Superior Court Judges salaries during 1998 will be
39 reflected in Superior Court Commissioners' salaries.
40

41 District Court Commissioners for 1998 are to be paid at the rate of 80% of the District Court
42 Judge salary level. Any changes in District Court Judges salaries during 1998 will be reflected
43 in District Court Commissioners' salaries.
44

1 **4.2 Court Reporter and Health Officer.**

2

3 Court Reporter	\$3,832
4 Health Officer	7,354

5

6 The salary amounts for Court Reporter and Health Officer provide for a 2.5% increase
7 over the January 1, 1997 salary amounts.

8

9 **5. COMPENSATION & EMPLOYMENT OPPORTUNITIES**

10

11 **5.1 Step Movement.** Within the Non-Represented Employees' Salary Matrix, all steps
12 shall be awarded on the basis of successful job performance. Employees shall advance to the
13 next step twelve (12) months after their previous movement, on the first day of the appropriate
14 month.

15

16 **5.2 Position Movement.** Individuals who are promoted or reclassified per written approval
17 of the Executive's Office into a higher position shall move to the step in the new range that
18 provides at least a 5% increase in pay. Individuals moving to a position in a lower range may
19 have a salary adjustment up or down depending upon individual qualifications for the
20 position, the nature of the work performed and internal equity.

21

22 **5.3 Overtime & Compensatory Time Pay.** The provisions for overtime payments and
23 compensatory time (for over 40 hours in a week) apply only to non-represented employees
24 who are covered as non-exempt by the Federal Fair Labor Standards Act (FLSA).

25

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

31

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

34

35 **5.4 Interim Assignment Pay.** From time to time, employees may be asked to cover all or
36 part of the duties of another position for special assignments or during periods of extended
37 absence or vacancy. In these instances, Interim Assignment pay may be awarded. Department
38 heads shall discuss appropriate rate of Interim Assignment pay with Human Resources and
39 must receive written authorization from the Executive's Office to award it.

40

41 **5.5 Binding Arbitration Adjustment.** In recognition of the fact that two bargaining units
42 within the Sheriff's Department have access to binding interest arbitration, nonrepresented
43 employees in the Sheriff's Department shall receive pay increases which are approximately
44 equivalent to cost-of-living increases received by employees directly reporting to them. In
45 the case of unsettled bargaining agreements, nonrepresented employees will receive the same

1 cost-of-living increase awarded unrepresented employees with any retroactivity for cost-of-
2 living increases applied to applicable collective bargaining unit settlement also applied to
3 affected nonrepresented employees within the Sheriff's Department. Unrepresented
4 employees in the Sheriff's Department who must maintain a dress uniform shall receive the
5 same annual clothing allowance as received by employees directly reporting to them.
6

7 **5.6 Employment Opportunities.** Non-represented employees who wish to apply for a union
8 position before it is advertised to the public may do so by the posted closing date for union
9 members. Non-represented applications will be reviewed only if there are no current eligible
10 represented employees who apply or who are selected for the opening. The County, at its sole
11 discretion, may or may not select non-represented employees for an opening (union or non-
12 union) or may proceed with a public posting and include the non-represented employee in the
13 employment process.
14

15 **5.7 Disciplinary Suspensions.** FLSA exempt employees are not subject to unpaid
16 disciplinary suspensions except in increments of full work-weeks unless the infraction leading
17 to the suspension is for a violation of a safety rule of major significance.
18

19 **5.8 Employment at Will.** Employment for non-represented employees is at will, which
20 means that either the employee or the County can end the employment relationship without
21 being legally required to give notice or a reason except as stipulated herein or by County
22 policy.
23

24 **6. SCHEDULING**

25 The hours of operation may vary between departments and divisions in order to better serve
26 the public. The hours and the basic workday or workweek may be modified to accommodate
27 flexible scheduling or to attend to County business. Flex time may be used for personal
28 employee business or to make up doctor, vision or dental appointments. Both flexible
29 scheduling and flex time require the mutual agreement of the employee and the department
30 head, shall provide for no reduction in service to the public and must not increase the
31 County's compensation costs.
32
33

34 **7. LEAVES**

35
36 **7.1 Sick Leave.** For the purpose of sick leave benefits, sick leave shall accrue to each
37 employee from their date of hire in the amount of up to eight (8) hours for each month of
38 employment to a maximum of nine hundred and sixty (960) hours. Sick leave may be taken
39 as accrued and may be used in increments of less than one scheduled work day. An employee
40 who has accrued nine hundred and sixty (960) hours as of December 31 of any year shall be
41 allowed to accrue up to one thousand and eight (1,008) hours of sick leave during the year
42 immediately subsequent. These additional forty eight (48) hours may not be cashed out and
43 the employee's total accrual reverts back to no more than 960 hours at the end of the year.
44

45 **7.1.1 Part-Time Employees' Accrual Rate.** Part-time employees' accrual rate and

1 maximum accrual amount will be pro-rated per FTE.
2

3 **7.1.2 Sick Leave for Spousal Care.** Sick leave can be used to care for an ill spouse
4 or registered spousal equivalent for up to forty (40) hours per year. The length of
5 absence to care for a spouse or registered spousal equivalent may be extended with the
6 written approval of the employee's department head and the Executive's Office.
7

8 **7.1.3 Sick Leave Cashout.** An employee with three (3) or more years of employment
9 with the County shall be entitled to sick leave cashout upon voluntary termination or
10 layoff in the amount of twenty five (25%) percent, or fifty (50%) percent if hired before
11 May 15, 1984. Employees must give at least thirty (30) days notice prior to termination
12 to be eligible for sick leave cashout.
13

14 **7.1.4 Sick Leave Sharing.** Sick leave sharing is available to non-represented
15 employees per Administrative Procedure 3.2400.
16

17 **7.2 Vacation.** For the purposes of vacation schedule, non-represented employees (except
18 court reporters) shall be entitled to vacation benefits in accordance with the following
19 schedule with the first employment year being the year hired and subsequent employment
20 years being the first of the year:
21

22 During 1st through 4th employment year	accrue 10.0 hours per month
23 During 5th through 9th employment year	accrue 13.34 hours per month
24 During 10th and subsequent years	accrue 16.67 hours per month

25

26 Vacation leave may be taken as accrued and may be used in increments of less than one
27 scheduled work day. No more than two hundred and forty (240) vacation hours may be
28 carried forward from one year to the next, unless prior approval from the Executive's Office
29 is obtained. The express purpose of vacation leave is to allow employees to take time away
30 from work to relax, recreate and otherwise attend to personal matters. It is the policy of
31 Whatcom County that non-represented employees shall take the regular vacation time
32 allocated each year for the good of the County and the employee. By mutual written
33 agreement between the non-represented employee, the department head and Executive's
34 Office, up to forty (40) hours of vacation can be cashed out each calendar year.
35

36 **7.2.1 Part-Time Employees' Vacation Accrual Rate.** Part-time employees' vacation
37 accrual rate and maximum accrual amount will be pro-rated per FTE and FLSA non-
38 exempt employees will receive vacation pay based on extra hours worked (not to exceed
39 equivalent of 1.00 FTE).
40

41 **7.3 Holidays.** Paid holidays will be available as posted on an annual basis. Employees who
42 are required to work, because state law requires an office to remain open on the day before
43 Christmas, shall receive two days off with pay which must be taken by December 31 of the
44 following year. These days cannot be carried over or cashed out.
45

1 **7.3.1 Part-Time Employees' Holiday Pay.** Part-time employees will receive
2 holiday pay based on their FTE and FLSA non-exempt employees will receive extra
3 holiday pay based on extra hours worked (not to exceed equivalent of 1.00 FTE).

4
5 **7.3.2 Personal Holiday.** Each employee shall receive one (1) Personal Holiday each
6 calendar year, not to exceed eight (8) hours. Part-time employees receive one (1)
7 Personal Holiday equivalent to their FTE on January 1. Personal Holidays must be used
8 in the year they are earned, unless prior to the end of that year, written approval to carry
9 it over is obtained from the department head and the Executive's Office .

10
11 **7.4 Jury Duty & Military Leave.** Non-represented employees considered exempt under
12 the Federal Fair Labor Standards Act (FLSA) shall have no deduction in salary for absences
13 caused by jury duty or temporary military leave. Jury duty and military leave will be
14 provided as described in the Employee Handbook, Personnel Policies and Procedures or per
15 current laws.

16
17 **7.5 Bereavement Leave.** Bereavement leave shall be provided to employees who suffer
18 a death in the immediate family of up to five (5) days off without loss in pay. Immediate
19 family members include a spouse or registered spousal equivalent, or child or parent
20 (including step) of either the employee or the employee's spouse. Up to three (3) days off
21 without loss of pay is available for other close family members (including step): brother,
22 sister, grandchildren or grandparents of either the employee or the employee's spouse. An
23 additional two (2) days off without pay or using accrued leave may also be available upon
24 written approval of the department head and the Executive's Office.

25
26 **7.6 Civil Leave.** Civil leave with pay shall be allowed to permit an employee to testify in
27 any federal, state or municipal court when a subpoena compels such testimony and such
28 testimony is on behalf of Whatcom County or is in connection with a matter in which
29 Whatcom County is a party.

30
31 **7.7 Family Leave.** The County agrees to provide unpaid leave to any eligible employee
32 covered by this Agreement, consistent with the Washington State Family Leave Act,
33 Washington State Family Care Act and the Federal Family and Medical Leave Act.
34 Employees are not required to use accrued vacation time or compensatory time off before
35 commencing unpaid family leave. If leave pursuant to FMLA stipulations would also qualify
36 as leave under any other County benefit, policy or type of leave, the period of the FMLA
37 leave will apply toward an employee's entitlement for each type of leave that may be
38 applicable.

39
40 **7.8 Paternity Leave.** Sick leave to a maximum of two (2) days shall be available for use
41 by a male employee at the time of delivery of a child by his legal spouse. Additional days
42 may be allowed at the discretion of the department head with approval of the Executive's
43 Office.

44
45 **7.9 Maternity Leave.** Accrued sick leave may be utilized for maternity/disability leave.
46 In the event sick leave is exhausted before the employee returns to work, any vacation or other
47 paid leave which has accrued must be utilized before approval of any leave without pay is

1 considered by the County.
2

3 **7.10 Leave for Illness or Injury.** Employees may request leave for major illness or injury
4 utilizing Family/Medical Leave, accrued leaves and unpaid leaves as appropriate. Total time
5 for the leave, which will include all time away from work, may be extended up to a maximum
6 of twelve (12) months with the mutual consent of the department head and the Executive's
7 Office. An employee who returns to work will be credited for length of return time within the
8 twelve (12) month limit if the employee must go back on disability for the same illness/injury.
9

10 **7.11 Absence Due to Adverse Weather.** FLSA non-exempt employee absence due to severe
11 inclement weather or other unusual emergency conditions will be charged to one of the
12 following in sequential order: compensatory time, vacation leave, leave without pay. If an
13 employee wishes to take leave without pay, they must notify their payroll preparer before the
14 department's payroll cut-off time.
15

16 **8. BENEFITS**

17

18 **8.1 Benefits Eligibility.** County payment of premium for benefits of unrepresented
19 employees can be made on behalf of employees. Compensation earned in one (1) month
20 provides benefit coverage in the following month. Compensation is defined as payment of
21 wages for work performed, vacation, accrued sick leave, or other paid leave; provided that
22 said scheduled work, vacation and/or other paid leave must equal or exceed payment for at
23 least eighty (80) hours per month. Benefits may be prorated based on FTE for part-time
24 regular employees. Any newly hired unrepresented employees will be initially eligible for
25 health & welfare benefits the calendar month following at least two weeks (80 hours) of
26 employment in one month. Income resulting from an industrial injury to a maximum of
27 twelve (12) months from the date of injury shall also be credited as compensation.
28

29 **8.2 Health & Welfare Benefits.** Eligible unrepresented employees shall be granted the
30 following health and welfare benefits, and the benefits shall include full premium contribution
31 for the employee, spouse, and dependent children of the employee.

- 32 A) Medical, prescription and hospital benefits
33 B) Dental insurance
34 C) Vision care
35 D) Life insurance in the face amount of each unrepresented employee's annual
36 salary, rounded to the lowest thousand dollars, with a maximum of \$50,000
37 (dependent coverage, if desired, is paid by the employee, via payroll deduction).
38

39 Part-time regular employees will have a percentage of the health and welfare premiums paid
40 by the County, based on FTE.
41

42 **8.3 Other Benefits**

43

44 **8.3.1 Flex 125.** Dependent & Health Care Reimbursement Plan. The County will pay
45 set-up costs and ongoing maintenance costs to allow employees to utilize such a plan.
46

47 **8.3.2 Retirement Plans.** The County provides payment to retirement plans through

1 the Washington State Retirement System, which also requires contributions from
2 employees.

4 **8.3.3 Deferred Compensation.** The County provides the opportunity for voluntary
5 employee participation in a deferred compensation program.
6

7 **8.3.4 Employee Assistance Program.** The County provides confidential counseling
8 assessment services through an Employee Assistance Program for employees and their
9 immediate families.

10 **8.3.5 Unemployment Compensation.** The County will provide unemployment
11 compensation for employees who may be laid off, consistent with the laws of the State
12 of Washington and the rules and regulations of the Employment Security Department.
13


14
15 **9. EFFECTIVE DATE**

16
17 All changes in salaries and benefits under this resolution shall become effective on January
18 1, 1998, except that any further changes during 1998 may be retroactively applied as approved
19 by the County Council.
20

21
22 **AND FURTHER, THEREFORE, BE IT RESOLVED,** that Resolution No.96-061 and
23 subsequent amendments to Resolution No. 96-061 are hereby rescinded effective January 1, 1998,
24 and this Resolution shall become effective that same date.
25

26 APPROVED this 23 day of September, 1997.

27
28
29
30 ATTEST:

31 
32
33 Dana Brown-Davis, Council Clerk

34 WHATCOM COUNTY COUNCIL
35 WHATCOM COUNTY, WASHINGTON

36 
37 L. Ward Nelson, Chairman

38 APPROVED as to form:

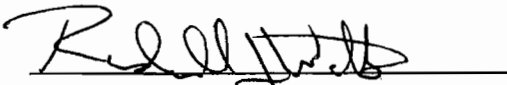
39 
40
41 Civil Deputy Prosecuting Attorney

Exhibit A
1998 Non-Represented Employees' Salary Matrix - effective January 1, 1998

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G
100	1476	1534	1595	1658	1721	1786	1854
110	1539	1600	1663	1729	1795	1863	1934
120	1605	1668	1734	1803	1872	1943	2017
130	1675	1741	1810	1881	1952	2026	2103
140	1746	1815	1887	1962	2037	2114	2194
150	1821	1893	1968	2046	2124	2205	2289
160	1900	1975	2053	2134	2215	2299	2386
170	1982	2060	2141	2226	2311	2399	2490
180	2067	2149	2234	2322	2410	2502	2597
190	2156	2241	2330	2422	2514	2610	2709
200	2249	2338	2430	2526	2622	2722	2825
210	2346	2439	2535	2635	2735	2839	2947
220	2447	2544	2644	2748	2852	2960	3072
230	2551	2652	2757	2866	2975	3088	3205
240	2661	2766	2875	2989	3103	3221	3343
250	2775	2885	2999	3118	3237	3360	3488
260	2895	3009	3128	3252	3376	3504	3637
270	3020	3139	3263	3392	3521	3655	3794
280	3151	3275	3404	3538	3672	3812	3957
290	3285	3415	3550	3690	3830	3976	4127
300	3427	3562	3703	3849	3995	4147	4305
310	3574	3715	3862	4015	4168	4326	4490
320	3729	3876	4029	4188	4347	4512	4683
330	3888	4042	4202	4368	4534	4706	4885
340	4056	4216	4383	4556	4729	4909	5096
350	4230	4397	4571	4752	4933	5120	5315
360	4413	4587	4768	4956	5144	5339	5542
370	4602	4784	4973	5169	5365	5569	5781
380	4799	4989	5186	5391	5596	5809	6030
390	5005	5203	5409	5623	5837	6059	6289