

1 Adopted: 05/02/2018  
2 Effective: 11/1/2018

3  
4 SNOHOMISH COUNTY COUNCIL  
5 Snohomish County, Washington

6  
7 AMENDED ORDINANCE NO. 17-111

8  
9 RELATING TO MANAGEMENT AND EXEMPT EMPLOYEES COMPENSATION PLAN AND  
10 AMENDING CHAPTER 3.69 OF THE SNOHOMISH COUNTY CODE

11  
12 WHEREAS, the Snohomish County Code currently provides management and exempt  
13 employees with an annual cost of living pay adjustment, an opportunity for advancement to the  
14 next step of a pay range in April of each year, and an opportunity for a special merit award of  
15 additional step(s) advancement in September of each year; and

16  
17 WHEREAS, personnel costs represented approximately 70% of the overall county  
18 budget in 2017; and

19  
20 WHEREAS, in order to support a sustainable county budget, the county must manage  
21 personnel costs in a sustainable manner; and

22  
23 WHEREAS, the County Council sees the need for more oversight and control of  
24 personnel costs; and

25  
26 WHEREAS, eliminating provisions for special merit awards for management and exempt  
27 employees will help manage and provide more County Council oversight and control over  
28 personnel costs; and

29  
30 WHEREAS, the County Council finds that the county will continue to have adequate  
31 provisions for fair and competitive pay for management and exempt positions;

32  
33 NOW, THEREFORE, BE IT ORDAINED:

34  
35 Section 1. Snohomish County Code Section 3.69.040, last amended by Ordinance No.  
36 90-013 on March 14, 1990, is amended to read:

37  
38 **3.69.040 Rules of administration of compensation plan.**

39  
40 The salary ranges shall be established for management and exempt positions in the  
41 "Classification Plan and Salary Range Tables" submitted by the personnel director to the council  
42 annually, and approved by the council.

43  
44 (1) Salary Ranges. The classification plan and salary range tables shall designate the number of  
45 steps and the interval between steps established for each range. The personnel director may  
46 make changes in position titles or salary ranges as necessary to administer the plan;  
47 PROVIDED, That such changes shall be submitted to the council for review and approval on an  
48 annual basis.

49  
50 (2) Assignment of Positions to Ranges.

1 (a) Positions shall be assigned to ranges in accordance with this section. New appointments to  
2 management and exempt positions will be at the minimum salary established for each range  
3 unless appointment at another step up to the midpoint salary for each range has been  
4 requested of and approved by the personnel director. Appointments above the midpoint salary  
5 of the range may only be approved by the executive. Positions may not be paid less than the  
6 minimum or more than the maximum of the range unless approved by the council. This chapter  
7 shall not be deemed to establish vested rights in any salary or in areas of salary. Actual salaries  
8 shall be determined by annual legislative appropriation.  
9

10 (b) When a new position is proposed the personnel director shall recommend assignment of the  
11 position to a salary range based upon an internal comparison of other positions with similar  
12 responsibilities. Budgetary placement of the position is normally at the midpoint of the range  
13 unless another rate is recommended and approved by the council. When with council direction a  
14 position is placed between steps or below the minimum of the pay range established for that  
15 range, corrective action to place the position on step within the range shall be taken the  
16 following year, subject to the availability of funds, as a result of the next budget process. A  
17 position which is paid above the maximum of the pay range established for each range shall  
18 continue to receive the same rate of pay until the maximum is adjusted and becomes greater  
19 than the incumbent's salary.  
20

### 21 (3) Salary Range Adjustments. 22

23 (a) Salary range adjustments may be proposed to the county council annually by the personnel  
24 director based on consideration of the results of salary surveys of comparable positions in the  
25 labor market, the results of union negotiations, changes in the cost of living, the county's ability  
26 to pay and other applicable factors. The salaries of individual management and exempt  
27 employees may be adjusted by an amount equivalent to any approved range adjustment so that  
28 the employee maintains the same position in the range as before the range adjustment.  
29 Adjustment of an individual position to another range because of increased or decreased  
30 responsibility may be proposed when warranted but shall not be effective until sufficient funds  
31 are available.  
32

33 (b) Salary ranges shall also be revised to reflect any general cost of living adjustments granted  
34 to other employees who are not members of collective bargaining units.  
35

### 36 (4) Advancement Within Pay Ranges. 37

38 (a) Each management and exempt employee is eligible to be considered for advancement to  
39 the next step in the pay range in April of each year, provided at least six months of service has  
40 been completed in the position, as provided by subsection (5) below. Advancement will occur  
41 only if sufficient funds have been allocated by the council during the budget process for that  
42 purpose and if the employee has been evaluated by the appointing official and judged to have  
43 achieved acceptable performance. Advancement is limited to one step in pay range per year.  
44 The personnel director is responsible to recommend to the council each year the appropriate  
45 funding level for administration of the advancement program. Funds may be appropriated by the  
46 county council to a contingency fund and transferred to the proper departmental accounts to  
47 implement any recommended increases. The executive may delay the effective date of  
48 proposed advancement within ranges or take other appropriate action based on available funds  
49 to carry out the intent of this section.  
50

### 51 (5) Criteria for Advancement Within Pay Ranges.

1  
2 (a) Advancement to the next step of the pay range is based upon management and exempt  
3 employees accomplishing their objectives or achieving acceptable performance levels in  
4 important job requirements, and is subject to the availability of budgeted funds. Non-elective  
5 department heads and other exempt and management employees, who are non-elective or are  
6 not subordinate to elected officials and who report directly to the executive will be evaluated by  
7 the executive on how well they have accomplished their objectives which were established for  
8 the prior year. In addition, a plan of objectives for the next 12 months will be established which  
9 will serve as the basis for the following year's evaluation. A performance plan and report form as  
10 developed and supplied by the personnel director will be completed for each of the above  
11 employees and a determination will be made as to whether the employee fails to meet, meets,  
12 or exceeds the executive's performance expectations.

13  
14 (b) Other management and exempt employees will be assessed using the above report or the  
15 job requirement summary form as developed and supplied by the personnel director as selected  
16 by the department head or elected official. When using the job requirement summary, at least  
17 six criteria will be selected and evaluated for each employee.

18  
19 (c) The personnel director will be responsible for providing evaluation forms and standards  
20 which apply to the above criteria. The standards supplied by the personnel director may be  
21 modified to fit individual circumstance, by the department head or elected official.

22  
23 (d) Employees who fail to meet expectations of the department head or elected official may be  
24 denied step advancement and may not be reconsidered until another evaluation is given the  
25 following year. ~~((Management and exempt employees who exceed expectations may be  
26 considered for additional step(s) in September of each year under the special award section of  
27 these rules, SCC 3.69.040(6).~~

28  
29 ~~(6) Special Award.~~

30  
31 ~~(a) Depending upon the availability of funds, employees who have exceeded expectations may  
32 be considered for a special merit award of additional step(s) advancement in September of each  
33 year. Remaining funds, if any, upon completion of the process in SCC 3.69.040(5) shall be  
34 allocated to the executive, legislative and judicial branches in the same proportion as the annual  
35 management and exempt salaries of each branch relate to the total annual salaries covered by  
36 this plan. Each branch shall determine which employees are deserving of a special award and  
37 may award increases of one or more steps based upon the employee's achievements as  
38 determined by performance evaluation and the availability of funds. Special awards will be  
39 granted in the month designated by the executive.~~

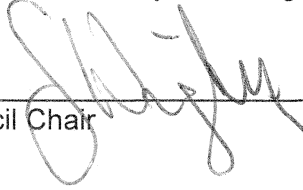
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41 ~~(b) Results of the special award process shall be documented by each branch and shall be  
42 reported to the county executive and council prior to the completion of the month in which the  
43 award will be effective. Supporting documentation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

46  
47 Section 2. Effective date. This ordinance shall take effect November 1, 2018.

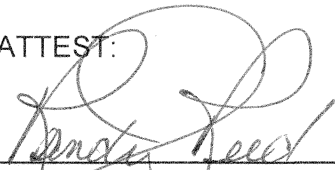
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PASSED this 2<sup>nd</sup> day of May, 2018.

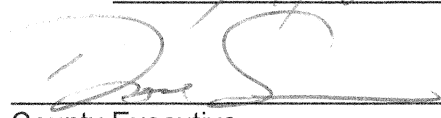
SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
\_\_\_\_\_  
Council Chair

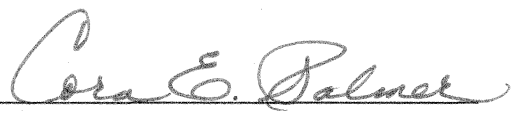
ATTEST:

  
\_\_\_\_\_  
Asst. Clerk of the Council

- APPROVED
- EMERGENCY
- VETOED

DATE: 5/14/18  
  
\_\_\_\_\_  
County Executive

ATTEST:

  
\_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
Deputy Prosecuting Attorney