

COUNTY COUNCIL  
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 90-013



CO00025649

RELATING TO MANAGEMENT AND EXEMPT  
EMPLOYEES COMPENSATION PLAN;  
AMENDING SNOHOMISH COUNTY CODE CHAPTER 3.69

BE IT ORDAINED:

Section 1. New Section. A new section 3.69.005 is added to the Snohomish County Code Chapter 3.69 to read as follows:

3.69.005 Definition of Terms The terms used in chapter shall have the meaning as provided for below:

- (1) "exempt personnel" means those employees occupying positions covered by SCC 3.68.010.
- (2) "management" means those employees occupying positions which are assigned to the management and exempt employees compensation plan under the compensation plan and pay range tables established annually by the personnel director.
- (3) "salary ranges" means the rate(s) of pay assigned to a job classification in the pay plan.
- (4) "salary steps" means any subdivision(s) of a pay range to which a job classification is assigned.

Section 2. Snohomish County Code Section 3.69.010 adopted by Ordinance 85-114 on November 20, 1985 is amended as follows:

3.69.010 Purpose. SCC 3.68.050 requires that exempt employees shall be covered by a management and exempt employees compensation plan which shall be initially prepared by the personnel director and approved by the county executive and county council and which shall establish salary ranges for each exempt position and specify rules for administration of such ((said)) plan. This chapter is intended to meet the requirement of SCC 3.68.050.

Section 3. Sections 3.69.020 and 3.69.030 of the Snohomish County Code adopted by Ordinance 85-114 on November 20, 1985 and amended by Ordinance 86-084 on July 23, 1986 are repealed.

Section 4. Section 3.69.040 of the Snohomish County Code adopted by Ordinance 85-114 on November 20, 1985 is amended as follows:

3.69.040 Rules of Administration of Compensation Plan.  
((The following rules shall apply to the compensation plan established by this chapter:)) The salary ranges shall be established for management and exempt positions in the "Classification Plan and Salary Range Ta-

bles" submitted by the Personnel Director to the Council annually, and approved by the Council.

(1) SALARY RANGES

(( a) Salary ranges are established in accordance with the management and exempt compensation plan approved as a part of this ordinance. Ranges vary between 21 and 22% in length from minimum to maximum and are subdivided into increments and/or steps:))

The classification plan and salary range tables shall designate the number of steps and the interval between steps established for each range.

The Personnel Director may make changes in position titles or salary ranges as necessary to administer the plan provided that such changes shall be submitted to the council for review and approval on an annual basis.

(2) ASSIGNMENT OF POSITIONS TO RANGES

(a) ((Upon adoption of this ordinance)) Positions shall be assigned to ranges ((as specified by the allocation list of)) in accordance with this section ((3-69-030)) New appointments to management ((or)) and exempt positions will be at the minimum salary established for each range unless appointment at another step up to the midpoint salary for each range has been requested of and approved by the personnel director. Appointments above the midpoint salary of the range may only be approved by the executive. Positions may not be paid less than the minimum or more than the maximum of the range unless approved by the council. This chapter shall not be deemed to establish vested rights in any salary or in areas of salary. Actual salaries shall be determined by annual legislative appropriation.

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

(3) SALARY RANGE ADJUSTMENTS

(a) Salary range adjustments may be proposed to the county council annually by the personnel director based on consideration of the results of salary surveys of comparable positions in the labor market, the results of union negotiations, changes in the cost of living, the county's

ability to pay and other applicable factors. The salaries of individual management and exempt employees may be adjusted by an amount equivalent to any approved range adjustment so that the employee maintains the same position in the range as before the range adjustment. Adjustment of an individual position to another range because of increased or decreased responsibility may be proposed when warranted but shall not be effective until sufficient funds are available. ((and the adjustment is approved by the council)).

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

(4) ADVANCEMENT WITHIN SALARY RANGES

(a) Each management and exempt employee is eligible to be considered for advancement to the next step in the salary range in April of each year, provided at least six months service has been completed in the position, as provided by subsection (5) below.

Advancement will occur only if sufficient funds have been allocated by the council during the budget process for that purpose and if the employee has been evaluated by the appointing official and judged to have achieved acceptable performance. The personnel director is responsible to recommend to the council each year the appropriate funding level for administration of the advancement program. Funds may be appropriated by the county council to a contingency fund and transferred to the proper departmental accounts to implement any recommended increases. The executive may delay the effective date of proposed advancement within ranges or take other appropriate action based on available funds to carry out the intent of this action.

(5) CRITERIA FOR ADVANCEMENT WITHIN SALARY RANGES

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

(b) Other management and exempt employees will be assessed using the above report or the job requirement summary form as developed and supplied by the personnel director as selected by the department head or

elected official. When using the job requirement summary, at least six criteria will be selected and evaluated for each employee.

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

(d) Employees who fail to meet expectations of the department head or elected official may be denied step advancement and may not be reconsidered until another evaluation is given the following year.

Management and exempt employees who exceed expectations may be considered for additional step(s) in September of each year under the special award section of these rules, SCC 3.69.040(6).

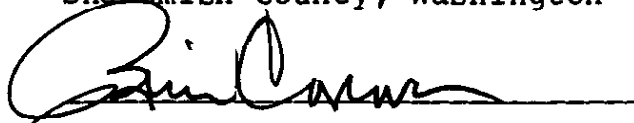
(6) SPECIAL AWARD

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

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

PASSED this 14<sup>th</sup> day of March, 1990.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington



Approved as to Form:

Margery Hite 1/26/90

OC3-69B (4-7)  
January 24, 1990

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ATTEST:

Julie VanCleave

- APPROVED
- VETOED
- EMERGENCY

DATE: March 16, 1990

John Martinis  
 JOHN MARTINIS  
 Deputy Executive  
 County Executive

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