



CO00024116

COUNTY COUNCIL
ORDINANCE NO. 94 - 074

AMENDING SNOHOMISH COUNTY CODE SECTION 3A.05.030
TO REVISE THE PERSONNEL RULES RELATING TO STEP INCREASES FOR
NON-REPRESENTED EMPLOYEES

BE IT ORDAINED:

Section 1. Snohomish County Code, section 3A.05.030, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

3A.05.030 Advancement within a pay range. Employees shall receive increases in pay within the steps of the pay range for their classification contingent upon: (1) Satisfactory job performance (as determined by evaluation); and, (2) The availability of funds as determined by the Council. Employees are eligible to be considered for such performance increase annually on each anniversary date representing the completion of one year of full-time employment or equivalent in the same job classification at the same step in the pay range except as provided herein.

Those employees hired prior to January 1, 1980 and who, upon adoption of these rules, have an anniversary date of January 1 shall continue to have the same anniversary date unless thereafter such anniversary date is adjusted by any of the circumstances shown in subsection (2) of this section.

~~((The anniversary date for regular))~~ Regular part-time employees shall be ~~((adjusted in accordance with the number of hours actually worked such that the employee may receive a step increase only upon completion of the equivalent of one year of full-time employment))~~ considered for a performance increase annually on each anniversary date representing the completion of one year of employment.

(1) Deferral of performance increase. Performance increases are contingent upon satisfactory performance on the job and the availability of budgeted funds. If an employee's performance is less than satisfactory during the year preceding the anniversary date for a step increase, the employing official may, with prior approval of the director, defer the increase for a stipulated period of time until specific improvement is made in the employee's performance. The reasons for denial of a performance increase shall be provided to the employee. A denied performance increase may be approved at any time the employing official determines that the employee has demonstrated satisfactory performance improvement. If the denial exceeds six months because the employee's performance has not improved sufficiently, any pay increase shall be withheld until the employee's next anniversary date.

(2) Adjustments to the anniversary date. The anniversary date increase for an employee shall be adjusted under the following circumstances:

(a) Upon promotion or demotion, except in the case of demotion from trial service, the existing anniversary date shall be eliminated and the date of such promotion or demotion shall be used to calculate the new anniversary date;

(b) When an employee is demoted from trial service following promotion, the anniversary date held prior to such promotion shall be reestablished;

(c) When an employee returns from layoff or unpaid leave of absence and is reemployed in the same classification as originally held, the original anniversary date will be extended by an amount of time equal to the period of layoff or leave of absence in order to give credit for time served in a pay step prior to such layoff or leave of absence. The anniversary date shall only be adjusted for each unpaid leave of absence of ten or more consecutive working days;

(d) When an employee returns from layoff or unpaid leave of absence and is reemployed in a classification other than that originally held, the original anniversary date shall be eliminated and the date of reemployment shall be used to calculate the new anniversary date.

(3) Alternative advancement program. The director may recommend alternative advancement programs covering specific occupations to the council as a part of the annual pay plan(s). Such programs shall only be effective when approved by the council and may modify or supersede the program described by this chapter. Criteria for advancement in such programs may include but are not limited to employee performance, demonstrated knowledge, skill or ability, completed training and for a step education and increased longevity.

PASSED this 17th day of August, 1994.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Liz McLaughlin
Vice - Chairperson

ATTEST:

Barbara Diloyt
Clerk of the Council, Asst.

- APPROVED
 VETOED
 EMERGENCY

Dated:

8/22/94
Will Dunn
County Executive

Approved as to Form:

Vinda Scoville
Deputy Prosecuting Attorney

Date: June 27, 1994

ATTEST:

Marilyn B. Abel