

WHATCOM EXECUTIVE'S OFFICE

County Courthouse
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Bellingham, WA 98225



Satpal Sidhu
County Executive

TO: Councilmembers Rud Browne, Barry Buchanan, Tyler Byrd, Todd Donovan, Ben Elenbaas, Carol Frazey, and Kathy Kershner
FROM: Satpal Sidhu, County Executive
DATE: September 16, 2020
SUBJECT: Amendment #2 to Unrepresented Resolution 2019-061

For your consideration, here are my recommendations for Amendment #2 to the 2020 Unrepresented Resolution. These changes will help address impacts of unprecedented workload demands for many leaders of our organization in response to the COVID-19 pandemic, some of which were:

- Establishment and ongoing support for Whatcom Unified Command over many months
- Expanded roles for the Health Department in all phases of this event
- Staffing shortages countywide due to the hiring freeze and employees on leave
- Significant adjustments for remote work (schedules, processes, and methods)
- Significant adjustments to the workplace to safely conduct business

By mid-year, Paid Time Off (PTO) and Vacation balances were significantly high. 60% of Department Heads and Managers had accrued PTO leave balances that could not reasonably be scheduled by year end. During the summer, many leaders were able to take time off, but the budget season, ongoing COVID challenges, and other county priorities will prevent them from being able to schedule enough time off to prevent loss. With declines to revenues, I am not recommending changing options for cash out. Instead, I recommend a one-time allowance for additional carryover of 80 hours due to the extraordinary circumstances in 2020.

The July 7, 2020 Amendment #1 to the Unrepresented Resolution implemented 32 hours of unpaid furlough with 32 hours added to the maximum accrual carryover. The total recommended carry-over hours in bold below:

Personal Time Off (PTO)	330 → 362 → 442	(Department Heads & Managers)
Vacation	240 → 272 → 352	(Other Unrepresented Employees)

If you have any questions, please contact Karen Goens (x5305) or Melissa Keeley (x5309).