



# MEMORANDUM

**TO:** Satpal Singh Sidhu, County Executive  
**THROUGH:** Tyler Schroeder, Director of Administrative Services/Deputy Executive *TKS*  
**FROM:** Karen Goens, HR Manager *Karen*  
**RE:** **POLICY APPROVAL/UPDATE REQUEST**  
Whatcom County Employee's Personnel Handbook  
**DATE:** July 28, 2021

I completed the multi-year project of modernizing and updating "Whatcom County's Employee's Personnel Handbook."

In the past, the Handbook was a single document, fixed in time, last amended by the County Council in 1993. Over time, evolving collective bargaining agreements and significant changes to state and federal employment law have rendered many sections of the Handbook out-of-date or obsolete.

The County Council approves collective bargaining agreements to cover personnel policies for represented employees and resolutions to adopt personnel policies for unrepresented employees. Under the County Executive, Administrative Services Managers have been re-working administrative policies since 2000, including those related to the Personnel System, pursuant to County Code 2.76 (Administrative Services Department). Under County Code 3.04 (Personnel System), the "Whatcom County's Employee's Personnel Handbook" is approved by the County Executive and adopted by resolution of the County Council.

The purpose of the new Handbook is to serve as a friendly, welcoming, informational guide for new and current employees. It contains links to the underlying policies and to useful online references. Rather than being a fixed document, the new Handbook can serve as a framework which will not require frequent amending because when underlying policies change through County Council or County Executive authority, they will be automatically updated in the Handbook as links.

I recommend the attached "Whatcom County's Employee's Personnel Handbook" for your approval effective August 2, 2021 and your endorsement for approval to the County Council on August 10, 2021.

Approved     Denied

*Satpal Sidhu*  
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Satpal Singh Sidhu, County Executive

*8/2/21*  
\_\_\_\_\_  
Date

Action	Doer	Date
1 Executive Approval	Satpal Sidhu	<i>8/2/2021</i>
2 Published to APPOL <i>after Council Approval</i>	Karen Goens	