

PROPOSED BY: Executive

INTRODUCTION DATE: July 7, 2020

RESOLUTION NO. 2020 – _____

AN AMENDMENT TO RESOLUTION NO. 2019-061

**A RESOLUTION IN THE MATTER OF ADOPTING A SALARY SCHEDULE AND
POLICIES FOR UNREPRESENTED WHATCOM COUNTY EMPLOYEES
EFFECTIVE JANUARY 1, 2020 through DECEMBER 31, 2020**

WHEREAS, a Resolution in the Matter of Adopting a Salary Schedule and Policies for Unrepresented Whatcom County Employees for the year 2020 was adopted November 19, 2019; and

WHEREAS, the County projects serious economic impacts due to the COVID-19 pandemic and must plan ways to reduce operating costs for the remainder of the year;

WHEREAS, financial projections show a sharp reduction in revenues corresponding to long-term suspended economic activity that will result in cash balances decreasing throughout the remainder of the year; and

WHEREAS, a minimum monthly cash balance is required to cover monthly expenditures and maintain organizational cohesiveness; and

WHEREAS, it is imperative to immediately implement a range of measures designed to decrease operating costs with the objective of keeping the workforce intact to support County operations; and

WHEREAS, temporarily reducing employee compensation is an integral part of the County's expenditure reduction efforts;

NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Council that Resolution 2019-061 is hereby amended as follows:

2. Salary Ranges. Non-represented employees in Groups A through H shall take a salary reduction in the form of unpaid leave to be administered as follows:

- a) Employees shall take 32 hours of unpaid time off or "furlough" by September 12, 2020.
- b) Employees who have a work assignment that is 80% or more funded from a COVID cost center shall have until the end of the year to observe their furlough time.
- c) If an employee has already taken voluntary unpaid furlough (using pay types 794 or 803 as appropriate) since June 22, 2020, he or she will receive credit towards mandatory unpaid furlough hours.

- d) For non-represented employees eligible for overtime, furlough may be taken in as little as one (1) hour increments.
- e) For non-represented employees NOT eligible for overtime (FLSA-exempt), furlough shall be taken in eight (8) hour increments. During a week in which a furlough occurs, FLSA-exempt employees shall track hours worked and report the hours on the non-exempt timesheet.
- f) Employees may select their furlough time and take it as approved.
- g) Employees may substitute 32 hours of already scheduled vacation or paid time off for 32 hours of furlough.
- h) Furlough observance will not deprive any otherwise eligible employee from receiving Holiday Pay.
- i) If an employee must work on a scheduled furlough day, he or she will schedule and observe an alternate furlough day by September 12, 2020.
- j) Unpaid furloughs shall be treated as if the days were compensated for the purpose of leave accruals and maintenance of health and welfare benefits.
- k) Employees shall not perform County work during furlough.
- l) For Groups C through H, the maximum vacation carryover into 2021 as outlined in section 6.2 shall increase from 240 hours to 272 hours.
- m) For Groups A and B, the maximum Paid Time Off carryover into 2021 as outlined in section 6.4.5 shall increase from 330 hours to 362 hours.
- n) Part-time employees will take furlough on a prorated basis.
- o) If projected general fund revenues are not adequate to maintain the necessary minimum cash balance, additional unpaid furlough days may be put in place and observed later in the year.

AND FURTHER, THEREFORE, BE IT RESOLVED, that Resolution No. 2019-061 is hereby amended as described herein effective July 7, 2020.

APPROVED this 7th day of July, 2020.

**WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON**

ATTEST:

Barry Buchanan, Council Chair

Dana Brown-Davis, Council Clerk

APPROVED as to form:

Civil Deputy Prosecuting Attorney