



MEMO TO: Satpal Sidhu, County Executive
Tyler Schroeder, Deputy Executive *TS Satpal*

FROM: Melissa Keeley, Human Resources Manager *MK*

DATE: October 31, 2022

SUBJECT: 2023 Unrepresented Resolution Recommendations

Following input from the unrepresented compensation study committee as well as key County leaders, Human Resources provides these final recommendations for your consideration for the 2023 Unrepresented Resolution.

Unrepresented Employee Salaries

- One table with 20 ranges and 11 annual steps;
- Maintain current 3.8% between steps;
- Eliminate 36-month longevity steps;
- Drop entry step and add new top step 11; and
- 5.9% average increase (4% across the board COLA plus an average of 1.9% for one-time implementation)

This new structure will be implemented by HR and Finance using the following guidelines:

- Place employees in their new range at the step closest but not below their current pay;
- Employees at the top wage step in the old matrix for 12 or more months will move to the new top step January 1, 2023;
- If employees' 2023 wages calculated using the new matrix would increase over 9.8% compared to their 2023 wages under the old matrix, their step date will be delayed to bring their annual increase under 9.8%;
- If employees' 2023 wages calculated using the new matrix would increase less than 6% compared to their 2023 wages under the old matrix, their step date was moved earlier in 2023 to bring their ~~annual increase as close to 6% as possible.~~
- HR will notify each employee in writing of their new range and step placement

Undersheriff Salary

- Separate table with five steps
- Drop Steps 1 – 4
- 6% COLA

Court Reporter & Health Officer Salaries

- Pay at flat rates based on top longevity steps of existing ranges
- 5% COLA

Combined Paid Time Off (PTO) Benefit for All

In 2008, Department Heads and Managers were offered a combined paid time off benefit to help recruitment/retention while other unrepresented employees continued to accrue traditional vacation and sick leave. Time off is a recognized and valued recruitment and retention tool. Grandfather current PTO eligible employees at the current rates. Grandfather current sick leave balances and allow FLSA overtime exempt employees access for qualifying reasons after using 3 consecutive days of PTO. For FLSA overtime eligible employees, comply with WA State Paid Sick Leave. Cash out sick leave upon separation per current policy.

CURRENT PTO				PROPOSED PTO			
	Employment Years	Hrs./Month	Weeks/Yr.		Employment Years	Hrs./Month	Weeks/Yr.
Department Heads	Upon Hire	26	7.8	All Unreps	1 st – 4 th yr.	18	5.4
Managers	1 st – 4 th yr.	21.33	6.4		5 th + 9 th yr.	21.33	6.4
	5 th + yr.	24.67	7.4		10 th + yr.	24.67	7.4
CURRENT VACATION + SICK LEAVE							
Prof/ Supervisor/ Support	1 st – 4 th yr.	10 +8	5.4				
	5 th – 9 th yr.	13.34 + 8	6.4				
	10 th + yr.	16.67 +8	7.4				

Paid Time Off Cash Out for Long Term Employees

In addition to current policy allowing cash out of 100% of 40 hours over the carryover maximum (330 hours), allow employees with 15 + years of service the option to cash out annually an additional 40 hours regardless of PTO balance.

Paid Time Off Accruals for New Hires

Allow prior related public service employment to be considered to establish the starting PTO accrual rate for new hires. Discretionary and subject to Executive approval.

Emergency Response Stipend Increase

The emergency response stipend was created in 1999 to compensate employees required to respond in person to after-hours (9:00 p.m. – 6:00 a.m.) emergencies. The initial stipend was \$50. It increased to \$100 in 2007 and to \$150 in 2017. An increase to \$225 will provide better internal equity with other positions who respond after hours and receive a similar premium.

Cell Phone Stipend

Provide a \$30 monthly stipend to compensate employees who use their personal cell phones for work-related tasks in support of County operations.

Merit Step Eligibility

Limit nomination for merit step to one time per position.

Realignment

Base on top wage step unless demonstrated recruitment difficulty. Current policy is silent.

Personal Holiday

Eliminate with transition to PTO accruals.

480 Hour Short-Term Disability Bank


Discontinue; no longer needed with WA State Paid Family Medical Leave. Grandfather current employees under current policy.

These changes should contribute towards improved recruitment and retention of unrepresented employees. Overall, the results should create a competitive and attractive compensation package.

I have reviewed and approve these recommendations for the 2023 Unrepresented Resolution.



 Satpal Sidhu, Whatcom County Executive



 Date