
Title 3A
PERSONNEL RULES

*Code reviser's note: Title 3A was repealed and replaced by Ordinance 84-129, effective of December 1, 1984.

Chapter 3A.01
PURPOSE, ADOPTION AND AMENDMENT OF RULES

3A.01.010 Purpose.

It is the purpose of these personnel rules to provide basic statements of personnel policy which shall be applied to employees in the classified service. They are published to inform employees, supervisors, and administrators of their rights and responsibilities under these rules, and to define the basis on which elected and appointed officials, including the human resources director shall administer this system of personnel management.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.01.020 Positions covered by the rules.

The rules shall apply to all positions of employment except those exempted under the provisions of chapters [3A.13](#) and [chapter 3.68](#) and subject to limitations imposed by [chapter 3A.14](#) SCC.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.01.030 Amendment of rules.

It shall be the duty of the human resources director to review with department heads and elected officials any proposed modifications of these rules. Such proposed modifications shall become effective upon adoption by ordinance by the council.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.01.040 Employer rights.

The county reserves any legal rights with respect to matters of general legislative or managerial policy, which include but are not limited to the exclusive right to determine the mission of its constituent departments and commissions; select standards for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.01.900 Severability.

If any provision of this title or its application to any person or circumstances are held invalid, the remainder of the title or the application of the provisions to other persons or circumstances is not affected.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.02

DEFINITION OF TERMS

3A.02.005 Generally.

The following terms wherever used in these rules shall have the meaning indicated in this chapter except where the context clearly indicates otherwise.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.410 Work area.

The employee's assigned location(s) for carrying out the responsibilities of his/her position which shall include all locations, over which the employer has the right of access or control, where the employee is required to be during his/her work day.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.010 Anniversary date.

The date which signifies the completion of each year of full time equivalent service by a regular employee in a position.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.020 Call back pay.

Pay granted to an employee who actually leaves the work area at the end of the work shift or work week and is requested to return to work by the employing official.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.030 Call in.

A form of temporary employment which requires that the employee be available on short notice to report to work, to replace a regular employee or to meet an unexpected fluctuation in work load. Because of the intermittent and unplanned nature of the work schedule, the call-in employee is permitted to work the equivalent of up to 130 days in a 12-month period.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.040 Certification.

The identification of qualified candidates from various eligible registers by the employing official with the advice and assistance of the director in accordance with certification procedures so that selection to fill a vacant position may be completed.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.02.050 Class.

One or more positions sufficiently similar with respect to duties and responsibilities that: (1) The same descriptive title may be used to designate each position in the class; (2) The same general qualification requirements are needed for performance of the duties of the class; (3) The same tests of fitness may be used to select employees; and (4) The same schedule of pay can be applied with equity to all positions in the class under the same or substantially similar working conditions.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.060 Classification.

The assignment of an individual position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work of the position.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.070 Classified service.

All positions in the employ of Snohomish county not exempted by chapters [3A.13](#) and [3.68](#) SCC. May also be termed classified staff service.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.080 Collective bargaining.

The performance of the mutual obligation of the employer and the exclusive bargaining representative to meet at reasonable times, to confer and bargain in good faith, and to execute a written agreement with respect to those personnel matters over which the employer is obligated by law to collectively bargain.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.090 Council.

The Snohomish county council. Hereafter in these rules referred to as the council.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.100 Demotion.

The change of an employee from a position in one class to a position in another class which has a lower maximum salary.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.110 Department head(s).

Those appointed and elected officials designated as department head(s) by charter or ordinance. Where referenced in these rules, the responsibilities accorded shall be performed by the department head and not normally delegated except when the department head is unavailable.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.120 Director.

The human resources director or the director's designee.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 94-050, § 2, July 6, 1994).

3A.02.130 Dismissal.

The separation of an employee from employment for cause.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.140 Eligible register(s).

A list or lists of candidates qualified for employment, promotion, demotion or reinstatement by examination or due to other circumstances as described by these rules and who are available for certification.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.02.150 Employing official.

An administrative, managerial or supervisory employee, appointed or elected, who is responsible for the employment, discipline or termination of employees.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.160 Executive.

The county executive. Hereafter in these rules referred to as the executive.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.170 Exempt position.

A position excluded from coverage of these rules by chapter 3A.13 and 3.68 SCC.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.180 Full-time employment.

Work consisting of at least 35 hours per week.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.190 Incumbent pay rate.

A rate of pay, above the maximum for the class, which may be authorized for an employee for a specified period of time during which further pay increases may not be granted and at the end of which the employee's pay shall be reduced if it continues to exceed the maximum.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.200 In-training appointment.

An appointment where the employee does not fully meet the minimum requirements of training and/or experience for the class and in which a bona fide training program is established to satisfy the deficiency in qualifications within one year from the date of the appointment.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.210 Layoff.

The removal of an employee from his/her position or a reduction in the employee's scheduled hours of work because of lack of work, lack of funds, or reorganization.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.220 Nepotism.

The exercise of preferential treatment based upon familial relationship.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.230 Occupational group.

A grouping within a broad occupational category which encompasses two or more classes in the same specific functional work area and which is defined by the county's classification plan.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.240 Official personnel file.

A central repository maintained by the director for all records, reports and data concerning each employee's work history.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.250 Part-time employment.

Work of less than 35 hours per week.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.260 Pay range.

The rate(s) of pay assigned to a classification in the pay plan.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.270 Pay status.

The normal employment situation in which the employee is paid for time worked or where the employee is on paid vacation, sick leave or other paid leave of absence. Unpaid leaves of absence do not qualify as pay status.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.280 Position.

A group of duties and responsibilities requiring the full or part-time employment of one person on a permanent or temporary basis. Position is used interchangeably with the term "job" in these rules.

(Added Ord. 84-129, § 2, Nov. 21, 1984)

3A.02.290 Probationary period.

A working test period, to be considered an integral part of the examination process during which an appointee is required to demonstrate his/her suitability for the position by actual performance of its duties.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.300 Promotion.

The change of an employee from a position in one class to a position in another class having a higher maximum salary.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.310 Promotional line.

A series of classes in which service in the lower classification qualifies the employee for the higher classification and where promotion from the lower classification to the higher classification normally occurs.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.320 Reclassification.

The change of a position from one classification to another classification.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.325 Regular appointment.

Regular appointment means any appointment to a budgeted position vacancy in the classified service.

(Added Ord. 89-056, § 2, June 28, 1989).

3A.02.330 Resignation.

The separation from employment by an employee at his/her request.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.340 Rules or human resources rules.

The provisions of this title.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 94-050, § 3, July 6, 1994).

3A.02.350 Step.

Any subdivision(s) of a pay range to which a job classification is assigned.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.360 Suspension.

The temporary separation of an employee from active service with or without pay for a specified period of time for disciplinary reasons.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.370 Temporary appointment.

An appointment of not more than six months (180 calendar days) duration to fill a temporary, emergency or short term need, or to fill a position for which no employment register is currently available.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.380 Temporary employee.

Any employee who receives a temporary appointment. A regular employee may receive an acting appointment on a temporary basis but shall retain regular status in accordance with these rules.

(Added Ord. 84-129, § 2, Nov. 21, 1984)

3A.02.390 Transfer.

The change of an employee from one position to another position in the same class or in another class with the same maximum salary.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.02.400 Trial service period.

A six month working test period following a promotion or reclassification.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.03
ORGANIZATION FOR HUMAN RESOURCES MANAGEMENT

3A.03.010 The human resources director.

(1) Appointment. The executive shall appoint a qualified, full-time employee subject to confirmation by the council who shall act as human resources director for the county.

(2) Powers and Duties. The director shall administer all of the activities of the human resources department and shall conduct a professional system of human resources management for the classified staff service in accordance with these rules. The director shall have the authority to develop administrative procedures and guidelines as necessary to assist in the administration of the human resources system.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 94-050, § 4, July 6, 1994).

3A.03.020 The employing official.

The employing official has the authority to initiate personnel actions including appointment, discipline, and termination of employees within the scope of these rules.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 94-050, § 4, July 6, 1994).

Chapter 3A.04 CLASSIFICATION

3A.04.010 Classification plan.

The director shall develop and maintain a classification plan for all positions of employment with the county. Such plan shall be submitted to and approved by the council. The classification plan shall consist of an index of class titles for each class of positions within the classified service arranged by: (1) Broad job categories; (2) Occupational groups within job categories; and (3) Class series within such occupational groups. The director shall administer the plan and may make recommendations to the council for revisions to the plan.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.04.020 Class specifications.

The director shall maintain a class specification for each class of positions. Each class specification shall include the class title, a description of representative duties and responsibilities of positions included in the class, and a statement of the qualifications required and/or desired for positions in the class.

(1) Interpretation of Class Specifications. Class specifications are intended to be a general description of the kinds of positions that are classified to the class as determined by their duties and responsibilities and are not to be construed as prescribing what the duties of any individual position shall be. The class specifications are to be used as a guide by the employing official in assigning, directing and controlling the work of the employees under his/her supervision. The use of specific expressions or illustrations pertaining to the duties, qualifications or other requirements of the class are descriptive only and shall not be construed to exclude others not specifically mentioned which are of a related nature.

(2) Statement of General Qualifications. Qualifications commonly required of all employees such as acceptable physical condition, honesty, sobriety and industry shall be implied as entrance requirements to each class and need not be specifically mentioned in the specifications.

(3) Use in Examination. The class specifications shall be used as the basis for determining the suitability of candidates for employment by supplying information basic to the preparation of qualifying tests and examinations. The specification for any class shall constitute the basis and source of authority for the examination for the class and for the evaluation of the qualifications of applicants.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.04.030 Classification of positions.

Each position in the classified service shall be classified to its appropriate class in accordance with the character, difficulty and responsibility of its designated duties. In determining the class to which any position should be classified, the specification for the class shall be considered as a whole. Consideration shall be given to the general duties, the specific tasks, responsibilities, qualification requirements, and the relationship thereof to other classes, as a composite description of the kind of employment that the class is intended to embrace. The examples of duties set forth in such specifications shall not be construed as all inclusive or restrictive, and an example of a typical task or a combination of two or more examples shall not be taken, without relation to all parts of the specification, as determining that a position should be included within a class.

(1) **Classification Studies.** From time to time, classification studies may be made of individual positions or groups of positions whenever it is deemed necessary by the director. Such classification studies may be made upon the request of an employing official or an affected employee as provided in subsection (4) of this section.

(2) **New Classification.** Whenever an employing official desires to create a new position, a notice of such proposed action together with a description of the duties and responsibilities of the proposed position shall be submitted to the director. If the director approves the proposal, he/she may classify such position, subject to the availability of budgeted funds, and shall notify the employing official and the budget office of such classification.

(3) **Reclassification.** Whenever an employing official makes permanent and substantial changes in the duties and responsibilities of a position, the employing official shall notify the director in writing of such changes within 10 working days of the date of such change. The director shall determine the proper classification for such position and notify the employing official and the budget office of such classification. Reclassifications shall not be implemented unless sufficient funding is available to transfer within the department's current budget to accommodate any necessary salary adjustments. If sufficient funding is not available, the director shall direct that the affected employee be reassigned duties consistent with the original classification of the position and that the position continue to be classified to the original class.

(4) **Classification Review.** If an employee believes that his/her position is improperly classified, or if an employing official believes that a position under his/her supervision is improperly classified, the employee or employing official may request that the director review the classification of the position. In such cases, the employee or employing official shall prepare a written request stating the reasons for such review and setting forth arguments in support of it. In cases of an employee generated request, the employee shall provide a copy of the request to the employing official. The director shall review the request and make a written determination regarding the proper classification of the position to the affected employee, employing official and the budget office. The determination of the director shall be final and not subject to the grievance procedure.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.04.040 Effect of classification changes on employees.

Whenever a position is reclassified from one class to another class, the employee shall remain in the position with the same benefits and credit for service as he/she had in the position prior to its reclassification, except as follows:

(1) Whenever a position is reclassified from one class to a higher class, the employee shall be promoted and continue in the position only if he/she possesses the minimum qualifications for the higher class and thereafter successfully completes a trial service period for the higher class, as provided for in [chapter 3A.09](#) SCC.

(2) Whenever a position is reclassified from one class to a lower class the employee shall normally be demoted and remain in the position. However, an employee so affected may also seek transfer to another position vacancy in the original class (if any) in accordance with the transfer provisions of these rules.

(3) Whenever an employee is ineligible to continue in a reclassified position or is not transferred, promoted or demoted, the employee shall be laid off in accordance with the provisions of [chapter 3A.10](#) SCC.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.04.050 Use of class titles.

The class title shall be the official title of every position classified to the class for the purpose of personnel actions and shall be used on all payroll, budget and other official records and reports relating to the position. Any abbreviation or code symbol approved by the director may be used in lieu of the class title to designate the class of a position for official records. Working titles other than the class title may be authorized by the employing official to be used as a designation of a position for purposes of internal administration or in oral or written contact with the public.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.05 PAY ADMINISTRATION

3A.05.010 Pay plan.

The director shall prepare and submit an annual pay ordinance to the council. The proposed ordinance shall contain an annual pay plan setting forth the official pay range for each class of work in the classification plan. The council may amend or alter the proposed ordinance in any manner.

The director shall administer the pay plan for all positions in the classified service in accordance with the provisions of this title. The director may at any time recommend to the council amendments or revisions to the plan.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.05.020 Rates of pay.

No employee shall be paid at a rate of pay less than the minimum nor more than the maximum established for the employee's job as set forth in the pay plan unless otherwise provided for in these rules. All pay rates in the pay plan are based upon full-time employment at the normal working hours for the position. For purposes of pay administration, full-time employment is defined as work consisting of at least 35 but no more than 40 hours per week.

(1) **Starting Rate upon Initial Employment.** New employees shall be appointed at the minimum step of the pay range in effect for the particular classification or position to which the appointment is made unless the employing official has requested and received prior authorization from the director to fill the position at some other step in the pay range. In no event shall the starting rate of pay exceed the maximum rate of the pay range.

(2) **Pay Rate upon Promotion.** An employee who is promoted shall be paid at that step in the pay range for the classification to which the employee is promoted, which represents at least a one step pay increase over the rate of pay received immediately prior to the promotion or at the minimum step of the new pay range,

whichever is greater; PROVIDED, That such increase does not exceed the maximum step of the new pay range. A greater pay rate may be permitted upon promotion to correct the situation where a supervisor would receive less than a subordinate through application of this rule.

(3) Pay Rate upon Demotion. An employee who is demoted to a lower classification for reasons other than misconduct may be paid at any rate in the pay range assigned to the lower classification which is appropriate to the circumstances surrounding the demotion, the affected employee's experience and training, and the availability of funds. An employee who is demoted from trial service following promotion shall receive the same pay rate as the employee received prior to promotion. An employee who accepts a voluntary demotion because of organizational changes or reduction in force or who requests a voluntary demotion for personal reasons shall be paid at that step in the lower pay range that results in at least a one step reduction in pay unless such reduction would result in the employee being paid below the minimum step in the lower pay range.

(4) Pay Rate upon Transfer. An employee who transfers from one position to another within the same class, or from a position in one class to a position in a different class that is assigned to the same pay range, shall continue to receive the same rate of pay as before the transfer.

(5) Pay Rate upon Reinstatement or Rehire. A person who is recalled from layoff, who returns from an unpaid leave of absence, or who is rehired following separation from county employment, and who is reemployed in the same classification as held before the break in service and who is reemployed within one year from the date of the break in service, shall receive the same step in the pay range as held prior to the break in service, subject to the availability of budgeted funds. If such person is reemployed in other than the original classification, the rate of pay shall be at the minimum step of the pay range for the new classification, unless otherwise approved by the director.

(6) Pay Rate Following Reclassification. An employee occupying a position that is reclassified to another class with the same pay range shall receive the same rate of pay as before the reclassification. If the position is reclassified to a class with a higher pay range, the employee shall receive an increase in pay as provided for in cases of promotion. If a position is reclassified to a class with a lower pay range, the employee's rate of pay shall be reduced as provided in these rules for voluntary demotion, unless the director recommends and the council approves an incumbent pay rate.

(7) Pay Rate Following Adjustment to the Pay Range. If a class is reassigned to a new pay range, with no change in duties or responsibilities, the employee shall be paid at that step in the new pay range that most closely corresponds to the employee's placement in the original pay range.

(8) Pay Rate for Temporary and Part-time Employment. Temporary and part-time employees shall be paid for actual hours worked at an hourly rate of pay equivalent to the rate paid regular full-time employees performing substantially the same type of work. Where no similar work is normally performed, the director shall establish an appropriate pay rate after consulting with the employing official.

(9) Call Back Pay. When an employee has completed the employee's regularly scheduled shift or work week and is "called back", the employee shall be paid at the rate of one and one-half times the employee's regular rate of pay for actual hours worked; PROVIDED, That if the employee is called back and subsequently works less than two hours, the employee shall receive a minimum of two hours of pay at the regular rate of pay. Employees whose jobs normally require attendance at meetings outside of normal office hours or whose working conditions require regular call backs as a normal part of the job shall not be entitled to call back pay. When the total number of hours worked in one week exceeds 40 hours, the call back provisions of this section shall cease to apply and the overtime provisions of subsection (10) of this section shall apply.

(10) Overtime Compensation for FLSA Non-Exempt Employees. In the case of FLSA non-exempt employees who are working less than a 40-hour work week, all hours worked in excess of the normally

scheduled work week up to a maximum of 40 hours per week shall be compensated at the straight time rate of pay, unless the call back provisions of subsection (9) of this section are applicable. For hours worked in excess of 40 in a work week, overtime compensation shall be paid or compensatory time shall be granted in conformity with the requirements of the Fair Labor Standards Act (FLSA) and applicable state wage and hours laws.

(11) **Additional Compensation for FLSA Exempt Employees.** A FLSA exempt employee may receive compensation in addition to his or her regular salary where: (a) the FLSA exempt employee is required to directly supervise subordinate employees in their performance of overtime work caused by an unplanned emergency; (b) the supervised overtime is substantial; (c) failure to grant such additional compensation would result in the pay of subordinates exceeding that of their supervisors; and (d) necessary funds are available and have been specifically budgeted for this purpose. Additional compensation may be paid to a FLSA exempt employee under the circumstances listed above if the department head verifies that the circumstances listed above have been met. If additional compensation is paid, it shall be paid at the rate of one and a half times the FLSA-exempt employee's equivalent hourly rate of pay.

(12) **Holiday Pay for Employees.** All work on holidays shall be paid at the regular rate of pay for all hours actually worked in addition to the regular holiday pay based on the normal work day. Compensatory time off in lieu of pay may be granted in an equivalent amount for hours actually worked on the holiday by FLSA non-exempt employees in accordance with state and federal law. All work on Thanksgiving Day and Christmas Day shall be paid at two times the employee's regular straight time rate of pay, and shall be in addition to the employee's regular holiday pay.

(13) **Special Pay Provisions.** An employee who is temporarily assigned work in a higher classification and, in fact, performs substantially the full scope of the work of the higher classification for a period of three consecutive working days or more, shall be paid at the rate of pay assigned to the higher classification according to the provisions of these rules governing pay rate upon promotion for all hours actually worked in the higher classification.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Emergency Ord. 92-151, Nov. 25, 1992; Amended Ord. 97-054, § 1, July 9, 1997, Eff date July 20, 1997).

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.

Regular part-time employees shall be 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 10 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 education and increased longevity.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 94-074, § 1, Aug. 17, 1994).

Chapter 3A.06 EMPLOYEE BENEFITS

3A.06.010 Employee benefits -- Eligibility defined.

Unless otherwise provided for in these rules, or by benefit plan documents, employees who receive a regular appointment and who are employed for 20 hours per week or more are eligible for the full range of employee benefits. Part-time employees who receive a regular appointment and work less than 20 hours per week are eligible for military leave and for accrual and use of sick leave and vacation leave in accordance with the provisions of this chapter but shall not be entitled to any other benefits provided for by this chapter. Temporary appointment employees are not entitled to benefits under this chapter except for military leave, as provided in these rules.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 89-056, § 1, June 28, 1989; Ord. 08-110, Oct. 15, 2008, Eff date Oct. 28, 2008).

3A.06.020 Holidays.

A paid legal holiday is any day other than Sunday designated by RCW 1.16.050 as a legal holiday as that statute is constituted on the date of the occurrence of a holiday. The following days are currently recognized as holidays with pay for all eligible employees:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

(1) **Floating Holidays.** In addition to those holidays specified in this section, employees shall receive two floating holidays (maximum of eight hours each) during each calendar year. Each employee may select the dates on which the employee desires to take the additional holidays provided for herein subject to approval of the supervisor. These two floating holidays shall be used in the calendar year earned and shall be noncumulative and noncompensable upon termination. New employees shall be eligible for floating holidays only upon completion of 60 calendar days of continuous employment. Employees hired after June 30 shall be eligible for one floating holiday during that calendar year.

(2) **Holidays Falling on Saturday, Sunday or other Regularly Scheduled Days Off.** When a recognized holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When the holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on one of the employee's regularly scheduled days off, other than Saturday or Sunday, the employee may take an alternative day off by arrangement between the employee and employer.

(3) **Holidays Occurring While on Paid Leave Status.** Holidays that occur during vacation, sick leave or while on other paid leave status shall not be charged against such leave.

(4) **Forfeiture of Holiday Pay.** Any employee shall forfeit his/her right to payment for any recognized holiday if he/she is on leave without pay on the last regular working day preceding such holiday or on the next regular working day following such holiday. This subsection shall not require forfeiture of payment for any holiday in calendar year 2009 or 2010 that would otherwise result solely from a furlough as described in Section 9(a)(1) of Amended Ordinance No. 08-119, Section 5 of Amended Ordinance No. 09-113, SCC 3.68.060, or SCC 3A.06.060(6).

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Emergency Ord. 92-151, Nov. 25, 1992; Amended Ord. 98-025, § 1, May 13, 1998, Eff May 13, 1998; Amended by Amended Ord. 08-162, Dec. 17, 2008, Eff date Jan. 15, 2009; Amended by Amended Ord. 09-147, Dec. 16, 2009, Eff date Dec. 31, 2009).

3A.06.030 Insurance and medical benefit plans.

Regular employees may participate in insurance and medical benefit programs offered by the county provided that they meet the eligibility requirements specified in these rules and in the contracts with the companies providing these programs. The personnel department will provide applications and information concerning these programs to all eligible employees and will arrange for payroll deductions to cover the employee's premiums, where applicable.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.06.040 Sick Leave

Accumulation of sick leave is allowed for the purpose of providing the employee with an economic cushion to be used in the event of a major illness or absence from work for some medical reason.

(1) Sick Leave Accrual. Eligible full time (1.0 FTE) employees as defined in [SCC 3A.06.010](#) shall accrue sick leave at the rate of one working day (eight hour maximum) for each full calendar month of employment. Employees who are on regular pay status for less than a full calendar month and employees whose regular pay status is less than full time (40 hours per week) shall accrue sick leave proportionately to the number of hours they are on regular pay status. Sick leave accrued shall not be awarded or used until the end of the accounting period in which it is earned. Employees who are covered by the disability leave provisions of the LEOFF I system shall not be eligible for sick leave accrual. In calendar year 2010 a furlough day as described in Section 5 of Amended Ordinance No. 09-113 shall constitute a day of regular pay status for purposes on this section.

(2) Use of Sick Leave. An employee may use sick leave for absence due to illness, injury or other incapacity that renders the employee unable to perform the duties of his/her position, or for the purpose of medical and dental appointments, or due to enforced quarantine in accordance with health regulations.

Where illness or injury to an employee's spouse, child or other dependent requires the employee's personal attendance to provide necessary care of the family member, the use of sick leave, for up to three days in a calendar year, by the employee, may be allowed by the employing official. The three day limit will not apply in cases when sick leave is used to care for a child of the employee under the age of 18 with a health condition that requires treatment or supervision.

Both male and female employees may take up to five days of sick leave during and immediately following the birth or adoption of their infant child. In addition, a female employee may take sick leave for periods of temporary disability related to child birth when a request for such leave is accompanied by a written physician's statement in accordance with the disability leave provisions of this title.

(3) On the Job Injury. Whenever an employee is injured on the job and compelled to seek immediate medical treatment, the employee will be compensated in full for the remaining part of the day of injury without effect to his or her sick leave or vacation account. Scheduled workdays falling within the first three calendar days following the day of injury are compensable through accrued sick leave, provided however, if the period of disability extends beyond 14 calendar days, then accrued leave taken shall be reimbursed by worker's compensation on a pro rata basis. Sick leave pay may be used to supplement industrial insurance benefits in an amount equal to the difference between the compensation to which the person is entitled under the Industrial Insurance Act and regular county net pay, not to exceed the amount of the employee's accrued sick leave. Any earned vacation may be used in a like manner after sick leave is exhausted. Employees, who are temporarily disabled and are being compensated through industrial insurance, are entitled to continue to receive the normal health benefits subject to any copayment requirements. Sick leave and vacation shall only accrue, however, for hours in pay status.

(4) Sick Leave Reporting. In order to qualify for sick leave payment, employees shall report their illness or disability to their immediate supervisor at the beginning of any period of sick leave and daily thereafter unless otherwise arranged. Failure to report within a reasonable time may result in the denial of sick leave benefits.

For any sick leave exceeding three working days, the employee may be required upon returning to work to submit a written physician's statement explaining the nature of the illness or disability and/or assessing the employee's fitness to resume his/her duties. Failure to provide such written physician's statement upon request of the employing official may result in the denial of sick leave benefits and/or other disciplinary action. Nothing shall prohibit the county from requiring an employee to be examined by a physician of the county's choice. The

county shall bear the cost of any charges above those covered by any insurance carrier for an examination required by the county. The employee shall immediately sign over to the county any reimbursement received from an insurance carrier for the required examination.

(5) **Current Leave Account.** There is established for each eligible employee a current leave account (CLA) within which shall be retained the most recent sick leave hours accrued but unused and from which employees may use sick leave for one and two day absences.

(6) **Sick Leave - Maximum Accrual - Current Leave Account.** Accrued but unused sick leave in the CLA shall not exceed 24 days at any time. When the accrual of sick leave would generate hours in excess of the 24-day maximum, the oldest sick leave hours will be removed in an amount sufficient to return the account to the maximum allowed. Sick leave hours removed from the CLA shall be deposited in an extended leave account.

(7) **Current Leave Account - Cash Payment upon Termination.** Upon termination from county employment, the employee shall be paid a lump sum payment from accrued sick leave reserves in the current leave account (CLA) up to and including the maximum amount specified in the following schedule:

Length of Classified Service	Maximum Number of Days Paid	Maximum Number of Hours Paid
Date of employment to end of 5th year	0	0
Beginning of 6th year to end of 10th year	5	40
Beginning of 11th year to end of 15th year	10	80
Beginning of 16th year to end of 20th year	15	120
Beginning of 21st year and thereafter	24	192

Upon the death of any employee in regular pay status, his/her estate shall be paid for accrued sick leave in accordance with the above schedule.

(8) **Extended Leave Account.** There is established for each eligible employee an extended leave account (ELA) which shall hold sick leave hours displaced from the CLA and from which employees may use sick leave for extended absences of three days or more commencing with the third day. The extended leave account may be used for one and two day absences if the current leave account is exhausted, a physician's treatment plan requires one and two day absences for the treatment of a long term illness and the director has approved such use of the extended leave account.

(9) **Extended Leave Account - Cash Payment upon Termination.** Upon termination, employees with 20 or more years of service or who are 65 or more years of age shall be paid a lump sum payment from accrued ELA sick leave reserves. Such payment shall be based upon one day of pay for each 10 days of accrued leave at the employee's then current daily pay rate. The time in the ELA shall be reduced by 10 percent by this payment.

(10) Upon termination from the classified service for the purpose of receiving LEOFF II or PERS retirement benefits, a classified employee may exchange unused accrued leave for retiree medical coverage subject to the following provisions:

(a) Leave to be exchanged shall only be that leave which remains after the classified employee has been compensated in accordance with (7) and (9), if applicable, above. Leave may be exchanged on the basis of 100 hours of exchanged leave shall equal one month of paid medical coverage for a retiree or retiree and spouse in the county's retiree medical program.

(b) Leave may only be exchanged in 100-hour increments to a maximum of 1,200 hours.

(c) Leave which is not used, exchanged or compensated for prior to or upon termination shall be forfeited.

(d) Upon the death of a retiree, a surviving spouse who has been enrolled in the retiree medical plan may remain on the plan until paid medical coverage in (b) above has been exhausted.

(Added Ord. 84-129, § 2, November 21, 1984; Amended Ord. 88-048, June 22, 1988; Amended Ord. 92-131, Dec. 2, 1992; Amended Ord. 97-100, § 1, Dec. 3, 1997, Eff date Dec. 15, 1997; Amended by Amended Ord. 08-162, Dec. 17, 2008, Eff date Jan. 15, 2009; Amended by Amended Ord. 09-147, Dec. 16, 2009, Eff date Dec. 31, 2009).

3A.06.050 Vacation Leave

Eligible employees as defined in [SCC 3A.06.010](#) shall accrue vacation leave based on the number of hours actually worked or while on paid leave status in accordance with the schedule shown below. Vacation leave shall not accrue during periods of leave without pay nor for hours worked in excess of 40 hours per week. In calendar year 2009 or 2010 a furlough day as described in Section 9(a)(1) of Amended Ordinance No. 08-119, Section 5 of Amended Ordinance No. 09-113, SCC 3.68.060, or SCC 3A.06.060(6) shall constitute a day of regular pay status for purposes of this section.

(1) **Vacation Leave Accrual.** During each year of employment eligible employees shall accrue vacation leave up to and including the maximum amount shown in the schedule below. Regular full time employees shall accrue vacation leave at the rates shown in the schedule below. Employees who are on regular pay status for less than a full calendar month and employees whose regular pay status is less than full time (40 hours per week) shall accrue vacation leave proportionately to the number of hours they are on regular pay status. Vacation leave accrual shall be based upon the total time of continuous active employment with the county. Vacation leave accrued shall not be credited or used until the end of the month in which it is earned.

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Date of employment to end of 1st year	6.7072	80.49
Beginning of 2nd year to end of 2nd year	8.0347	96.42
Beginning of 3rd year to end of 5th year	10.0433	120.52
Beginning of 6th year to end of 9th year	12.0520	144.62
Beginning of 10th year to end of 11th year	14.0607	168.73
Beginning of 12th year to end of 13th year	14.7244	176.69

Beginning of 14th year to end of 15th year	15.4056	184.87
Beginning of 16th year to end of 17th year	16.0693	192.83
Beginning of 18th year to end of 24th year	16.7331	200.80
Beginning of 25th year and thereafter	18.7417	224.90

(2) Vacation Leave - Maximum Accrual. Vacation leave shall not be permitted to accrue in excess of 240 hours by December 31 of any year.

(3) Vacation Leave -- Cash Payment upon Termination. Upon termination from county employment, the employee shall be paid a lump sum payment for all accrued vacation leave up to a maximum of 240 hours; PROVIDED, That such payment continues to be allowed under state law. Accrued vacation leave in excess of 240 hours shall be forfeited.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 85-044, § 1, May 22, 1985; Amended Ord. 90-012, March 14, 1990; Amended Emergency Ord. 92-151, Nov. 25, 1992; Amended Ord. 97-014, § 1, April 23, 1997, Eff date May 8, 1997; Amended Ord. 97-099, § 1, Dec. 3, 1997, Eff date Dec. 15, 1997; Amended by Amended Ord. 08-162, Dec. 17, 2008, Eff date Jan. 15, 2009; Amended by Amended Ord. 09-147, Dec. 16, 2009, Eff date Dec. 31, 2009).

3A.06.060 Other leaves of absence.

In addition to vacation and sick leave, the county shall provide additional leaves of absence to employees under such circumstances as are specified in this section.

(1) Bereavement Leave. Eligible employees shall be granted bereavement leave with pay in the event of a death in the family of the employee. The maximum leave in such cases shall be three working days unless the death occurs at a distance of 500 miles or more in which case additional time may be granted not to exceed three additional working days. The term family for this section only shall be taken to include:

- (a) Spouse and children;
- (b) Mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law and sister-in-law;
- (c) Grandparents of the employee or spouse; and
- (d) Any relative living in the immediate household of the employee.

In relationships other than set forth above, bereavement leave may be granted by the employing official upon request.

(2) Court Leave. Eligible employees shall be granted leave with pay while required to perform jury duty or when required to appear in court on any matter in which he/she is not a party. The amount of pay granted in such cases shall be the difference between the employee's regular pay and any amount he/she actually receives as a result of such duty.

(3) Disability Leave. Disability leave shall be granted for up to six months upon showing that the employee is temporarily disabled and is temporarily unable to perform the duties of his/her position. Requests for disability leave shall be accompanied by a written statement from the physician treating the employee

outlining the nature of the disability and estimating when the employee will be able to return to work. Disability leave is leave without pay except for members of the LEOFF I system.

Employees may be replaced with temporary or regular employees during disability leave if necessary. Employees returning from disability leave shall assume their former positions with adjustments to their anniversary date only as provided for in [SCC 3A.05.030](#). Except to the extent state law or regulations require otherwise, employees whose disabilities extend beyond six months in duration shall be entitled to return to their position only if the positions can be kept vacant or filled on a temporary basis. Otherwise, the employing official may appoint the returning employee to a comparable vacant position within the department or attempt to arrange for appointment to a comparable position within another department. Where appropriate, placement in light duty assignments may be made to accommodate medical restrictions. If placement is not possible, the employee shall be laid off and his/her name shall be placed on a reemployment list for the class in which employment was originally held or for a class which is appropriate to the employee's medical condition.

(4) **Military Leave.**

(a) Any employee who is a member of the Washington national guard or organized military reserve or armed forces of the United States and who is ordered to attend a period of active duty or active duty training shall be entitled to leave with pay not to exceed 21 working days during each year beginning October 1st and ending the following September 30th. Such leave shall be in addition to any vacation or sick leave to which the employee is entitled, and shall not involve any loss of efficiency rating, privileges or pay (RCW 38.40.060).

(b) Any person who is employed by Snohomish County and who voluntarily or upon order from competent authority, vacates a position of employment for service in the uniformed services, shall, provided he or she meets the requirement of RCW 73.16.035, be reemployed forthwith: PROVIDED, That the county need not reemploy such person if circumstances have so changed such that reemployment would be impossible or unreasonable due to a change in the county's circumstances, or would impose an undue hardship on the county: PROVIDED FURTHER, That this section shall not apply to a temporary position. If such person is still qualified to perform the duties of his or her former position, he or she shall be restored to that position or to a position of like seniority, status and pay. If he or she is not so qualified as a result of disability sustained during his or her service in the uniformed services, but is nevertheless qualified to perform the duties of another position, he or she shall be reemployed in such other position: PROVIDED, That such position shall provide him or her with like seniority, status, and pay, or the nearest approximation thereto consistent with the circumstances of the case (RCW 73.16.033).

(5) **Leave Without Pay.** Employees may request leave without pay by submitting a written request to the employing official. Each request for such leave shall be considered in light of the circumstances involved and the needs of the organization. Such leave shall be for a defined period of time, not to exceed six months. Any leave without pay beyond six months duration must have the county executive's approval for good cause shown. All leaves of absence without pay shall be reported to the personnel department in the manner prescribed by the director and may cause the employee's seniority and anniversary dates to be adjusted. Any employee who is elected or appointed to a political or legislative position which is compatible with the employee's county employment may be granted leave without pay to perform his/her civil duty.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 08-110, Oct. 15, 2008, Eff date Oct. 28, 2008).

3A.06.070 Return from leave of absence.

At the expiration of any authorized leave of absence, including vacation leave, the employee shall be returned to his/her last held position unless other conditions were stipulated in writing by the employing official upon

granting the leave or unless otherwise stipulated in these rules. Any employee who fails to return to work within three working days after the expiration of such leave shall be considered to have resigned unless the employee, prior to the expiration of such leave, has requested and been granted an extension of leave.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.06.080 Tuition reimbursement and education leave.

An employee may be granted a leave of absence with pay to attend conferences, seminars or other education or training programs when such events or programs are intended to improve or upgrade the employee's job related knowledge, skills or abilities. If it is found to be in the best interests of the county, reimbursement to an employee of the cost of tuition for such event or program may be allowed subject to the availability of funds and the prior approval of the department head in accordance with appropriate reimbursement procedures. Any employee who desires to attend a conference, seminar or other function, or who desires to enroll in an accredited educational institution, shall apply to the department head at least 10 working days in advance of the proposed enrollment and shall submit a course description. If approved, reimbursement for the cost of tuition at an accredited educational institution shall be contingent upon satisfactory completion of the course (i.e., a grade of "C" or better or the equivalent thereof). An employee, who is granted tuition reimbursement and then voluntarily terminates county employment, shall be required to repay any reimbursement which is received during the last six months of his/her employment. If the employee is required to attend such training by the county, he/she shall be reimbursed for allowable and documented expenses incurred incident to such training.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.07 RECRUITMENT AND EXAMINATION

3A.07.010 Recruitment.

Recruitment of candidates for vacant positions in the classified service of Snohomish county shall be the responsibility of elected officials and department heads with the assistance of the director. The director will develop and recommend to elected officials and department heads an active recruitment program designed to meet current and projected employment needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to sources likely to yield qualified candidates. Position vacancies may be filled by considering candidates from within Snohomish County employment ("county only") when the affected elected official or department head, after consulting with the director, deems it appropriate and in the best interests of the county. The director may assist elected officials and department heads so that vacancies are advertised or posted with other appropriate labor market sources.

(Added Ord. 97-042, § 1, May 28, 1997, Eff date June 12, 1997; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.07.020 Applications.

Applications for employment shall be filed on such forms as may be prescribed by the director. The director may require proof of residence, education, experience, and other claims as he/she deems appropriate.

(Added Ord. 97-042, § 1, May 28, 1997, Eff date June 12, 1997).

3A.07.030 Examinations -- General.

Suitability for appointment to the classified service shall be determined by examination relating to those matters which will test the capacity and fitness of the candidates to discharge the duties of the position. Examinations may include written, oral, physical or performance exercises, evaluations of training and experience, or any combination of these. They may take into consideration such factors as experience, education, aptitude, knowledge, skill, ability, character or any other job-related qualifications. Elected officials and department heads shall specify the nature and content of examinations based upon the advice and information of the director and subject matter experts.

(Added Ord. 97-042, § 1, May 28, 1997, Eff date June 12, 1997; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.07.040 Examination administration.

(1) Conduct of Examinations. Examinations shall be held at such times and places and in such manner, as, in the judgment of the affected elected official or department head, most nearly meet the practicability of administration and needs of the elected official or department head.

(2) Veterans Preference. War veterans shall have added to their final passing score a percentage preference in accordance with state law. In order to receive this percentage preference, eligible applicants must request such preference and provide proof of discharge in the manner prescribed by the director.

(Added Ord. 97-042, § 1, May 28, 1997, Eff date June 12, 1997; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.07.050 Examination and rating review.

An applicant may, by written request within 10 days after his/her final rating, have his/her examination and rating reviewed by the director. If an error has been made, it will be corrected and the applicant's name will be placed in proper ranking order. A correction so made shall not invalidate any appointment previously made. Requests for review of an applicant's examination shall be granted only to the applicant, his/her authorized representative, and an affected employing official. To maintain security, no examination material will be provided to a candidate or his/her authorized representative for review.

(Added Ord. 97-042, § 1, May 28, 1997, Eff date June 12, 1997).

Chapter 3A.08 APPOINTMENT

3A.08.010 Eligible registers.

(1) Each appointment to fill a regular position in the classified service shall be made from an eligible register established for the class of positions by the affected elected official or department head. An eligible register shall contain the names of candidates who are qualified for appointment to the class. An eligible register may be abolished or reestablished whenever it is determined by the affected elected official or department head, after consulting the director, to be in the best interests of the county.

(2) Types of Registers.

(a) Layoff. A layoff register shall be formed for each job classification from which employees have been laid off.

(b) Reemployment. The names of employees who have been separated from the county in good standing or who have been reclassified to a classification with a lower pay range may, at the employee's request, be placed on a reemployment register for the period of one year. The names of employees who were laid off due to medical restrictions shall be placed on the reemployment list in accordance with 3A.06.060.

(c) County Only/Open. A register shall be formed at the conclusion of each county only or open examination and shall contain the names of those candidates who have achieved the minimum rating which is determined to be necessary by the director. Candidates with the same score or rank are considered to be equally qualified and are generally to be afforded the same treatment in certification and selection processes.

(Added Ord. 97-042, § 2, May 28, 1997, Eff date June 12, 1997; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.08.020 Certification.

Upon receipt of a request for certification from an employing official to fill a vacant position in the classified service, the director may certify to the employing official the names of qualified candidates from the various eligible lists established for the class of positions. The employing official may specify, in writing, requirements of particular experience, education, skills or qualifications. If, after review, the director finds that such specifications are essential for successful performance, a selective certification may be made of only those candidates who possess such requirements without regard for rank. A certification may be limited to department employees in order to provide promotional opportunities.

(Added Ord. 97-042, § 2, May 28, 1997, Eff date June 12, 1997).

3A.08.030 Types of appointments.

(1) Regular Appointment. Regular appointment is any appointment to a regular budgeted position vacancy in the classified service.

(2) Temporary Appointment. Temporary appointment is any appointment to perform work which is temporary in nature. Temporary appointment of any individual shall not exceed 1040 hours during a 12-month period. Qualified county employees on layoff status shall be given first consideration for temporary appointments. The temporary employment of an intern who is enrolled as a student in a bona fide course of study at a college or university shall be permitted. Conditions of employment including salary, hours of work and length of employment shall be determined by agreement between the county and the college or university. The director shall be notified in writing by the department head of all such agreements.

(3) In-Training Appointment. Whenever an elected official or department head determines it is in the best interests of their office or department, the elected official or department head may approve the in-training appointment of an applicant who does not meet the minimum qualifications for a classification. In such cases, the employing official shall provide justification for the appointment and shall establish a training program that will satisfy the deficiency in qualifications within one year from the date of appointment. During the training period, the employee shall be compensated at a lower rate than that of the class for which training is being given. At the end of the training period, if the employee has successfully completed the necessary training, the employee shall be placed on a probationary period in accordance with these rules and shall be placed at the first step of the salary range for the appropriate class. Time spent in training status shall not be credited toward satisfaction of the probationary period. Removal of the employee during training or probationary period shall be at the discretion of the employing official.

(4) Acting Appointment. Acting appointment is a form of temporary appointment in which a regular classified county employee is given an assignment in a position in a different classification having the same or higher pay range, to replace another employee.

(5) Exempt Appointment. Exempt appointment is the appointment of an employee to an exempt position not subject to this title and shall be governed by the rules and procedures of [chapter 3.68](#) SCC.

(Added Ord. 97-042, § 2, May 28, 1997, Eff date June 12, 1997; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.08.040 Appointment following transfer of function.

Where there is a transfer of function into the classified service from another personnel system or governmental entity, any incumbent employee shall be appointed without examination provided the duties and responsibilities of the affected position are not changed substantially. The director may provide employees so affected with a written determination of their status and benefits at the time of transfer.

(Added Ord. 97-042, § 2, May 28, 1997, Eff date June 12, 1997; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

Chapter 3A.09 PROBATIONARY AND TRIAL PERIODS

3A.09.010 Purpose.

Probationary and trial service periods are working test periods and shall be an integral part of the examination process and shall be utilized as an opportunity to observe an employee's work, to train and aid the employee in adjustment to his/her position, and to reject any employee whose work performance fails to meet required work standards.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.09.020 Duration.

All initial and all promotional regular appointments shall be tentative and subject to a probationary or trial service period which starts upon the effective date of an appointment.

The probationary period for initial appointment to the classified service shall be 12 months in duration.

A probationary period following a transfer, demotion, or reinstatement, unless required otherwise by Chapter [3A.10](#), shall be six months in duration. A trial service period following promotion or reclassification shall also be six months in duration.

In the event an employee is on leave for more than 10 consecutive work days during a probationary or trial service period, the completion date shall be extended by an amount of time equal to the period of leave.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 96-012, § 1, May 1, 1996, Eff date May 16, 1996).

3A.09.030 Removal during probationary period.

At any time during the probationary period the employing official may remove an employee who does not meet the required standards for the position: PROVIDED, That he/she shall report the removal and the reasons therefor in writing before the effective date of separation, to the director and to the employee concerned. Notice of 10 working days will normally be given an employee who is removed. An employee dismissed during the probationary period may not resort to the grievance procedure. This section is not intended to confer any rights in employment upon probationary employees. Probationary employees may be terminated at will during the probationary period for any or no cause.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 96-012, § 2, May 1, 1996, Eff date May 16, 1996).

3A.09.040 Trial service reversion.

A trial service employee who is removed from the new position for reasons other than misconduct and who was a regular employee in another position in the classified staff service immediately prior to his/her new appointment, shall be reinstated in his/her former position or in one of like status and pay. Where reinstatement through reversion is not possible because of the elimination of the previously held position or the unavailability of a position of like status and pay, the director shall declare a layoff under [SCC 3A.10.020](#). Trial service reversion shall be conducted by the director upon recommendation of the employing official.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.10 SEPARATION - LAYOFF - RECALL - REINSTATEMENT

3A.10.010 General.

Voluntary resignation, retirement and layoff are considered separations. Separation shall be in good standing and the employee shall be eligible for reinstatement under the rules of this chapter if: (1) The employee has provided written notice at least 10 working days prior to the effective date (in cases of voluntary resignation or retirement); (2) The employee has not resigned to avoid disciplinary action; and (3) The employee has a satisfactory performance record.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.10.020 Reduction in force - Layoff.

When the elimination or reorganization of work or lack of funds causes a reduction in hours or the elimination of one or more occupied positions, a layoff will be declared.

(1) Identification of Layoff Unit. The layoff unit shall consist of all positions in the affected job classification within the divisional organization affected by the reduction. Departments without division level programs will be considered as the whole layoff unit. A position within a classification may be excluded from a layoff unit as a specialty where:

- (a) The specialty position was filled using substantially different qualifications;
- (b) Transfer between the specialty and other positions in the classification does not normally occur; and
- (c) Qualification for the specialty position could not be easily obtained through a short orientation or familiarization period.

(2) Order of Layoff. In-training, acting, temporary and probationary employees within the layoff unit shall be laid off first. Order of layoff between regular employees within the layoff unit shall be determined by considering each employee's job classification seniority and performance evaluation according to procedures prescribed by the director. Employees with the lowest scores shall be laid off first. In the event of a tie between two or more employees:

(a) The employee with the least total unbroken service in the affected department shall be laid off first; if a tie still exists then,

(b) The employee with the least total unbroken county service shall be laid off first.

(3) Job Classification Seniority--Defined. Job classification seniority for the purposes of consideration in layoff and bumping situations is the period of unbroken service in the affected job classification and all classifications previously held which were at the same or higher level within the same occupational group. An authorized leave of absence without pay does not constitute a break in service; however, time spent on such leave of 10 consecutive days or more will be subtracted from the seniority computation.

(4) Layoff Options. Within the affected division, a regular employee who is scheduled for layoff may be offered, in lieu of layoff, one or more of the following options if available:

(a) A voluntary demotion to a position in a lower level job classification in which the employee has held classified status: PROVIDED, That he/she continues to meet the minimum qualifications and has greater job classification seniority than the occupant (if any) of the position in the lower class.

(b) A voluntary demotion to a lower level job classification in the employee's promotional line may be permitted whether or not the employee has held regular status in the lower class: PROVIDED, That he/she meets the minimum qualifications and has greater job classification seniority than the occupant (if any) of the position in the lower class. Such demotions shall be restricted to promotional lines which are defined and promulgated by the director.

(c) A transfer to a vacant position in a job classification at the same level or demotion to a lower level classification, not previously held, provided the employee meets the minimum qualifications. Such transfers or demotions may be made without examination. An employee who accepts such an option must complete a six month probationary period before being granted status in the class and is subject to all rules covering probationary employees. A transfer or demotion to a job classification in which classified status was previously held shall not require a new probationary period.

No employee shall be offered a promotion as a direct result of being affected by a layoff situation but may apply for any available promotional opportunity in accordance with rules covering application.

A classified employee who is offered an option as specified above may indicate acceptance or rejection within three working days of its receipt. Failure to do so shall constitute rejection of the offer.

(5) Career Employee Retention. In the event that bumping and transfer options within the division are not made available and the employee has five or more years of continuous service with the county, the director may attempt to identify other referral options in the following order:

(a) Vacant positions within job classifications previously held by the employee, first within the employee's department and then county wide.

(b) Vacant positions in a job classification at the same or lower level not previously held: PROVIDED, That the employee meets the minimum qualifications, first within the employee's department and then county wide.

(c) Positions occupied by temporary or probationary employees within job classifications previously held by the employee, first within the employee's department and then county wide.

(6) Notice of Layoff. A notice of layoff, signed by the appropriate division or department head, shall be given to affected employees at least 10 working days prior to the effective date. Where necessary the county may issue a corrected notice of layoff. The date of layoff for an employee receiving such corrected notice will be adjusted to ensure the employee at least five working days notice of the change. A copy of each layoff notice will be provided to the director.

(7) Placement of Laid Off Employees on Layoff Register. The names of classified and probationary employees who have been laid off (including acceptance of a demotion option) shall be placed on a layoff register for the classification from which the employee was separated. An employee's name shall remain on the register for one year from the date of layoff. An employee's name may be removed for any of the following reasons:

(a) Inability to contact the employee by mail at the employee's last known address.

(b) Rejection by the employee of an offer to interview for a county vacancy in the same job classification.

(c) Acceptance by the employee of other employment or an expression that he/she has no further interest in returning to county employment.

(d) Reappointment of the employee to his/her former classification.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.10.030 Recall from layoff.

First consideration to fill vacancies in county positions shall be given to employees on layoff registers. Upon notification by an employing official that a vacancy exists, the director will contact qualified candidates from the layoff register and certify the names of those interested, if any, to the employing official. Names will be submitted in the following order:

(1) Employees laid off from the same layoff unit in which the vacancy exists.

(2) Employees laid off from the classification which is currently vacant.

(3) Employees laid off from other classifications at the same or a higher level who have the appropriate qualifications.

The employing official shall examine certified candidates and indicate to the director the selection results.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.10.040 Reinstatement.

(1) A regular or probationary employee who is separated from a job classification in good standing may be reinstated to a vacancy in the same classification within one year of separation without competition. Such employees shall be credited with:

(a) Assumption of the previous job classification seniority and anniversary dates adjusted for the time gone.

(b) The previous rate of sick leave and vacation accrual based on years of service.

(c) Reinstatement of previous sick leave accrual balances; however, if any previous payment for accrued sick leave had been received, it must first be repaid.

(d) Regular status only if reinstatement is to the department from which layoff occurred and if regular status had been previously attained. In other instances, a six month probationary period must be served. A reinstated employee who fails to complete the probationary period shall be returned to the layoff register for the remainder of the one year eligibility period established by the date of original layoff.

(e) Benefits in accordance with any restrictions or waiting period imposed by plan documents.

(2) An employee who is reinstated from a layoff register to a classification not previously held in accordance with [SCC 3A.10.030](#) shall be:

(a) Required to serve a probationary period. A reinstated employee who fails to complete the probationary period shall be returned to the layoff register for the remainder of the one year period established by the date of original layoff.

(b) Given new job classification seniority and anniversary dates.

(c) Given the previous rate of sick leave and vacation accrual based on years of service.

(d) Credited with previous sick leave accrual balances; however, if any previous payment for accrued sick leave had been received, it must first be repaid.

(e) Given benefits in accordance with any restrictions or waiting period imposed by the plan documents.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.11

GRIEVANCE PROCEDURE

3A.11.010 Grievance -- Definition -- Limitations.

A grievance is defined as a dispute or disagreement raised by an affected employee concerning the interpretation or application of the specific provisions of these rules, excepting those matters excluded by any terms of these rules from the grievance procedure.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 97-089, § 1, Oct. 8, 1997, Eff date Oct. 19, 1997).

3A.11.015 Who may file a grievance.

Any classified employee may file a grievance, except that probationary employees may not grieve dismissal and trial service employees may not grieve reversions.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.11.020 Exclusive remedy.

A classified employee's exclusive remedy for a grievance shall be the grievance process described in this chapter, unless some other process is established by applicable collective bargaining agreement.

(Added Ord. 97-089, § 2, Oct. 8, 1997, Eff date Oct. 19, 1997).

3A.11.025 Grievance procedures.

The following procedures govern the conduct of the grievance process for classified employees: If an employee fails to submit a grievance in a timely manner or to adhere to the time limits established in the steps below, the employee shall have waived the grievance. If an employee does not receive a response within the number of working days outlined in the steps below, the employee may proceed to the next step in the grievance process. The time limit specified in any of the steps may be waived by mutual agreement.

Step I. An employee shall have five working days from the occurrence of the event giving rise to the grievance to orally present the grievance to the employee's immediate supervisor. The supervisor shall provide the employee with an oral response within three working days.

Step II. An employee dissatisfied with the supervisor's oral response shall have five working days from the day of such response to submit a written grievance to the employing official. The written grievance shall specify the subject matter of the grievance and the remedy which is desired. All further actions concerning the grievance shall be limited to the matters specified. The employing official will review the grievance, will meet with the employee and supervisor, and will respond in writing within 10 working days of receipt of the employee's written grievance. A copy of the written response will be provided to the director.

Step III. In the event the grievance is not settled satisfactorily at step II, the employee shall have five working days from the date of the employing official's response to submit a written grievance to the director. The director will investigate the grievance, make a written determination, and transmit such determination to the grievant and the employing official by certified mail or personal service within 15 working days of receipt of the written grievance.

Step IV. If the employee disagrees with the director's determination and desires a hearing on the grievance before the personnel hearings examiner, the employee shall submit a written request for hearing to the director within five working days from receipt of the director's determination. The director will provide copies of the grievance and the county's responses, and related documents, to the personnel hearings examiner within five working days following receipt of the request for hearing. The personnel hearings examiner shall conduct a hearing on the grievance within 20 working days following receipt of the grievance unless a later date is set by the personnel hearings examiner based on agreement of the parties or a finding of good cause. Failure of the personnel hearings examiner to timely convene a hearing under these rules shall not affect the rights of the parties.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 97-089, § 3, Oct. 8, 1997, Eff date Oct. 19, 1997).

Chapter 3A.12 EMPLOYEE RELATIONS

3A.12.010 Employee responsibilities.

(1) Purpose. The orderly and efficient operation of the county government requires that employees accept certain responsibilities. Personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, to maintain uninterrupted service and to protect the county's property.

(2) Standards of Conduct. The county expects that certain standards of conduct will be maintained by county employees. Failure to follow such standards may result in disciplinary action. Department heads may establish additional standards appropriate to their organization. Such additional standards of conduct shall be submitted to the director for review and shall be approved by the executive prior to taking effect. An employee may be disciplined, up to and including termination, for any of the following misconduct, or for any other justifiable reason:

- (a) Dishonesty, including but not limited to dishonesty in securing appointment or falsification of documents;
- (b) Incompetency and/or inefficiency;
- (c) Neglect of duty;
- (d) Insubordination;
- (e) Excessive absenteeism or tardiness;
- (f) Unauthorized absence;
- (g) Failing to report immediately to supervisor unavailability for work;
- (h) Failing to follow all safety regulations or to report safety hazards, accidents or injury to their supervisor;
- (i) Misuse of or damage to county property, records or other materials;
- (j) Failing to deal with the public, county officials and other county employees in a courteous and professional manner;
- (k) Disorderly conduct while on duty;
- (l) Consumption of controlled drugs or substances or intoxicating beverages while on duty, or reporting to work while under the influence of such substances or beverages;
- (m) Restricting or interfering with the work of others;
- (n) Refusing to perform assigned work unless to perform such work would constitute a safety hazard;
- (o) Engaging in soliciting or political activity while on duty;
- (p) Using a position for personal gain, to solicit or conduct personal business or to coerce others;
- (q) Possessing or using unauthorized firearms or weapons;

(r) Removing county property without express approval of the employing official;

(s) Violating any lawful order, directive or policy of a superior.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.12.020 Performance evaluation.

(1) Policy. The performance evaluation process is intended to improve productivity through systematic communication between supervisors and employees regarding performance standards, goals, employee concerns, problems, training needs and opportunities.

(2) Rules.

(a) Each elected official and department head shall develop and maintain performance evaluation systems for all groups of employees.

(b) The performance evaluation systems shall be based on standards related to an employee's work assignment.

(c) The performance evaluation systems shall provide the employee with an opportunity to submit a written response to the contents of his/her evaluation. The contents of an employee's evaluation are not subject to the grievance procedure.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.12.030 Forms of disciplinary action.

Disciplinary actions may include but not be limited to any of the following: Oral warning, written warning, suspension without pay, deferral of performance increase, demotion or dismissal. The issuance of oral and written warnings are not subject to the grievance procedure: PROVIDED, That written warnings may be reviewed by the director at an employee's request.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.12.040 Dismissal procedure.

The director may advise and assist department heads in the handling of all matters involving contemplated dismissal prior to the completion of the action, unless, in the judgment of the department head, immediate action is required.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

3A.12.050 Employment of relatives.

(1) It is the policy of the county to avoid the practice or appearance of nepotism in employment. The identity or status of a relative may not be considered in the employment decision unless a business necessity exception exists. A close relative or spouse of a current Snohomish County employee shall not be employed by Snohomish County where one of the following business necessities exists:

(a) Where one relative or spouse would have the authority or practical power to supervise, appoint, remove or discipline the other;

(b) Where one relative or spouse would be responsible for auditing the work of the other;

(c) Where other circumstances exist which would place the relatives or spouses in a situation of actual or reasonably foreseeable conflict between the employer's interest and their own;

(d) Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the county must limit the employment of spouses or close relatives.

(2) Where one of the above business necessities requires the limitation of employment opportunities for relatives or spouses, the exclusion should be limited to the job, work crew, shop or unit where the reason for the exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force.

(3) For purposes of this section, "close relative" includes an employee's or employee's spouse's mother, father, child (including adopted and foster children), brother, sister, grandparent, grandchild, aunt, uncle, niece and nephew.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord 00-105, Feb. 7, 2001, Eff date, Feb 18, 2001).

3A.12.060 Sexual harassment.

It is the policy of the county to maintain an environment which is free from sexual harassment and intimidation. No employee shall be subjected to unsolicited and unwelcome sexual overtures or threats either verbal or physical, and any such actions may bring prompt disciplinary action including possible termination. The executive shall develop guidelines which inform employees of their rights under this policy and shall specify procedures to be used by employees in filing complaints. An investigation of alleged sexual harassment shall be treated confidentially and every effort will be expended to prevent personal embarrassment.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Ord. 04-141, Jan. 19, 2005, Eff date Jan. 31, 2005).

Chapter 3A.13 EXEMPTIONS

3A.13.010 Exemptions - County charter.

The following positions and employees are exempt from coverage under these rules in accordance with [Section 7.20](#) of the county charter:

(1) All county elected officials; except that district court judges pursuant to RCW 3.34.100 shall accrue and use sick leave as provided in [SCC 3A.06.040](#)(1), (2), (3) only. No other provisions of Title [3A](#) SCC shall apply to district court judges;

(2) Four employees in the county executive's office as designated by the county executive;

(3) Not more than two employees in each other elected official's office as designated by each elected official;

(4) The head of each executive and administrative department as designated by ordinance;

(5) The members of all boards and commissions appointed by the county council or county executive;

(6) Those employees in the prosecuting attorney's and sheriff's offices to the extent that the provisions of this chapter have been preempted by state law;

(7) All persons employed on an independent contractual basis;

(8) Such other employees as may be designated as exempt by ordinance; and

(9) All persons exempt under the provisions of any applicable state law, including court personnel to the extent governed by human resource rules or guidelines adopted by the court pursuant to Rules of General Application (GR) 29.

(Added Ord. 84-129, § 2, Nov. 21, 1984; Amended Ord. 85-116, § 2, December 11, 1985; Amended Ord. 89-050, § 1, June 28, 1989; Ord. 07-091, Oct. 10, 2007, Eff date Oct. 25, 2007)

3A.13.020 Employee rights upon termination of exempt employment.

Any employee who held regular status in the county personnel system prior to his/her appointment to an exempt position may, upon termination of such exempt appointment, be eligible to return to the same or like position in the class in which regular standing was held in accordance with the provisions of [chapter 3.68 SCC](#). Where return of the exempt employee to the classified service will displace another employee, a layoff shall be declared in accordance with these rules.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.13.040 Compensation plan for certain sheriff's department employees.

(1) Other provisions of chapter [3A.13 SCC](#) notwithstanding, the following positions/employees within the Snohomish county sheriff's department shall not be exempted from the personnel rules of the county which relate to salary, wages and benefits, in particular, chapters [3A.05](#) and [3A.06 SCC](#):

- (a) Animal control supervisor;
- (b) Captain;
- (c) Community assistance information manager;
- (d) Community assistance information officer;
- (e) Fiscal manager;
- (f) Staff services manager.

(2) Where any provision of this section conflicts with the provisions of chapter 41.14 RCW, civil service for sheriff's office, or other state law, such state law shall control.

(Added Ord. 85-116, § 1, December 11, 1985).

3A.14.010 Purpose.

The general purpose of this rule is to promote the continued improvement of the relationship between Snohomish county as an employer and its employees by providing sound employer/employee relations. Determination of exclusive representatives shall be decided by providing the fullest opportunity for each affected employee to participate through the election process.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.14.020 Rights of employees.

Classified employees shall have the right, and shall be protected in the exercise of such right, freely and without fear of penalty or reprisal, to form, join and assist any employee organization or to refrain therefrom.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.14.030 Applicable rules.

The rules and procedures governing collective bargaining for county employees can be found in chapter 41.56 RCW. Where a collective bargaining agreement is in effect with respect to particular classified employees, such agreement shall control whenever its provisions conflict with provisions of this title. The provisions of this title shall control any subject or matter as to which the bargaining agreement is silent.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.14.040 Ratification of collective bargaining agreements.

(1) A collective bargaining agreement negotiated by the county under Chapter 41.56 RCW shall not be effective unless it is ratified by the county council. The county council may ratify a collective bargaining agreement by motion.

(2) The county council may authorize the county to enter into a collective bargaining agreement requiring payment of funds from appropriations of subsequent fiscal years, and which is therefore in excess of an existing appropriation, by ratifying the collective bargaining agreement under subsection (1) of this section.

(Added Ord. 96-016, § 1, May 15, 1996, Eff date May 26, 1996).

Chapter 3A.15 RECORDS AND PERMITS

3A.15.010 Personnel records.

The director shall establish and maintain a personnel records system which shall include a copy of each employee's application, the job title under which the employee is employed, the rate of pay, date of employment, the organizational unit assignment, reports of all personnel actions including disciplinary actions, reports of work performance, employment history and such other records, reports or information as deemed pertinent. The personnel department shall be the central depository for all such personnel records and files.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.15.020 Reports of personnel actions.

Every appointment, transfer, promotion, demotion, termination, dismissal, suspension, leave of absence, change of pay rate or other temporary or permanent change in an employee's status shall be reported to the personnel department in writing in the manner, time, form and method prescribed by the director.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.15.030 Confidentiality of personnel records and files.

Each employee's personnel records shall be confidential and shall not be open to inspection by any person other than the employee, the employee's supervisor, the employing official and the personnel department staff in the conduct of personnel administration, unless the employee consents in writing to the other inspection. Each employee shall have access to his/her personnel records or to any information pertaining to him/her which is maintained by the personnel department during normal office hours.

Personnel records and files specifically exempt from public disclosure by law shall be considered confidential and shall not be subject to public disclosure unless otherwise specifically designated by the director. Any employee who fails to maintain the confidentiality of personnel records and files shall be subject to disciplinary action.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.15.040 Public records.

Such personnel records and files that are not specifically exempt from public disclosure by statute or confidential under [SCC 3A.15.030](#) shall be open to inspection by interested parties during normal office hours and in accordance with such procedures as the director may provide. Copies of public records shall be provided upon request at no more than the actual cost to the personnel department as determined by the director. For the purposes of these rules, public records shall be taken to include:

- (1) Personnel rules;
- (2) Personnel department policies and procedures;
- (3) Personnel department budget and program plans;
- (4) Personnel department classification and compensation plans;
- (5) Factual staff reports and studies;
- (6) Collective bargaining agreements; and
- (7) Such other documents, records and reports as the director may determine are subject to public disclosure.

Pursuant to RCW 42.17.260, the personnel department may delete details to the extent required to prevent invasion of personal privacy when it makes available or publishes any public record.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.15.050 Verification of employment and other references.

The personnel department shall respond to all requests for verification of employment of current and former employees and shall provide only the following information, unless the employee has provided written consent to provide specific additional information:

- (1) The employee's full name;
- (2) Dates of employment;
- (3) Employment status;
- (4) Classification job title and pay range; and
- (5) Department and division worked for.

An employing official or designee, who responds to a request for a personal reference on a current or former employee, shall limit his/her response to objective information that is verifiable by documented facts.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

Chapter 3A.16 HOURS OF WORK

3A.16.010 Regular hours of work.

The regular working hours of full-time employees shall, in general, consist of between seven and eight hours per day, five days per week, totaling between 35 and 40 hours per week. The standard work week shall consist of the period from midnight Saturday to the following midnight Saturday. Nothing in this title shall be construed to require the county to employ any individual for any particular number of hours, nor to guarantee any employee any particular number of hours.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.16.020 Regular work schedule.

The regular work schedule for employees shall be established by the employing official subject to the approval of the department head and/or responsible elected official. Regular work schedules shall generally be of one of the two following types:

- (1) Established Shift. A recognized regular shift (e.g., 9:00 a.m. to 5:00 p.m.) that applies to all employees of a department, division, section or work unit; or
- (2) Flex Time. A designated period of time (e.g., 7:00 a.m. to 6:00 p.m.) during which employees may choose their own seven or eight hour work period subject to prior approval of the employing official.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.16.030 Nonstandard work schedules.

When it is found to be in the best interests of the county, an employing official may establish a nonstandard work schedule such as a four/forty work week (four 10-hour days per work week), subject to the approval of the department head and/or responsible elected official. In such cases, leaves of absence with pay, including

vacation and sick leave, will be charged by the number of hours actually taken. Paid holidays will continue to be paid on the basis of a standard seven or eight hour work day with the balance of the day off charged either against the employee's accrued vacation leave account or, in the event the employee does not have any accrued vacation leave remaining, will be treated as leave of absence without pay, unless other arrangements have been approved by the employing official.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.16.040 Changes to work schedules.

For all permanent changes to an employee's work schedule, the county will make reasonable efforts to notify the employee at least five working days in advance of such change. For temporary changes to an employee's work schedule not to exceed 10 working days, the county will make reasonable efforts to notify the employee at least 24 hours in advance of such change.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

3A.16.050 Unauthorized absences.

Any employee who is absent from work shall report the reason for the absence to the employing official as soon as possible. Unauthorized or unreported absences shall be treated as absence without pay and may be cause for disciplinary action including dismissal.

(Added Ord. 84-129, § 2, Nov. 21, 1984).

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