

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

DATE: 14 October 2024

SUBJECT: Repealing and Replacing Resolution 34-23 re: Merit Pay for FLSA and Union Exempt Management and Professional Employees

STATEMENT OF ISSUE:

On August 21, 2023, the Board of County Commissioners approved Resolution 34-23 which, in addition to longevity and pay increases, granted Department Heads the ability to award a merit increase of one additional step for FLSA and Union Exempt employees. The purpose of merit pay is to recognize an employee who consistently goes above and beyond the expectations of their position. However, one condition of the merit increase was that the anniversary date of the employee would be changed to the date of the award, thereby extending the date of their annual step increase by twelve months. Additionally, no mechanism was established to recognize those employees deserving of merit pay already at the top step in their grade.

ANALYSIS:

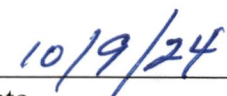
In practice, changing an anniversary date when merit pay is awarded and the inability to assign merit pay to an employee at top step does not accomplish the intended purpose of this benefit – to recognize exemplary work and provide an accelerated step increase. If a person receives merit pay and their anniversary date is changed, there is generally no difference to their annual pay rate. Employees already at the top step are currently excluded from the merit benefit altogether.

RECOMMENDATION:

Repeal and Replace Resolution 34-23 for FLSA and Union Exempt employees as follows: remove the condition that awarding a merit increase changes an employee's anniversary date and include the ability for an employee at top step to receive a merit pay premium of 3%.

REVIEWED BY:


Mark McCauley, County Administrator


Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Repealing and Replacing
Resolution No. 34-23 Longevity Pay, Personal
Time Off (PTO) and the 2023 Salary Schedule
and Adopting the 2024, 2025, & 2026 Salary
Schedules for the FLSA and Union Exempt
Management and Professional Employees

RESOLUTION NO. _____

WHEREAS, the Board of Commissioners sets the compensation and benefits of the FLSA Exempt and Union Exempt Management and Professional employee positions of Jefferson County; and

WHEREAS, after review by the County Administrator and the Board of Commissioners it has been determined that the compensation and benefits for FLSA Exempt and Union Exempt Management and Professional employee positions need to be comparable and equitable in order to ensure consistency and parity with other employee positions and to keep compensation and benefits for these positions at a rate that will allow the County to retain and recruit employees for these positions; and

WHEREAS, on July 17, 2023, the County Commissioners adopted Resolution No. [30-23](#) in the matter of establishing objectives and procedures for the 2024-2025 Biennial County Budget, including a budget priority to maintain a professional county workforce; and

WHEREAS, the Board of Commissioners set the amount of Longevity Pay for FLSA and Union Exempt Management and Professional positions of Jefferson County by passage of Resolution No. [78-21](#) which established longevity pay as follows:

Upon Employee completion of the following years of employment, the Employer shall pay, as an annual longevity bonus, the amounts which follow to eligible Employees at the pay period which follows their anniversary date or month of employment. Employees once eligible for longevity shall be paid the lump sum amount the month following their anniversary month and should they terminate prior to their anniversary date a lump sum of the remaining earned but unpaid longevity payment shall be included in the Employee's final paycheck.

5 years of employment shall receive \$600
10 years of employment shall receive \$1,000
15 years of employment shall receive \$1,400
20 years of employment shall receive \$1,800
25 years of employment shall receive \$2,200; and

WHEREAS, the Board of Commissioners set the Personal Time Off (PTO) accrual rate of the FLSA and Union Exempt Management and Professional positions of Jefferson County by passage of Resolution No. [77-21](#) in order to keep the total compensation and benefits of FLSA Exempt and Union Exempt employee positions comparable and equitable; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Repeal and Replacing Resolution No. 34-23. The Board of County Commissioners hereby repeals and replaces Resolution No. 34-23, adopted on August 21, 2023, with this Resolution.

Section 3. This Resolution 34-23 Adds Additional Benefits to Resolution 34-23, as Shown Below:

Department Heads shall have the ability to award a Merit Increase of one additional step, provided that: (1) the employee must have a minimum of two years of service in their current position; (2) the increase must be based on skills, ability, and a positive performance review; (3) if a FLSA and Union Exempt employee moves from one classification to another classification, the employee may be eligible for an additional one step bump per classification; (4) the employee shall retain their current step anniversary date; (5) if an employee is at the top step of the classification, the employee may receive a one-time 3% merit pay premium in that classification as described in Section 5, below.

Section 4. Longevity Pay. Effective the first pay period of 2024, FLSA Exempt and Union Exempt Management and Professional employees of the County have been eligible to receive longevity pay similar to union-represented County employees by adding additional increments to Longevity Pay as follows:

Upon Employee completion of the following years of employment, the Employer shall pay, as an annual longevity bonus, the amounts which follow to eligible Employees at the pay period which follows their anniversary date or month of employment. Employees once eligible for longevity shall be paid the lump sum amount the month following their anniversary month and should they terminate prior to their anniversary date a lump sum of the remaining earned but unpaid longevity payment shall be included in the Employee's final paycheck.

5 years of employment shall receive \$600
10 years of employment shall receive \$1,000
15 years of employment shall receive \$1,400
20 years of employment shall receive \$1,800
25 years of employment shall receive \$2,200
30 years of employment shall receive \$2,600
35 years of employment shall receive \$3,000
40 years of employment shall receive \$3,400
45 years of employment shall receive \$3,800

Section 5. Merit Pay. As of August 21, 2023, when Resolution No. 34-23 was adopted, Department Directors have the ability to award a Merit Increase of one additional step, provided that: (1) the employee must have a minimum of two years of service in their current position; (2) the increase must be based on skills, ability, and a positive performance review; (3) if a FLSA and Union Exempt employee moves from one classification to another classification, the employee may be eligible for an additional one step bump per classification; (4) the employee shall retain their current step anniversary date; (5) if an employee is at the top step of the classification, the employee may receive a one-time 3% merit pay premium in that classification.

Section 6. Personal Time Off (PTO) Accrual Schedule. As of August 21, 2023, when Resolution No. [34-23](#) was adopted, in addition to the current Personal Time Off (PTO) accrual schedule, FLSA Exempt and Union Exempt Employees shall receive one additional eight (8) hour Personal Time Off (PTO) floater that must be used within the calendar year as shown below:

Completed Months of Employment	PTO Yearly Accrual Maximum Hours /(days)*	Maximum hours earned per straight time hour of employment. (PTO is earned hourly and posted monthly.)	PTO Bank Maximum Hours/(days)
0 thru 36	168/(21)	0.0808	280/(35)
37 thru 60	192/(24)	0.0923	320/(40)
61 thru 120	216/(27)	0.1038	360/(45)
121 thru 180	240/(30)	0.1154	400/(50)
181 thru 240	264/(33)	0.1269	440/(55)
241 thru 300	264/(33)	0.1269	480/(60)
301+	264/(33)	0.1269	520/(65)

*Calculated based on a standard scheduled work week of 40 hours, maximum 2,080 hours yearly.

All employees shall receive one (1) floater PTO day of eight (8) hours each January 1st of the calendar year. The floater PTO day must be used during the calendar year and cannot be carried over to the next year. For an employee working less than full time, the amount of floater PTO will be based on FTE.

Section 8. General Wage Increase. Effective August 1, 2023, there was a general wage increase of 4% for FLSA and Union Exempt Management and Professional employees.

Section 8. Wage Scale Restructured in 2024. Effective the first full pay period in 2024: (1) Steps 3, 4, and 5 of the wage scale were dropped and the steps were renumbered beginning from Step 1 through Step 7; and (2) for purposes of the restructuring of the wage table all employees in Steps 3, 4, and 5 were placed in the New Step 1 and have a new anniversary date of January 1 for future steps; and (3) FLSA and Union Exempt Employees in steps 6 through 12 were placed in the New Step having the same wage rate as the employee currently earned; and, (4) there was a general wage increase of 3%. The revised 2024 Exempt Wage Matrix includes a total of seven steps.

Section 9. 2025 General Wage Increase. Effective the first full pay period in 2025 there was a general wage increase of 2% for FLSA and Union Exempt Management and Professional employees.

Section 10. 2026 General Wage Increase & Additional Step 8. Effective the first full pay period in 2026: (1) a new step 8 was added to the wage matrix; and (2) there was a general wage increase of 3% for FLSA and Union Exempt Management and Professional employees. The revised 2026 Exempt Wage Matrix was revised to include a total of eight steps.

Section 11. Attachments A through D: Revised Exempt Wage Tables for 2023 through 2026. For years 2023, 2024, 2025 and 2026 annual salaries of the FLSA and Union Exempt Management and Professional employees of the County have been set at the rates established in the revised Exempt Wage Tables as shown in ATTACHMENTS A through D.

Section 12. Effective Date. This Resolution becomes effective 30 calendar days after approval by the Board of Commissioners as indicated by their signatures and date below. Until that time, Resolution No. [34-23](#) as adopted on August 21, 2023, remains in effect.

Section 13. Severability. If any section, subsection, sentence, clause, phrase or section of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 14. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800 \(19\)](#).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

JEFFERSON COUNTY WASHINGTON

[OTHER PARTY HERE]

Board of County Commissioners
Jefferson County, Washington

By: _____
Kate Dean, Chair Date

By: _____
Signature

By: _____
Greg Brotherton, Commissioner Date

Name: _____

Title: _____

By: _____
Heidi Eisenhour, Commissioner Date

Date: _____

SEAL:

ATTEST:

Carolyn Galloway, CMC Date
Clerk of the Board

Approved as to form only:

 October 7, 2024

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

2024 FLSA UNION EXEMPT POSITIONS

POSITION TITLE	GRADE
County Administrator (contract position)	Flat Rate
Community Health Improvement Plan Executive Director	Flat Rate
Community Health Improvement Plan Project Coordinator	Flat Rate
Public Works Director/County Engineer	MG23
Chief Civil or Criminal Deputy Prosecuting Attorney	MG23
Undersheriff	MG22
Central Services Director	MG22
Deputy Prosecuting Attorney III	MG22
Public Health Director	MG22
Community Development Director	MG22
Human Resources Director	MG21
Jail Superintendent	MG21
Engineering Services Manager/Assistant PW Director	MG21
Deputy Director of Public Health	MG21
County Finance Manager	MG21
Port Hadlock Sewer - Wastewater Project Manager	MG21
Juvenile Services Director	MG20
Sheriff Chief Criminal Deputy	MG20
Public Works Road Operations Manager	MG20
Public Works Utility Manager	MG20
Planning Manager	MG20
Environmental Health & Water Quality Director	MG20
Community Health Director	MG20
Deputy Prosecuting Attorney II	MG20
Emergency Management Director	MG20
Building Official/Fire Marshal	MG19
Deputy Prosecuting Attorney I	MG19
District Court Administrator	MG19
Road Maintenance Superintendent	MG19
Solid Waste Manager	MG19
Environmental Health Manager	MG19
Water Quality Manager	MG19
Public Health Finance Manager	MG19
Public Health Supervisor	MG19
Public Works Financial Manager	MG19
Fleet Services Manager	MG18
Planning Supervisor	MG18
Principal Planner	MG18
Accountant - Auditor	MG18
Payroll Services Manager	MG18
Sheriff Chief Civil Deputy	MG18
Grants Administrator	MG18
Therapeutic Courts Coordinator	MG18

2024 FLSA UNION EXEMPT POSITIONS

Parks & Recreation Manager	MG17
Clerk of the Board	MG17
Chief Deputy/Office Supervisor - Assessor	MG17
Chief Deputy/Office Supervisor - Auditor	MG17
Chief Deputy/Office Supervisor - Clerk	MG17
Chief Deputy/Office Supervisor - Treasurer	MG17
Confidential Secretary - Sheriff	MG17
Administrative Services Manager - DCD	MG17
Human Resources Analyst II	MG17
Superior Court Administrator	MG16
Public Records Administrator	MG16
Human Resources Analyst I	MG16
Public Information Specialist - BOCC	MG16

Deputy Clerk of the Board	DCOB
Executive Assistant	EA
Executive Secretary II	ESII
Executive Secretary I	ESI

APPENDIX 'A'

EXEMPT WAGE TABLE EFFECTIVE AUG 1, 2023

Increase 4%	3	4	5	6	7	8	9	10	11	12
		3%	3%	3%	3%	3%	3%	3%	3%	3%
MG11	3,732.57	3,844.55	3,959.88	4,078.68	4,201.04	4,327.08	4,456.89	4,590.59	4,728.31	4,870.16
MG12	4,012.50	4,132.88	4,256.86	4,384.57	4,516.11	4,651.59	4,791.13	4,934.86	5,082.92	5,235.40
MG13	4,313.44	4,442.85	4,576.14	4,713.42	4,854.81	5,000.47	5,150.48	5,304.99	5,464.14	5,628.06
MG14	4,636.95	4,776.06	4,919.35	5,066.92	5,218.93	5,375.50	5,536.76	5,702.87	5,873.95	6,050.17
MG15	4,984.73	5,134.27	5,288.30	5,446.95	5,610.35	5,778.67	5,952.02	6,130.58	6,314.51	6,503.93
MG16	5,358.58	5,519.34	5,684.92	5,855.47	6,031.13	6,212.07	6,398.42	6,590.38	6,788.09	6,991.73
MG17	5,760.48	5,933.29	6,111.29	6,294.63	6,483.47	6,677.98	6,878.31	7,084.67	7,297.20	7,516.12
MG18	6,192.50	6,378.28	6,569.63	6,766.72	6,969.73	7,178.82	7,394.18	7,616.00	7,844.48	8,079.82
MG19	6,656.95	6,856.66	7,062.36	7,274.23	7,492.45	7,717.23	7,948.75	8,187.21	8,432.83	8,685.81
MG20	7,156.22	7,370.91	7,592.04	7,819.80	8,054.39	8,296.03	8,544.91	8,801.25	9,065.30	9,337.24
MG21	7,692.93	7,923.73	8,161.43	8,406.28	8,658.47	8,918.22	9,185.77	9,461.34	9,745.18	10,037.54
MG22	8,269.90	8,518.01	8,773.54	9,036.75	9,307.85	9,587.08	9,874.70	10,170.94	10,476.07	10,790.35
MG23	8,890.15	9,156.86	9,431.56	9,714.50	10,005.94	10,306.12	10,615.30	10,933.76	11,261.78	11,599.63
MG24	9,556.90	9,843.61	10,138.92	10,443.09	10,756.38	11,079.07	11,411.44	11,753.79	12,106.40	12,469.59

Hourly Exempt

DCOB	28.64	30.08	31.58	33.17	34.81	35.86	36.95	38.04	39.20	40.37
EA	26.05	27.35	28.72	30.15	31.66	32.61	33.59	34.60	35.63	36.70
ESI	23.01	24.15	25.37	26.62	27.96	28.80	29.67	30.56	31.47	32.42
ESII	23.69	24.88	26.14	27.44	28.80	29.67	30.56	31.47	32.42	33.39
MG15	28.76	29.63	30.52	31.43	32.37	33.34	34.35	35.38	36.44	37.53
MG16	30.92	31.85	32.80	33.79	34.80	35.85	36.92	38.03	39.17	40.35
MG17	31.96	32.92	33.91	34.93	35.97	37.05	38.16	39.31	40.49	41.70

APPENDIX 'B'

EXEMPT WAGE TABLE EFFECTIVE JANUARY 1, 2024*

Increase 3%

Increase
from prior
year 3%

	1	2	3	4	5	6	7
	3%	3%	3%	3%	3%	3%	3%
MG11	4,201.04	4,327.07	4,456.89	4,590.60	4,728.31	4,870.16	5,016.26
MG12	4,516.11	4,651.59	4,791.14	4,934.86	5,082.91	5,235.41	5,392.46
MG13	4,854.82	5,000.45	5,150.48	5,304.99	5,464.14	5,628.06	5,796.90
MG14	5,218.93	5,375.50	5,536.77	5,702.86	5,873.96	6,050.17	6,231.68
MG15	5,610.36	5,778.66	5,952.03	6,130.58	6,314.50	6,503.95	6,699.05
MG16	6,031.13	6,212.06	6,398.43	6,590.37	6,788.09	6,991.73	7,201.48
MG17	6,483.47	6,677.97	6,878.32	7,084.66	7,297.21	7,516.12	7,741.60
MG18	6,969.72	7,178.82	7,394.18	7,616.01	7,844.48	8,079.81	8,322.21
MG19	7,492.46	7,717.22	7,948.75	8,187.21	8,432.83	8,685.81	8,946.38
MG20	8,054.39	8,296.02	8,544.91	8,801.26	9,065.29	9,337.26	9,617.36
MG21	8,658.47	8,918.22	9,185.77	9,461.34	9,745.18	10,037.54	10,338.67
MG22	9,307.85	9,587.09	9,874.69	10,170.94	10,476.07	10,790.35	11,114.06
MG23	10,005.94	10,306.12	10,615.30	10,933.76	11,261.77	11,599.63	11,947.62
MG24	10,756.38	11,079.07	11,411.44	11,753.78	12,106.40	12,469.59	12,843.68

HOURLY EXEMPT

DCOB	34.16	35.85	36.94	38.06	39.18	40.37	41.58
EA	31.05	32.61	33.59	34.60	35.64	36.70	37.80
ESI	27.42	28.79	29.66	30.56	31.47	32.41	33.39
ESII	28.26	29.66	30.56	31.47	32.41	33.39	34.40
MG15	32.37	33.34	34.35	35.38	36.44	37.53	38.66
MG16	34.80	35.85	36.92	38.03	39.17	40.34	41.55
MG17	37.41	38.53	39.69	40.88	42.11	43.37	44.67

* Drop Steps 3,4,5 from 2023 table

Renumber Steps 1 - 7

Place dropped steps into new Step 1

Employees in Steps 3, 4, 5 shall be placed in New Step 1, with new anniversary date of Jan 1 for future steps

Employees in steps 6-12 shall be placed in new step having the same wage rate as employee currently earns

Increase wage 3%

APPENDIX 'C'

EXEMPT WAGE TABLE EFFECTIVE JANUARY 1, 2025

Increase
from prior
year 2%

	1	2	3	4	5	6	7
		3%	3%	3%	3%	3%	3%
MG11	4285.07	4413.62	4546.03	4682.42	4822.88	4967.57	5116.59
MG12	4606.44	4744.63	4886.97	5033.56	5184.57	5340.12	5500.31
MG13	4951.92	5100.46	5253.49	5411.09	5573.43	5740.63	5912.84
MG14	5323.31	5483.01	5647.51	5816.92	5991.44	6171.18	6356.32
MG15	5722.57	5894.24	6071.08	6253.20	6440.79	6634.03	6833.04
MG16	6151.76	6336.31	6526.40	6722.18	6923.86	7131.57	7345.51
MG17	6613.14	6811.53	7015.89	7226.36	7443.16	7666.45	7896.44
MG18	7109.12	7322.40	7542.07	7768.34	8001.37	8241.41	8488.66
MG19	7642.31	7871.57	8107.73	8350.96	8601.49	8859.53	9125.31
MG20	8215.48	8461.95	8715.81	8977.29	9246.60	9524.01	9809.71
MG21	8831.64	9096.59	9369.49	9650.57	9940.09	10238.3	10545.45
MG22	9494.01	9778.84	10072.19	10374.36	10685.6	11006.16	11336.35
MG23	10206.06	10512.25	10827.61	11152.44	11487.01	11831.63	12186.58
MG24	10971.51	11300.66	11639.67	11988.86	12348.53	12718.99	13100.56

HOURLY EXEMPT

DCOB	34.85	36.57	37.68	38.83	39.97	41.18	42.42
EA	31.68	33.27	34.27	35.30	36.36	37.44	38.56
ESI	27.97	29.37	30.26	31.18	32.10	33.06	34.06
ESII	28.83	30.26	31.18	32.10	33.06	34.06	35.09
MG15	33.02	34.01	35.04	36.09	37.17	38.29	39.44
MG16	35.50	36.56	37.66	38.79	39.95	41.15	42.39
MG17	38.16	39.30	40.48	41.70	42.95	44.24	45.57

APPENDIX 'D'

EXEMPT WAGE TABLE EFFECTIVE JANUARY 1, 2026*Increase
from prior
year 3%

	1	2	3	4	5	6	7	8
		3%	3%	3%	3%	3%	3%	3%
MG11	4413.63	4546.03	4682.42	4822.90	4967.57	5116.60	5270.09	5428.20
MG12	4744.64	4886.97	5033.58	5184.57	5340.11	5500.33	5665.32	5835.28
MG13	5100.48	5253.48	5411.10	5573.43	5740.64	5912.85	6090.23	6272.94
MG14	5483.01	5647.51	5816.94	5991.43	6171.19	6356.32	6547.01	6743.43
MG15	5894.25	6071.07	6253.22	6440.80	6634.02	6833.06	7038.04	7249.19
MG16	6336.32	6526.40	6722.20	6923.85	7131.58	7345.52	7565.88	7792.86
MG17	6811.54	7015.88	7226.37	7443.16	7666.46	7896.45	8133.34	8377.35
MG18	7322.40	7542.08	7768.34	8001.40	8241.42	8488.66	8743.32	9005.62
MG19	7871.58	8107.72	8350.97	8601.49	8859.54	9125.32	9399.07	9681.05
MG20	8461.95	8715.81	8977.29	9246.61	9524.00	9809.74	10104.01	10407.14
MG21	9096.59	9369.49	9650.58	9940.09	10238.30	10545.45	10861.82	11187.68
MG22	9778.84	10072.21	10374.36	10685.60	11006.17	11336.35	11676.45	12026.75
MG23	10512.25	10827.62	11152.44	11487.02	11831.63	12186.58	12552.18	12928.75
MG24	11300.66	11639.68	11988.87	12348.53	12718.99	13100.56	13493.58	13898.39

Hourly Exempt

DCOB	35.90	37.67	38.82	40.00	41.17	42.42	43.70	45.02
EA	32.64	34.27	35.30	36.36	37.46	38.57	39.72	40.92
ESI	28.81	30.26	31.17	32.12	33.07	34.06	35.09	36.15
ESII	29.70	31.17	32.12	33.07	34.06	35.09	36.15	37.24
MG15	34.02	35.04	36.10	37.18	38.29	39.44	40.63	41.85
MG16	36.56	37.66	38.79	39.95	41.15	42.39	43.66	44.97
MG17	39.30	40.48	41.70	42.95	44.24	45.57	46.93	48.34

* Add new Step 8

**REDLINE
VERSION**

STATE OF WASHINGTON
County of Jefferson

In the Matter of Repealing and Replacing
Resolution¹ No. 34-23 Longevity Pay, Personal
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and Adopting the 2024, 2025, & 2026 Salary
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RESOLUTION NO. _____

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20 years of employment shall receive \$1,800
25 years of employment shall receive \$2,200; and

WHEREAS, the Board of Commissioners set the Personal Time Off (PTO) accrual rate of the FLSA and Union Exempt Management and Professional positions of Jefferson County by passage of Resolution No. [77-21](#) in order to keep the total compensation and benefits of FLSA Exempt and Union Exempt employee positions comparable and equitable; and

¹ Request was to Amend Resolution [34-23](#). However, the PAO recommends a repeal and replace so the substantive content of the Resolution is located in one place for reader's convenience and quick reference. Changes are reflected in track changes.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Repeal and Replacing Resolution No. 34-23. The Board of County Commissioners hereby repeals and replaces Resolution No. 34-23, adopted on August 21, 2023, with this Resolution.

Section 3. This Resolution 34-23 Adds Additional Benefits to Resolution 34-23, as Shown Below:

Department Heads shall have the ability to award a Merit Increase of one additional step, provided that: (1) the employee must have a minimum of two years of service in their current position; (2) the increase must be based on skills, ability, and a positive performance review; (3) if a FLSA and Union Exempt employee moves from one classification to another classification, the employee may be eligible for an additional one step bump per classification; (4) ~~if an employee receives an additional step based on merit that date shall be the employee's step anniversary date for all subsequent twelve month anniversary step adjustments; and~~ the employee shall retain their current step anniversary date; (5) if an employee is at the top step of the classification, the employee may receive a one-time 3% merit pay premium in that classification as described in Section 5, below.

Section 4. Longevity Pay. Effective the first pay period of 2024, FLSA Exempt and Union Exempt Management and Professional employees of the County have been eligible to receive longevity pay similar to union-represented County employees by adding additional increments to Longevity Pay as follows:

Upon Employee completion of the following years of employment, the Employer shall pay, as an annual longevity bonus, the amounts which follow to eligible Employees at the pay period which follows their anniversary date or month of employment. Employees once eligible for longevity shall be paid the lump sum amount the month following their anniversary month and should they terminate prior to their anniversary date a lump sum of the remaining earned but unpaid longevity payment shall be included in the Employee's final paycheck.

5 years of employment shall receive \$600
10 years of employment shall receive \$1,000
15 years of employment shall receive \$1,400
20 years of employment shall receive \$1,800
25 years of employment shall receive \$2,200
30 years of employment shall receive \$2,600
35 years of employment shall receive \$3,000
40 years of employment shall receive \$3,400
45 years of employment shall receive \$3,800

Section 5. Merit Pay. As of August 21, 2023, when Resolution No. 34-23 was adopted, Department Directors have the ability to award a Merit Increase of one additional step, provided that: (1) the employee must have a minimum of two years of service in their current position; (2) the increase must be based on skills, ability, and a positive performance review; (3) if a FLSA and Union Exempt employee moves from one classification to another classification, the employee may be eligible for an additional one step bump

per classification; (4) the employee shall retain their current step anniversary date; (5) if an employee is at the top step of the classification, the employee may receive a one-time 3% merit pay premium in that classification.²

Section 6. Personal Time Off (PTO) Accrual Schedule. As of August 21, 2023, when Resolution No. 34-23 was adopted, in addition to the current Personal Time Off (PTO) accrual schedule, FLSA Exempt and Union Exempt Employees shall receive one additional eight (8) hour Personal Time Off (PTO) floater that must be used within the calendar year as shown below:

Completed Months of Employment	PTO Yearly Accrual Maximum Hours /(days)*	Maximum hours earned per straight time hour of employment. (PTO is earned hourly and posted monthly.)	PTO Bank Maximum Hours/(days)
0 thru 36	168/(21)	0.0808	280/(35)
37 thru 60	192/(24)	0.0923	320/(40)
61 thru 120	216/(27)	0.1038	360/(45)
121 thru 180	240/(30)	0.1154	400/(50)
181 thru 240	264/(33)	0.1269	440/(55)
241 thru 300	264/(33)	0.1269	480/(60)
301+	264/(33)	0.1269	520/(65)

*Calculated based on a standard scheduled work week of 40 hours, maximum 2,080 hours yearly.

All employees shall receive one (1) floater PTO day of eight (8) hours each January 1st of the calendar year. The floater PTO day must be used during the calendar year and cannot be carried over to the next year. For an employee working less than full time, the amount of floater PTO will be based on FTE.

Section 8. General Wage Increase. Effective August 1, 2023, there was a general wage increase of 4% for FLSA and Union Exempt Management and Professional employees.

Section 8. Wage Scale Restructured in 2024. Effective the first full pay period in 2024: (1) Steps 3, 4, and 5 of the wage scale were dropped and the steps were renumbered beginning from Step 1 through Step 7; and (2) for purposes of the restructuring of the wage table all employees in Steps 3, 4, and 5 were placed in the New Step 1 and have a new anniversary date of January 1 for future steps; and (3) FLSA and Union Exempt Employees in steps 6 through 12 were placed in the New Step having the same wage rate as the employee currently earned; and, (4) there was a general wage increase of 3%. The revised 2024 Exempt Wage Matrix includes a total of seven steps.

Section 9. 2025 General Wage Increase. Effective the first full pay period in 2025 there was a general wage increase of 2% for FLSA and Union Exempt Management and Professional employees.

Section 10. 2026 General Wage Increase & Additional Step 8. Effective the first full pay period in 2026: (1) a new step 8 was added to the wage matrix; and (2) there was a general wage increase of 3% for FLSA and Union Exempt Management and Professional employees. The revised 2026 Exempt Wage Matrix was revised to include a total of eight steps.

² New language is included here. Board of County Commissioners intend to offer additional benefit.

Section 11. Attachments A through D: Revised Exempt Wage Tables for 2023 through 2026. For years 2023, 2024, 2025 and 2026 annual salaries of the FLSA and Union Exempt Management and Professional employees of the County have been set at the rates established in the revised Exempt Wage Tables as shown in ATTACHMENTS A through D.

Section 12. Effective Date. This Resolution becomes effective 30 calendar days after approval by the Board of Commissioners as indicated by their signatures and date below. Until that time, Resolution No. 34-23 as adopted on August 21, 2023, remains in effect.

Section 13. Severability. If any section, subsection, sentence, clause, phrase or section of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 14. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC 197-11-800 (19).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

DRAFT
Redline

JEFFERSON COUNTY WASHINGTON

[OTHER PARTY HERE]

Board of County Commissioners
Jefferson County, Washington

By: _____
Kate Dean, Chair Date

By: _____
Signature

By: _____
Greg Brotherton, Commissioner Date

Name: _____

Title: _____

By: _____
Heidi Eisenhour, Commissioner Date

Date: _____

SEAL:

ATTEST:

Carolyn Galloway, CMC Date
Clerk of the Board

Approved as to form only:

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney