

## Table of Contents

### CLASSIFICATION, WORK HOURS AND COMPENSATION POLICY 130

1.	CLASSIFICATION .....	3
1.1	PREPARATION OF CLASSIFICATIONS.....	3
1.2	ALLOCATION OF POSITIONS .....	3
1.3	CLASSIFICATION AND POSITION DESCRIPTION SPECIFICATIONS .....	3
1.4	DESCRIPTION CHANGES.....	4
1.5	USE OF CLASS TITLES .....	4
1.6	CONSOLIDATED CLASSIFICATION LIST .....	4
2.	RECLASSIFICATION .....	5
2.1	PROCEDURES FOR COUNTY OFFICIAL TO REQUEST RECLASSIFICATION .....	5
	(1) County Official Evaluates Need To Change Classification .....	5
	(2) County Official Considers Alternatives .....	6
	(3) County Official Submits Request With Budget .....	6
2.2	HUMAN RESOURCE OFFICE REVIEWS ALL RECLASSIFICATION REQUESTS .....	6
2.3	COUNTY COMMISSIONERS TO APPROVE.....	6
2.4	FUNDING AND BUDGET IMPACTS.....	6
2.5	implementation of reclassification recommendation .....	6
2.6	STATUS OF EMPLOYEES AFFECTED BY RECLASSIFICATION.....	7
3.	RESPONSIBILITIES AND AUTHORITIES OF COUNTY OFFICIALS AND SUPERVISORS .....	7
3.1	COUNTY OFFICIALS .....	7
3.2	SUPERVISORS.....	8
4.	COMPENSATION .....	8
4.1	BASIS OF SALARY .....	9
4.2	RATES OF PAY .....	9
4.3	BEGINNING EMPLOYEE SALARY .....	9
4.4	Longevity Pay Schedule .....	9
4.5	STEP INCREASES.....	10
4.6	COST OF LIVING ADJUSTMENTS.....	10
4.7	RATE/STEP PLACEMENT UPON PROMOTION .....	11
4.8	STEP PLACEMENT ON DEMOTION .....	11
4.9	STEP PLACEMENT UPON RECALL .....	11
	(1) Recall To Former Classification .....	11
	(2) Recall To A Lower Classification.....	11
	(3) Hiring After The Recall Period Has Expired.....	11
5.	HOURS OF WORK .....	11
5.1	LIMITATIONS FOR TEMPORARY, EXTRA HELP AND SEASONAL WORKERS .....	12

5.2	MEAL PERIOD .....	12
5.3	REST PERIOD .....	12
6.	OVERTIME .....	12
6.1	AUTHORIZATION FOR OVERTIME .....	<a href="#">13</a>
6.2	DEFINITION OF OVERTIME .....	13
6.3	OVERTIME RATE .....	13
6.4	COMPENSATORY TIME .....	13
6.5	EXCESS HOURS WORKED BY FLSA EXEMPT EMPLOYEES .....	13
6.6	OVERTIME HOURS NOT TO AFFECT PROBATIONARY, STEP OR OTHER ACCRUAL DATES .....	13
7.	COMPENSATION FOR STAND-BY AND ON-CALL STATUS .....	13
7.1	STANDBY STATUS DEFINED .....	13
7.2	ON-CALL STATUS DEFINED .....	14
8.	COMPENSATION FOR HIGHER CLASSIFICATION WORK .....	14
9.	COMPENSATION UPON TERMINATION .....	14
10.	PAYROLL .....	14
10.1	PAY PERIODS/PAYDAY .....	14
10.2	PAYROLL DRAW .....	15
10.3	GARNISHMENT OF WAGES/LIENS .....	15
10.4	DIRECT DEPOSIT OF PAYCHECKS .....	15
10.5	PAYROLL DEDUCTIONS .....	16
11.	CONSOLIDATED CLASSIFICATION/POSITION LIST .....	16

## CLASSIFICATION, WORK HOURS AND COMPENSATION

### POLICY 130

#### 1. CLASSIFICATION

##### 1.1 Preparation Of Classifications

A classification plan inventorying the duties and responsibilities of all jobs in County service will be developed and implemented. The class plan groups jobs into categories that are basically similar in difficulty and responsibility of work performed and in education, training and experience requirements. The plan will be developed after consultation with County Officials and other persons technically familiar with the character of the work. The Human resource Office is the designated office with responsibility of overseeing the continual maintenance and administration of the plan. County Officials may alter classifications with prior approval of the County Commissioners, except as otherwise granted by this policy or as included in a labor agreement.

##### 1.2 Allocation of Positions

A classification title and description shall identify each class. Every position shall be allocated to a classification within the adopted plan. In cases where more than one position exists in a classification, a position description shall further clarify job duties specific to each job. When the classification contains a single position, the classification and position description is combined. Each newly created position will be assigned to the approved classification and shall be clearly defined in the classification description. Employees shall be notified of the assignment of their positions and the class title as it appears on the class description. Positions that are part of a career track will be designated in the classification description.

When a new position is proposed, the County Official shall immediately transmit a comprehensive statement of the proposed duties and responsibilities and the rationale for the new position to the Human Resource Office. The Human Resource Office shall investigate the proposal and assign the position to the appropriate class in the classification plan.

All changed or newly created positions shall be presented to the County Commissioners for approval of allocation and preliminary budget prior to initial filing and appointment. Positions will not be created without a defined revenue source.

##### 1.3 Classification And Position Description Specifications

Class and Position specifications have the following definition and scope:

- a. They are explanatory only and not restrictive;

- b. In determining the assignment of any position to a class, the specifications shall be considered as a whole, comparing general duties, responsibilities, minimum qualifications and relationships to other positions in order to obtain an inclusive picture of the position and place it in the class which embraces it.
- c. The outline of principal duties of work performed shall mean general duties or tasks. It is not intended to prescribe the specific duties of a given position, nor to limit the ability of the County Official to modify or alter the detailed tasks involved in the duties, so long as they remain within the general definition of the class.
- d. The minimum qualification defines the class to which the position shall be allocated by outlining the least acceptable qualifications required to effectively perform the work.
- a. The class specifications may include additional requirements that are determined to be necessary for the maximum performance of the particular class. These requirements may include possession of a valid motor vehicle operator's license, physical condition, or any other bona fide qualification pertinent to the position covered by the class specifications.
- e. Nothing in the class specification is to be interpreted as restricting a supervisor in assigning an employee of one class to perform some of the duties of a higher class for a limited period of time. Such assignment to perform work of a higher class for a limited period comes within the requirements of work in all classes. When an employee is assigned to perform the entire job function of a higher classification for a period of more than two weeks, the employee may be paid at the higher classification for a period of more than two weeks, the employee may be paid at the higher rate.

#### 1.4 Description Changes

Class and position descriptions are treated as living documents with the specific intent that as the duties of the job change, those changes will be reflected in the descriptions. The Human Resource Office maintains the original descriptions for all County jobs. Prior to any modification, classification and/or position description change, the changes shall first be reviewed by the Human Resource Office and approved by the County Commissioners as detailed in this chapter.

#### 1.5 Use of Class Titles

The class title shall be the official title of every position assigned to the class for the purpose of personnel action and shall be used on all payroll, budget estimates and official records and reports relating to that position. Position titles may be authorized by the Human Resource Office and used for the purposes of internal administration or in contacts with the public when more than one position exists within a classification.

#### 1.6 Consolidated Classification List

The Human Resources Office is responsible for maintaining a listing of all classifications and positions in the County, including County Officials and employees. The list shall also contain, at a minimum, the salary range, union status, essential worker status, bloodborne risk, and recurring training requirements of each position. The consolidated list shall serve as the official classification and position list under the classification plan.

## 2. Reclassification

It shall be the responsibility of the County Official to require employees to work within their assigned classifications, except in situations where an employee may occasionally or intermittently work out of classification. County Officials are not authorized to re-organize job functions which will require reclassification of existing employees without the prior approval of the County Commissioners.

The Board of Commissioners considers the collective bargaining process as the proper venue for adjustments of salary and benefits for classifications and/or groups of employees. Reclassifications may be considered for individual positions that meet the following criteria.

The following factors may be considered as evidence of possible eligibility for reclassification:

- a. A majority of job duties have changed to the extent they are more accurately reflected in another existing classification description;
- b. A majority of job duties have changed to the extent the job entails a different skill set, which requires increased education or experience in order to perform essential job functions.

The following circumstances are not factors to be considered reasons for reclassification:

- a. Increased volume of the same level of work;
- b. Added duties of a similar nature already covered by the current classification or requiring similar skills, education or experience;
- c. Duties within a current classification that have not been previously assigned;
- d. Additional assigned duties in a higher classification unless those duties become a majority of the current position;
- e. Enhanced technological tools to perform current duties;
- f. Salary differences for similar jobs in other jurisdictions;
- g. Reclassifications which occur in other departments.

### 2.1 Procedures For County Official To Request Reclassification

A County Official may request a classification change to meet business needs. Prior to classification or reclassification, the following steps shall be documented in writing and submitted to the Human Resource Office.

#### (1) County Official Evaluates Need To Change Classification

First, the County Official will evaluate:

- a. Recruitment or retention problems;
- b. Service delivery changes or enhancements;
- c. Value of the position to the department;
- d. Internal equity;
- e. Availability of funds;

- f. Level of duties assigned to an existing position;
- g. Reorganization opportunities due to vacancy.

## (2) County Official Considers Alternatives

Prior to requesting reclassification, the County Official will consider the following alternatives:

- a. Can work be accomplished within current classification?
- a. Is higher-level work short-term or can a specific project be addressed with out-of-class pay?

## (3) County Official Submits Request With Budget

If the County Official decides to proceed with a reclassification request, he or she will normally submit the request as part of a the department's budget submittal. When business needs require an immediate classification change and funding is available within current year's budget, a County Official may submit a request outside the budget process.

## 2.2 Human Resource Office Reviews All Reclassification Requests

When the duties and responsibilities of an existing position are so changed or proposed to be changed, meeting the criteria above, the County Official may request the Human Resource Office conduct a reclassification analysis. All reclassification requests shall be presented in writing accompanied with supporting documentation. The Human Resource Office shall prepare recommendations to the County Commissioners.

## 2.3 County Commissioners To Approve

Upon receipt of the recommendations from the Human Resource Office, the County Commissioners shall review the results and take action to approve or deny the request.

## 2.4 Funding And Budget Impacts

The Board of Commissioners may limit consideration of reclassifications based upon financial condition of the County and establish a minimum amount the wage must be under-compensated in order for a reclassification to be considered.

It is the policy of the Board to consider reclassifications that are in excess of 20% lower than the established market for the position. The Board may modify the percentage at the time of adoption of the annual county-wide budget.

## 2.5 Implementation Of Reclassification Recommendation

In the event it is determined a reclassification is warranted and the position is under-compensated by more than the amount established by the Board, the Board may elect to incrementally implement the reclassification by increasing the compensation of the classification by a minimum of 2.5% annually until the recommended salary level is reached.

## 2.6 Status Of Employees Affected By Reclassification

The status of employees affected by reclassification occurring in the administration of the Reclassification plan shall be resolved in the following manner:

An employee whose position is reclassified to a higher level than the class in which the employee has regular status shall be considered to be a temporary appointee to the higher class. As such, the employee shall be eligible to compete on a promotional basis for the reclassified position; provided, however, that such promotional examination shall be given, or notice of such examination shall be published, within 60 calendar days of the effective date of reclassification. Only those employees who successfully pass the examination for the position shall be considered for the position. Employees so promoted shall serve a probationary status in the new class.

If the employee is not appointed as the result of the examination, with County Official approval, the employee may be transferred to a vacant position in the same classification as that in which the employee has regular status. If no vacancy exists, the employee shall be laid off and entitled to bumping rights as specified in the applicable labor agreement.

OR:

When reclassification occurs and the position that has been reclassified contains only one employee, the employee occupying the affected position may be retained in the position without examination provided that:

- b. The County Commissioners determine that the reclassification results from an official recognition of a change in duties and responsibilities that has already occurred;
- c. The County Official determines that the performance of the duties and responsibilities of the incumbent has been satisfactory;
- d. The incumbent possesses the minimum qualifications for the new class; and
- e. Such other factors as are relevant and appropriate to the establishment of salaries for each position, in the context of the County's total compensation system.

The above conditions are included as a means of encouraging proper classification and organization without jeopardizing the status of employees. If all of the above conditions cannot be met, the County Official and the Human Resource Office shall be guided by other appropriate provisions of these rules.

## 3. Responsibilities And Authorities Of County Officials And Supervisors

County Officials and supervisors are key to the success of the organization. These levels are identified in classification and/or job descriptions. County Officials and supervisors may delegate authorities, but retain responsibility for any function so delegated.

### 3.1 County Officials

Detailed County Official responsibilities are contained in the “Regular County Official Responsibilities” document which is a part of the County’s classification plan. All County Officials are required to have a working knowledge of the document. In addition, County Officials have the following responsibilities and authorities.

- a. Appoint employees to positions within their respective departments or divisions according to these policies.
- b. Administer provisions of labor contracts, County and department policies and procedures and delegate such authority to supervisory personnel.
- c. Plan and organize the functions and activities of their department or divisions.
- d. Prioritize, direct and control the activities of personnel to ensure effective and efficient services are provided within allocated resources.
- e. Ensure that citizen complaints and/or allegations of violation of policies and procedures are investigated. Delegate, and/or conduct and document investigations of complaints against employees and administer corrective and/or disciplinary action if appropriate.
- f. Provide supervision to any supervisory personnel directly under their command.
- g. Maintain knowledge of the County Organization as a whole and participate, as a member of the management team, in solutions to County-wide issues. County Officials are expected to understand and be supportive of decisions made for the good of county citizens, even when such decisions may impact their department or division.

### 3.2 Supervisors

Detailed supervisory responsibilities are contained in the “Regular Supervisory Responsibilities” document which is a part of the County’s classification plan. All supervisors are required to have a working knowledge of the document. In addition, supervisors have the following responsibilities and authorities.

- a. Participate with County Officials in personnel and administrative decisions.
- b. Enforce provisions of labor contracts, County and department policies and procedures.
  - a. Formulate and recommend changes to policies and procedures.
  - b. Assure that work assignments are made with the objective of utilizing the skills of assigned employees to the fullest extent of available resources.
- c. Provide supervision and performance evaluation of assigned employees.
- d. Direct the day-to-day activities of personnel assigned to them.
- e. Conduct and document investigations of complaints against employees. Make recommendations for corrective and/or disciplinary action is appropriate.
- f. Maintain knowledge of their department organization as a whole and participate, as a member of the management team, in solutions to department issues. Supervisors are expected to understand and be supportive of decisions made for the good of their department, even when such decisions may impact the function or personnel they supervise.

### 4. Compensation



The County maintains a compensation plan to provide for equitable pay for its employees. The compensation plan includes, but is not limited to classification descriptions, salary schedules, labor agreements and resolutions establishing salary and benefits. The Human Resource Office is responsible to administer the compensation plan.

#### 4.1 Basis of Salary

All FLSA non-exempt employees shall be paid on the basis of the actual number of hours worked, including authorized absences with pay, to the total number of hours worked, including authorized holidays, in the payroll period.

All FLSA exempt employees shall be paid a predetermined monthly salary. Payroll and compensation practices and procedures shall account on an hour-for-hour basis the accrual and use of paid leave. Provided, however, that employees exempt from the overtime requirements of FLSA shall not have their salary reduced during the workweek in which they performed any work with the following exceptions:

- a. Docking of salary is permissible under the law for administration of protected leave under the Family Medical Leave Act, Americans With Disabilities Act, Pregnancy Disability Act and Military Leave; and
- b. For infractions of security regulations of major significance promulgated by the County or employees. another government agency, or for infractions of safety rules of major significance intended to prevent serious danger to the workplace or to other

#### 4.2 Rates of Pay

Each employee and County Official shall be paid at one of the steps of the range prescribed for the classification. Temporary and Extra Help workers shall be paid at the range established for unskilled, semi-skilled, or skilled workers as approved by the Board of County Commissioners.

#### 4.3 Beginning Employee Salary

Unless otherwise provided, all employees should be hired at the entry step of the range. A County Official who believes that, based on the qualifications and prior experience of the candidate, an appointment should be made at a step higher than the first step will present their request in writing to the Board of County Commissioners, who shall approve or deny the request.

#### 4.4 Longevity Pay:

Regular Full-time employees and Regular Part-time employees shall be eligible for “longevity pay” based on their continuous years of service as follows:

<u>Length of Continuous Service</u>	<u>Monthly Rate</u>
Completed five (5) years of employment	\$35.00
Completed ten (10) years of employment	\$75.00
Completed fifteen (15) years of employment	\$120.00

Completed twenty (20) years of employment	\$170.00
Completed twenty-five (25) years or more of employment	\$225.00

If the anniversary date falls between the first and the fifteenth of the month, longevity will be paid in that month. If the anniversary date falls after the fifteenth of the month, longevity will be effective the first of the following month.:-

Longevity pay shall be based upon continuous employment, exclusive of those periods wherein an employee is placed upon a leave without pay status. Provided, when an employee is laid off and rehired, and the separation does not exceed twelve (12) months, the longevity pay shall be computed from the initial employment date excluding the lay-off period; Provided further, when an employee separates from employment and is subsequently rehired, the longevity pay shall be computed from the date of reemployment; Except, the longevity pay shall be computed from the date of initial employment, if the period of separation does not exceed twelve (12) calendar months.

#### 4.5 Step Increases

Step increases for employees and County Officials shall be at 24-month intervals. Step increases shall be subject to written satisfactory evaluation of job performance as determined by the County Official. Increases shall be effective on the first day of the month following the 24-month anniversary except when the anniversary falls on the first day of the month in which case the increase shall be effective on that day.

Non-union employees of the Sheriff's Office are not included in the County's salary structure. The Undersheriff's salary is set at 20% above the salary set for his/her highest paid subordinate; all other Non-union management employees of the Sheriff's Office shall have their salary set at 10% above the salary set for their highest paid subordinate.

Temporary, Part-Time or Extra Help workers, if eligible, will receive step increases after 4,160 hours of work.

#### 4.6 Cost Of Living Adjustments

Cost of Living Adjustments are part of the negotiated labor agreement for represented employees.

The salary schedule for non-represented, temporary, and extra help employees shall be adjusted in an amount the same as any cost of living adjustment granted in the labor agreements within their respective departments. Except that, the wage for the Court Commissioner and District Court Judge shall only be adjusted when judge's salaries are modified by the State.

#### 4.7 Rate/Step Placement Upon Promotion

Whenever an employee is promoted or appointed to a higher position within the same Department, the employee shall be hired into the new position on the County's five-step salary structure, except within the Sheriff's Office, at the step in the new range that is at least equal in pay to one step higher than the employee's salary in the old position and in no case less than step one of the new position. The employee's anniversary date shall be changed to reflect the date of the promotion.

#### 4.8 Step Placement On Demotion

When a demotion occurs, the County Official shall recommend to the Commissioners a salary for the demoted employee within the salary range of the lower classification which may be less than or equal to the employee's present salary. If a new anniversary date is established, the new anniversary date shall be noted at the time of the demotion on the personnel action documentation.

#### 4.9 Step Placement Upon Recall

##### (1) Recall To Former Classification

Employees returned to their former classification during the recall period shall be placed at the same step and benefit accrual rates as when they left employment. Adjusted Date of Hire and Adjusted Date of Classification shall be modified to reflect the layoff period.

##### (2) Recall To A Lower Classification

Employees recalled during the lay-off period, to a classification lower than the classification from which they were laid off shall be placed at a step determined by the County Official. Unless approved by the Commissioners, the employee shall not be returned at a wage higher than at the time of lay-off, or at a step higher than that approved in the budget. Adjusted Date of Hire and Adjusted Date of Classification shall be modified to reflect the lay-off period.

##### (3) Hiring After The Recall Period Has Expired

A previous employee re-hired through the competitive process after their time on the recall list has expired is hired as a new employee. Seniority, benefit accrual and salary are as if the employee had not previously been employed by the County.

### 5. Hours Of Work

All County positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA", 29 USC 201, e seq.; Public Law 108-199 Stat. 236) and Washington Minimum Wage Act regulations (RCW 49.46.005 and RCW 49.46.020).

It is the policy of the County to establish a work week of thirty-seven and one-half (37.5) or forty (40) hours within a seven-day work cycle.

The County recognizes that County Officials are responsible to perform their work functions without regard to a set number of hours in the workday or workweek. It is also recognized that each County Official requires one employee to be a confidential employee, available to work when necessary to accomplishing tasks. Elected Officials may designate one individual as exempt from the Personnel System to server as their chief deputy or administrative assistant. It is the policy of the County that each County Official may designate a forty (40) hour workweek for one individual in their office.

For law enforcement, corrections and detention employees, the established work period may be subject to C.F.R. 29, Section 207(k). Employees are responsible for accurately reporting all hours worked according to these policies.

Sheriff's Department employees' work schedules may be established based upon 24-hour operation. Workweek for employees, other than those scheduled on a 24-hour operation, shall be four or five consecutive days, evenly divided according to the assigned work hours, but may be varied depending upon business necessity.

#### 5.1 Limitations For Temporary, Extra Help And Seasonal Workers

Work hours of extra help employees shall be restricted to 69 hours per calendar month. The work hours for temporary and seasonal workers, whether skilled, semi-skilled or un-skilled, shall be limited by the County Official so as to not qualify the employee for any benefits, including retirement, unless specifically approved by the County Official. County Officials are required to be familiar with Department of Retirement Systems rules, labor contracts and other regulations that affect employee benefit eligibility.

#### 5.2 Meal Period

All employees shall be granted an unpaid meal period of one-half or one-hour as determined by the County Official

#### 5.3 Rest Period

All employee work schedules shall provide for a fifteen-minute rest period during each one-half shift. An additional rest period may be granted for each additional two-hour increment that an employee is required to work beyond the normal shift. Rest periods may be required to be taken at the workstation.

### 6. Overtime

County Officials are responsible to schedule employees in order to provide adequate service while minimizing overtime. Overtime shall only be authorized for business necessity and only within budgeted funds. No overtime shall be authorized for employee convenience.

#### 6.1 Authorization For Overtime

All overtime shall be approved in advance by the employee's supervisor; however, in the case of an emergency, the employee shall notify the supervisor as soon as possible of the need to work overtime.

## 6.2 Definition Of Overtime

Unless otherwise specified in a labor agreement, overtime shall be considered as time worked in excess of forty (40) hours for the workweek. Part-time or extra help employees whose hours are set at less than forty (40) hours shall not be eligible for overtime until the total work hours exceed forty (40) hours.

## 6.3 Overtime Rate

Unless otherwise specified in a labor agreement, the rate of compensation for overtime worked shall be one and one-half (1-1/2) times the employee's regular rate of pay after forty (40) hours for the workweek. Employees working a thirty-seven and one-half (37-1/2) hour workweek shall be paid their average hourly rate of pay for overtime hours worked up to forty (40) hours for the workweek.

## 6.4 Compensatory Time

Employees may accrue compensatory time in lieu of overtime payments, with the approval of the supervisor. Compensatory time will be accrued at the rate of one and one-half (1-1/2) hours for each hour of authorized overtime worked in excess of forty (40) hours per workweek. The employee and the supervisor are encouraged to schedule use of compensatory time by mutual agreement.

## 6.5 Excess Hours Worked By FLSA Exempt Employees

Employees exempt under FLSA shall not receive extra compensation for excess hours worked unless provided otherwise by labor agreement. County Officials are responsible to manage the hours worked of FLSA exempt workers within their department. Any time flexed by and FLSA exempt worker to compensate for excess hours worked shall be done within the same pay period as the excess hours are worked, if practicable. No excess hours shall be carried forward to another pay period for use as time off.

## 6.6 Overtime Hours Not To Affect Probationary, Step Or Other Accrual Dates

Overtime Hours shall not affect probation, step, or other accrual dates.

# 7. Compensation For Stand-By And On-Call Status

Time spent in stand-by status is considered compensable hours. Time spent in On-Call status is not considered compensable hours, except that any time spent actually working is paid. The following definitions from the Federal Fair Labor Standards Act will be used to determine if an employee's status is compensable.

## 7.1 Standby Status Defined

FLSA Definition (Section 551.431):

- (a) An employee will be considered on duty and time spent on standby duty shall be considered hours of work if:
  - (1) The employee is restricted to an agency's premises, or so close thereto that the employee cannot use the time effectively for his or her own purposes; or
  - (2) The employee, although not restricted to the agency's premises:
    - (i) Is restricted to his or her living quarters or designated post of duty;
    - (ii) Has his or her activities substantially limited; and
    - (iii) Is required to remain in a state of readiness of work.

## 7.2 On-Call Status Defined

FLSA Definition (Section 551.431):

- (a) An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if:
  - (1) The employee is allowed to leave a telephone number or to carry an electronic Device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or
  - (2) The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

## 8. Compensation For Higher Classification Work

Except for on-the-job training purposes, whenever an employee is assigned to perform the entire job function of a higher classification for a period of two consecutive weeks, the employee may be paid at the higher range. Performance of such duties on an occasional basis, for short periods, or for training purposes is not subject to pay increase. Out-of-class pay will not be paid while an employee is on any form of leave.

## 9. Compensation Upon Termination

Upon an employee's separation from County employment, the employee will receive the following compensation at the time of the next regularly scheduled payroll:

- a. Wages for all hours that have not been paid
- b. Any holiday pay due
- c. Accrued vacation up to the maximum accrual allowed
- d. One-third (1/3) of accrued sick leave upon retirement from the County or due to death
- e. Any applicable severance pay

Note: Upon retirement PERS 1 employees hired after January 1, 1996 shall be paid for a maximum of 240 hours combines vacation and sick leave unless otherwise provided by contract.

## 10. Payroll

### 10.1 Pay Periods/Payday

Pay periods are based on the calendar month. All employees are paid on the 10<sup>th</sup> of the month. If a payday falls on a weekend or courthouse holiday, paychecks will be available on the last workday preceding the normal payday.

Most employees are paid by automatic, electronic deposit into their personal checking accounts. For employees who do not elect to receive electronic deposits, paychecks are normally distributed by supervisors and are available before close of business hours.

## 10.2 Payroll Draw

Mid-month payroll draws are allowed in compliance with RCW 36.17.040. Draws are not treated as a payroll and no withholding or deductions are made. The employee must complete the necessary forms to authorize a payroll draw either during employee orientation or by contacting the Human Resource Office or the Payroll Specialist in the Auditor's Office at least one week prior to the 25<sup>th</sup> of the month.

Payroll draws are normally available on the 25<sup>th</sup> of each month. If a payroll draw day falls on a weekend or courthouse holiday, draw checks will be available on the last workday preceding the normal draw day.

Draws of employees whose wages are subject to garnishment may be reduced or eliminated at the discretion of the Auditor. The employee will be notified of such action.

## 10.3 Garnishment of Wages/Liens

The County is required by law to accept legal garnishments or liens attached to employee wages. Garnishments and liens require the County to withhold a portion of the employee's disposable earnings for the satisfaction of a debt, and remit the withheld amount to the Court or the Internal Revenue Service. If a garnishment or lien is received by the County, the employee will be so notified by the Payroll Specialist in the Auditor's Office, and may be encouraged to seek the advice of a professional financial counselor.

Wage garnishments and liens place an administrative expense and burden on the County. Multiple garnishments or liens may indicate that the employee has disregarded his or her obligation to pay debts on a timely basis and has shifted the responsibility to the County. For every transaction processed, the County will charge the maximum statutory fees allowable. Receipt of three or more salary garnishments on an employee's wages within twelve (12) consecutive months for three or more separate debts may result in disciplinary action, including discharge.

## 10.4 Direct Deposit of Paychecks

The County offers direct deposits of paychecks for the convenience of employees. Employees are encouraged to utilize direct deposit for payroll.

Employees may direct the deposit of their paycheck into one bank account of their choice. The Direct Deposit Enrollment Form and other required documentation must be completed and submitted to the Human Resource Office.

#### 10.5 Payroll Deductions

The County will withhold from an employee's paycheck those deductions required by law, authorized benefits, union dues, and purposes approved by the Auditor.

#### 11. Consolidated Classification/Position List

The County's consolidated list of classifications and positions is available in the Human Resource Office.