

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 9/2/2021	PREPARED BY: Carlee Nave
Meeting Date Requested: 9/21/2021	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: New Hire Entry Exceptions for Shannon Taylor	
FISCAL IMPACT: \$16,940 Annual Impact \$2,825 Impact for 2021 \$0 2021 Budget Impact due to position vacancy for several months	
BACKGROUND: On 8/31/2021, the Board gave approval for the County Assessor to extend a job offer to S Taylor for the position of Appraiser II at a Grade 16, Step 6, with Paid Time Off (PTO) accruals beginning at the 13 year accrual rate due to the challenges in filling this highly specialized position in a tough labor market. S Taylor has accepted the offer and we are requesting the Board adopt the resolution authorizing the leave accrual exception and authorizing the Chair to sign the Personnel Action Form (PAF) for the step 6 entry exception.	
RECOMMENDATION: Recommend approval of the resolution as presented.	
COORDINATION: J Rosenau, Franklin County Assessor worked with HR to put together a compensation offer package to attract this highly experienced Appraiser to come to Franklin County, in light of competing job prospects in the area.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Resolution 2. Personnel Action Form (PAF)	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Thomas Westerman	

I certify the above information is accurate and complete.



Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

***NEW HIRE COMPENSATION AND LEAVE ACCRUAL EXCEPTIONS FOR SHANNON
TAYLOR***

WHEREAS, on August 31, 2021, the Board of County Commissioners authorized the Assessor to make a job offer to Shannon Taylor at Grade 16, Step 6 and Paid Time Off (PTO) accrual rates beginning at the 13-year accrual rate; and

WHEREAS, Shannon Taylor has accepted the job offer with the above terms, with a start date of November 2, 2021; and

WHEREAS, the Board of County Commissioners constitutes the legislative authority of Franklin County and desires to approve the exception requests.

NOW, THEREFORE IT IS HEREBY RESOLVED the Board of Franklin County Commissioners approves the Paid Time Off (PTO) accrual rate for Shannon Taylor to begin at the 13-year accrual rate, in accordance with accrual rates indicated in the applicable Collective Bargaining Agreement.

AND, BE IT FURTHER RESOLVED the Board of Franklin County Commissioners authorizes the Chair to sign the Personnel Action Form (PAF) approving the Grade 16, Step 6 placement on the *Appraisers* salary schedule for Shannon Taylor.

DATED this _____ day of _____, 2021.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

- New Hire**
 Re-Hire
 Position Change
 Pay Change
 Employment Separation
 Leave

Employee Name: Shannon Taylor Effective Date of Change: 11/02/21

Department: Assessor Submitted Date: 09/02/21

- New Hire**
 Position Change
 Action Type: Select one- Required
 Re-Hire
 Pay Change
 Performance Evaluation: Select one- Required

For position changes/new hire/re-hire
Please select at least one from each column

Job Title:	Real Property Appraiser II
Department Title:	Assessor
Department ID #:	
Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small>	16/6
Resolution #: <small>(If Applicable)</small>	

Employment Type

- Full-Time
 Part-Time
 Seasonal/ Temporary
 # of Months: _____
(Maximum 120 Working Days)
 Variable/ On-call
 Provisional

Schedule

- 7.5 Hours/Day
 8 Hours/Day
 Public Safety
 Flex
 Hourly
 # Hours/Days: _____
 # Hours/Week: _____

Comments:

PTO accrual will begin at the 13-year accrual rate in accordance with CBA

Employee Separation:

Last Date Physically Worked: _____
 Leave hours to Pay Out?
 Yes* No

* Please submit payout form to HR following employee's last date physically worked

Separation Code:

(Select one, then select reason code)

- Resignation (Attach Resignation Notice)
 Involuntary Termination (Attach Termination Letter)
 End of Assignment
 Retirement (Attach Retirement Notice)
 Quit in Lieu of Involuntary Termination (Attach Resignation Notice)
 Reduction of Force (Attach RIF Notice)
 Death

Reason Code:

(Select One)

- Attendance
 Gross Misconduct
 Probation
 Job Abandonment
 Separation (Employer Initiated)
 N/A

Leave:

Last Date Physically Worked: _____
 Leave Begin Date: _____
 Leave End Date: _____

- FMLA (Report hours used to HR for tracking)
 Military (Report hours used to HR for tracking)
 Administrative
 Other (Please Specify): _____

- Paid
 Unpaid

Authorization/Approval Signatures

Commissioner (If Applicable)	X	_____/_____/20__
Elected Official/Department Head	X	_____/_____/20__
Supervisor (If Applicable)	X <u>Nikkilyn Morgan</u>	9 / 2 / 20 21
Human Resources	X	_____/_____/20__

For Human Resources Use Only:

- Original Document- HR
 Electronic Copy- Payroll
 Electronic Copy- EO/Dept. Head
 Salary Matrix Wage Verification - Matrix Resolution #: _____
 Entered into One Solution - PCN #: _____
 Entered into Benefits Admin System
 HR Audit _____