



Adopted July 16, 2024

Amended November 26, 2024

The following internal policy is enacted pursuant to Utah Code Ann. § 17-53-207 and Salt Lake County Code of Ordinances § 2.08.070 to provide guidelines for the Salt Lake County Council office's selection and management of Council staff.

Laurie Stringham, Chair
At-Large A

Suzanne Harrison
At-Large B

Jim Bradley
At-Large C

Arlyn Bradshaw
District 1

David Alvord
District 2

Aimee Winder Newton
District 3

Ann Granato
District 4

Sheldon Stewart
District 5

Dea Theodore
District 6

- 1) The Salt Lake County Council may appoint staff as authorized by the Optional Plan for Salt Lake County Government, § 2.07, and Salt Lake County Code of Ordinances, § 2.04.050.B. The hiring of Council staff is authorized through the County's budget process, and Council staff positions and funding must be allocated and approved by the Council in the annual Council office budget.
- 2) Council staff members are Appointed-Non Merit (Status 95) employees for the purpose of Salt Lake County HR policy. Council employees serve "at will" and without tenure, and are exempt from the career service as defined by Utah Code Ann. § 17-33-8. The Council shall prepare job descriptions for Council staff positions following the process outlined by County HR policy.
- 3) Council central staff is selected or removed by vote of the Council, and serve the entire Council. The Council central staff consists of the following positions: Budget and Policy Analyst; Communications and Administrative Coordinator; Council Office Director; Exempt Secretary; Fiscal Manager; Legal Counsel; and Legislative Director. Central staff salaries are set by the Council, consistent with the overall allocation of positions and funding approved by Council in the Council office budget. The Council Chair represents the Council while serving as administrator of central staff.
- 4) Council Senior Advisors are selected or removed by political caucuses of the Council with three or more members, and serve those caucuses and their individual Councilmembers. The general expectation is that each political caucus may select two full-time Senior Advisors, subject to any alternate arrangements authorized by the Council consistent with the Council's budget. Senior Advisor salaries are set by the political caucus that selected the Senior Advisor, consistent with the overall allocation of positions and funding approved by Council in the Council office budget. Each caucus's respective leader represents the caucus while serving as the administrator[s] of the Senior Advisors that their caucus selects.
- 5) The Council's Executive Committee may assist the Chair in making initial recommendations relating to the central staff, including selection (hiring), removal, discipline, salary adjustments, performance reviews, and any other administrative issues that the Chair deems appropriate. The Chair or Executive Committee shall refer such employment recommendations to the entire Council for final review and approval.
- 6) Each political caucus of the Council that chooses to hire Senior Advisors should establish a process for making employment recommendations related to the Senior Advisor positions that are allocated to the caucus,

including selection (hiring), removal, discipline, salary adjustments, performance reviews, and any other administrative issues that the caucus deems appropriate. Each caucus should also provide for a reasonably equal allocation of Senior Advisor time as among members of the caucus. Each caucus's respective leader should refer such employment recommendations to the entire caucus for final review and approval, and where appropriate, communicate the results of those decisions to the Council and to Council and other county staff for any necessary implementation or action. If a political caucus is evenly divided on a discretionary issue related to employment recommendations for its Senior Advisors, the political caucus may resolve the impasse by allowing the vote of the caucus leader to decide the issue.

- 7) Unless specifically approved and delegated to do so by the Council – including, where appropriate, through a job description – no member of the Council staff, including Senior Advisors, shall supervise or manage other members of the Council staff. The Council Chair may delegate certain day-to-day administrative responsibilities concerning central staff to the Council Office Director, provided that the Chair retains ultimate management authority on behalf of the Council.
- 8) Council staff is required to comply with all applicable law and Salt Lake County policy, particularly laws and policies related to ethics and standards of conduct, including but not limited to, Salt Lake County HR Policy 3-300, "Standards of Conduct." Council staff shall be held to the highest standard of conduct and are subject to discipline for violations of law or policy, including termination of employment.
- 9) Consistent with legal requirements and professional standards, Council staff have an obligation to preserve the confidentiality and discretion of their conversations and interactions with Councilmembers where such confidentiality and discretion is either explicitly requested or reasonably understood to be expected. Council staff should also not disclose information related to private conversations or work assignments unless specifically or impliedly authorized to do. This includes maintaining confidentiality with respect to information as it might be disclosed outside of the Council office, or as between one Councilmember and other Councilmembers. Council staff should not disclose information discussed during closed portions of Council meetings. Council staff should also not disclose records that have been classified as private or protected, including draft legislative proposals and internal communications that are part of the deliberative process in connection with the preparation of legislative proposals.
- 10) Council staff complaints regarding harassment, discrimination, or retaliation should be made consistent with applicable County policy, and nothing in this internal policy shall be understood to supersede any generally applicable law or policy that applies to all Salt Lake County employees.
- 11) Council staff is required to provide disclosure of any actual or potential conflicts of interests as required by Utah Code and Salt Lake County Ordinance, including the filing of a required disclosure statement each

January, or as new actual or potential conflicts of interest might arise. Council staff shall not be compensated by the County for any time spent working on non-Salt Lake County employment or interests, and any such time shall not count towards the requirements of § 13 of this internal policy.

- 12) Council staff shall comply with all requirements of Utah Code and Salt Lake County Ordinance concerning the political activities of employees including, without limitation, the requirement established by Utah Code Ann. § 17-33-11(5) and Salt Lake County Code of Ordinances § 2.07.401(5) that “no officer or employee may engage in any political activity during the hours of employment.” Council staff shall also comply with the requirement established by Salt Lake County Code of Ordinances § 2.07.402 that “no employee shall use any property or resources of Salt Lake County, including time, other county employees, equipment, material, County Seal, buildings or facilities in connection with any political activity, except in accordance with established County policy regarding scheduling and use of public meeting rooms.”
- 13) All full-time Council staff shall work eighty hours per pay period, consistent with Salt Lake County Code of Ordinances, § 1.06.010. Any part-time Council staff shall work an agreed-upon number of hours per pay period as approved by their administrator.
- 14) The main Council office shall be open to the public during the times required by County ordinance. All full-time Council staff, including Senior Advisors, shall be available during normal county office hours, although some positions may allow flexibility for modified working hours, schedules, and assignments as approved by the staff member’s administrator. Central staff is expected to be available during their scheduled working hours in the Council offices on Mondays, Tuesdays, and Thursdays, with the option for telecommuting on Wednesdays and Fridays, provided the job duties and needs of the Council are maintained. Senior Advisors are expected to be available during their scheduled working hours in the Council offices on Tuesdays and Thursdays, and on one other day of the week – preferably Mondays – when other county staff are in the office. All Council staff shall maintain in-person attendance at staff meetings at least 80 percent of the time. Council staff may attend meetings and other work-related events off-site consistent with their job responsibilities and as approved by their administrator. Council staff may take lunch and other appropriate breaks throughout the working day. Council staff may be asked by their administrator to maintain a record of their hours worked, and Councilmembers and political caucuses are encouraged to ensure that the staff time of their appointed Senior Advisors is judiciously used and accounted for.
- 15) All full-time Council staff is authorized to take twenty-four (24) days of paid vacation leave per calendar year and is encouraged to do so. Any part-time Council staff is authorized to take vacation leave as a prorated portion of twenty-four (24) days of paid vacation leave per calendar year, equivalent to the agreed-upon number of hours per pay period that they are being

compensated to work. Vacation leave does not accrue year-over-year, and it is non-monetizable when the staff member separates from Council employment. Council central staff may schedule vacation leave by seeking approval from the Council Chair and/or the Council Office Director, and recording their scheduled vacation time on the Council office's vacation calendar. Council Senior Advisors may schedule vacation leave by seeking approval from the caucus leader and/or the entire caucus that selected them, and are encouraged to record their scheduled vacation time on the Council office's vacation calendar. Council staff is encouraged to schedule their vacation time in advance so that critical office functions are coordinated and maintained. Council staff is also encouraged to send emails or other reminders to colleagues informing them of upcoming vacation time, particularly for vacations exceeding a week. Council staff should utilize out-of-office notifications on their County email accounts and other County-issued communication systems during vacation periods.

- 16) Council staff may take paid sick leave as necessary. Council central staff may request sick leave by notifying the Council Chair and/or the Council Office Director. Council Senior Advisors may take sick leave by notifying their respective caucus leader and/or another responsible member of staff designated by the caucus for receiving such notification. Authorization may be required for sick leave exceeding five consecutive business days, or exceeding eighteen (18) total days during a calendar year. To the extent practical, Council staff should provide notification to their colleagues of sick leave.
- 17) Council staff may take other eligible forms of paid leave for purposes required by law or authorized by County policy, including without limitation, holiday leave, parental leave, funeral leave, bereavement leave, jury leave, or military leave. Such leave shall be authorized consistent with County policy and is separate from vacation leave. Council central staff may request such leave by notifying the Council Chair and/or the Council Office Director. Council Senior Advisors may take such leave by notifying the individual Councilmembers who appointed them. To the extent practical, and except for holiday leave, Council staff should provide notification to their colleagues of such authorized leave.
- 18) Council staff is entitled to all other benefits that they are eligible to receive under County policy based on their employment status.
- 19) Council central staff are encouraged to bring any work concerns and grievances to the Council Chair and/or the Executive Committee for review. Unresolved issues may then be reviewed by the Executive Committee or the entire Council. Senior Advisors are encouraged to bring any work concerns and grievances to the caucus leader and/or the entire caucus that selected them.
- 20) Individual Councilmembers, and Senior Advisors acting on behalf of Councilmembers, may request research and other project work from the central staff, which shall remain confidential at the request of the Councilmember. This work will be limited to the expertise of the central staff

member, and Councilmembers and Senior Advisors will show discretion in the amount of work requested.

- 21) Council central staff shall have the responsibility of aiding the Chair in preparing and publishing agendas for Council meetings, with primary supervision of this responsibility belonging to the Council Office Director.
- 22) The amendments to this policy adopted on the date approved below shall be effective as of January 1, 2025.

APPROVED and ADOPTED as amended, November 26, 2024.

SALT LAKE COUNTY COUNCIL

By:

Laurie Stringham, Chair