



Adopted July 16, 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 the entire Council, and serve the entire Council. The Council central staff consists of the following positions: Budget and Policy Analyst; Communications and Administrative Coordinator; 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 Policy Advisors are selected or removed by individual Councilmembers, and serve those individual Councilmembers, consistent with Utah Code Ann. § 17-33-8(1)(b)(iii) and Salt Lake County Code of Ordinances § 2.12.070.B. The general expectation is that each Councilmember may select one full-time Senior Policy Advisor, subject to any alternate arrangements authorized by the Council consistent with the Council's budget. Senior Policy Advisor salaries are set by the Individual Councilmembers who selected the Senior Policy Advisor, consistent with the overall allocation of positions and funding approved by Council in the Council office budget. Individual Councilmembers serve as administrators of the Senior Policy Advisors who they select.
- 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) 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 Policy 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 their appointed Senior Policy Advisor, provided that the Chair retains ultimate management authority on behalf of the Council.

- 7) 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.
- 8) 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.
- 9) 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 § 11 of this internal policy.
- 10) 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."
- 11) 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 that they are being compensated for.
- 12) The main Council office shall be open to the public during the times required by County ordinance. All full-time Council staff, including Senior Policy 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 Policy 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 are encouraged to ensure that the staff time of their appointed Senior Policy Advisors is judiciously used and accounted for.

- 13) 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 recording their scheduled vacation time on the Council office's vacation calendar. Council Senior Policy advisors may schedule vacation leave by seeking approval from the individual Councilmembers who 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.
- 14) Council staff may take paid sick leave as necessary. Council central staff may request sick leave by notifying the Council Chair and/or the Chair's Senior Policy Advisor. Council Senior Policy advisors may take sick leave by notifying the individual Councilmembers who appointed them. 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.
- 15) Council staff may take other eligible forms of paid leave 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 Chair's Senior Policy Advisor. Council Senior Policy 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.

- 16) Council staff is entitled to all other benefits that they are eligible to receive under County policy based on their employment status.
- 17) 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.
- 18) Individual members of the Council, and Senior Policy 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 Policy Advisors will show discretion in the amount of work requested.
- 19) Council central staff shall have the responsibility of aiding the Chair in preparing and publishing agendas for Council meetings.
- 20) The Council's central staff management plan, last approved February 11, 2020, is hereby repealed as of the effective date of this internal policy.

APPROVED and ADOPTED July 16, 2024.

SALT LAKE COUNTY COUNCIL

By:

Laurie Stringham, Chair