



The following internal policy is enacted pursuant to section 2.08.070 of the Salt Lake County Code of Ordinances 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 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 are 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 that 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 that 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 are 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 are 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 prohibiting political activity in the County workplace, and are required to take vacation leave or leave without pay before participating in any political activities occurring during normal County office hours. Council staff may not use County resources, systems, or devices for political activities. Political activity means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking office at any caucus, political convention, or election (see Utah Code Ann. § 20A-11-101(42) (2024)).
- 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) 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 schedules and assignments. Central staff are expected to be available 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 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.

- 13) All full-time Council staff are authorized to take twenty-four (24) days of paid vacation leave per calendar year and are encouraged to do so. Any part-time Council staff are 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 are encouraged to schedule their vacation time in advance so that critical office functions are coordinated and maintained. Council staff are 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 are 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 _____, 2024.

SALT LAKE COUNTY COUNCIL

By:

Laurie Stringham, Chair