

Salt Lake County Council Central Staff Management Plan

Adopted May 19, 2015

Amended October 15, 2019

Amended _____, 2020

The Salt Lake County Council's central staff are key members of the Council's collective success and provide essential services to the Council and County constituents.

Council central staff includes the following positions:

- Budget and Policy Analyst
- Council Fiscal Manager
- Exempt Secretary
- Legal Counsel
- Legislative Audit Director
- Legislative Auditor
- Legislative Director
- [~~Council Administrative Coordinator~~] Council Communications and Administrative Manager

The following internal County Council policy is intended to provide clarity regarding workplace expectations.

- Central staff positions are “at will” merit-exempt positions and incumbents may be terminated at the Council’s discretion.
- Central staff positions report through the Executive Committee to the nine-member Council. The Legislative Auditor also reports to the Legislative Audit Director. If the Legislative Audit Director position is unfilled, the Legislative Auditor reports to the Council Fiscal Manager.
- The Chair to the Council represents the Council while serving as administrator of central staff work schedules. Each member of the central staff is expected to be available during traditional work hours, although some jobs may allow flexibility for modified schedules or telecommuting, provided the job duties and needs of the Council are maintained.
- Central staff shall have the responsibility of aiding the Chair in preparing and publishing agendas for Council meetings.
- Individual members of the Council may request research and other project work from the Central staff which shall remain confidential at the request of the Council Member. This

work will be limited to the expertise of the central staff member and Council Members will show discretion in the amount of work assigned.

- Council staff is encouraged to bring work concerns and grievances to the Council Chair and/or the Minority Leader for review. Unresolved issues may then be reviewed by the Executive Committee or the full Council. Complaints regarding harassment, discrimination or retaliation should be made consistent with the County's Workplace Harassment, Discrimination or Retaliation Policy.
- Leave guidelines: As references in Human Resources Employment Status Policy, staff do not accrue vacation and sick leave, but are eligible to take paid leave as approved by the agency Elected Official(s). Notification of sick leave and upcoming vacation should be provided to the Council Chair who will notify the Council email distribution list as soon as possible.

APPROVED and ADOPTED on the consent agendas of the _____, 2020 Council Meetings.

SALT LAKE COUNTY COUNCIL

By: _____

Max Burdick, Chair