



**WHATCOM COUNTY
EXECUTIVE ORDER 2024-03**

**Authorizing Extra Pay for Designated
Positions Responsible for
Enterprise Resource Planning (ERP)
Software Implementation**

WHEREAS, the County Council adopted Ordinance 2018-049 establishing the Financial System Software Fund and associated project-based budget to upgrade our current financial system (Oracle JD Edwards World) with \$1,750,000 of initial funding; and

WHEREAS, in 2019 an internal project team was assembled and an external consultant, Soft Resources, was selected to assist the County in planning for the replacement or upgrade of the current system; and

WHEREAS, in 2020 the project was interrupted by the COVID-19 pandemic for a period of two years; and

WHEREAS, in 2022 the project team re-assembled and an external implementation consultant, IKW, was selected to assist the project team with the upgrade of our current system to JD Edwards Enterprise One; and

WHEREAS, in the 2023-2024 Biennial Budget, County Council approved an additional \$1,604,000 be added to the project budget; and

WHEREAS, in early 2024 work with IKW finalized the project requirements, scope, timeline, and additional budget needed to complete the core project by the end of 2024; and

WHEREAS, County Council approved an amended contract with IKW for an additional \$711,825 for implementation consulting services; and

WHEREAS, certain unrepresented employees, who are not eligible for overtime, are anticipated to be required to work far beyond the hours required in a regular work week to accomplish the necessary project work; and

WHEREAS, the 2024 Unrepresented Resolution empowers the Executive to authorize extra pay for unrepresented employees during a period of extraordinary circumstances.

NOW, THEREFORE, BY virtue of the power vested in me by the home rule charter and the County Code for Whatcom County, I hereby order the following PTO carryover/cash out and compensatory time policy for designated positions performing assigned ERP project work:

Effective July 8, 2024

Eligible Positions:

Finance Division	IT Division	Public Works/Treasurer
Finance Manager	IT Manager	Financial Services Manager
Sr. Associate Manager	Applications Supervisor	Chief Deputy
Associate Manager		Special Projects Manager
Budget Analyst (two eligible)		

Paid Time Off Bank Carryover/Cash Out

For 2024 only, no more than 370 PTO hours at the end of the business day on December 31, 2024 can be carried over to the following year; any additional hours are forfeited. If funds exist in the department's current budget, or the Non-departmental Leave Pay out budget, by mutual agreement among the impacted employee, the department head, and the County Executive or designee, up to 40 hours of PTO anticipated to be above the 370 hours carry over maximum can be cashed out. Requests for cash out must be submitted by November 30 and will be paid in December. This is in lieu of the current Paid Time Off Carryover/Cash Out allowing up to 40 hours of cash out of PTO anticipated to be above 330 hours.

Compensatory Time for ERP Project Work

For 2024 only and after July 8, 2024, eligible employees may accrue one compensatory hour for each additional hour worked over their normal schedule while performing ERP project work up to a maximum of 80 compensatory hours. Accrued compensatory time may be cashed out in the last full pay period of 2024 or upon separation of employment. Compensatory time may be used beginning in 2025 and beyond as approved.

Employees are responsible for tracking and accounting for their time.

Extra pay for this project work is in lieu of Paid Administrative Leave in the Unrepresented Resolution.

DATED this 11th day of July, 2024.



Satpal Singh Sidhu, Whatcom County Executive