

## **Resolution No. 3765**

A RESOLUTION of the Port of Seattle Commission amending the policy directive for salaries and benefits for employees not covered by a collective bargaining agreement established by Resolution No. 3739 and providing an effective date for all amendments of January 1, 2020.

WHEREAS, the Port of Seattle Commission has authority pursuant to RCW 53.08.170 to create and fill positions, fix wages, salaries, and establish other benefits of employment including retirement, insurance and similar benefits;

NOW, THEREFORE, BE IT RESOLVED by the Port of Seattle Commission as follows:

SECTION 1. The policy directive established by Resolution No. 3739 adopted November 28, 2017, establishing jobs, pay grades, pay ranges, and pay practices for employees not covered by a collective bargaining agreement and authorizing legally required and other benefits, is hereby amended as follows:

In Section 2, Definitions, add the following definitions:

Employment Date/Date of Hire: "Employment Date/Date of Hire" means the first day an employee comes to work and receives pay for time worked.

Seasonal Employee: "Seasonal Employee" means an employee hired to perform a job that exists on a seasonal basis where the season begins and ends at approximately the same time each year and lasts less than a full year. Seasonal employees initially hired into a seasonal job through a competitive hire process may return to work subsequent seasons without being hired through a subsequent competitive hire process.

In Section 2, Definitions, the definition of "for cause" is amended to read as follows:

"For cause" means a designation given to most non-represented Port of Seattle jobs and positions where the employment relationship can be terminated by the Port for reasons that conform to previously defined standards of unacceptable conduct or performance.

In Section 2, Definitions, remove the definition of Guided Rating Distribution.

In Section 3(A), Scope and Applicability, add the last sentence from Section 5.2(D), Authorization to Amend Benefits Programs, to the end of Section 3(A) to further define the Port's rights.

In Section 4(B), Responsibilities, move the second sentence from Section 5.2(D), Authorization to Amend Benefits Programs, to Section 4(B) to further define the responsibilities of the Executive Director.

In In Section 5.1(C), after “hereby established” insert a new table of pay grades and pay ranges for non-represented jobs at the Port of Seattle as shown in Attachment A.

In Section 5.1(D), amend the fifth sentence to read as follows: The Senior Director of Human Resources, under the supervision of the Executive Director, shall have the final approval authority for all job evaluation outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director.

In Section 5.1(E), insert a new sentence six to read as follows: Job evaluation outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director.

In Section 5.1(E)(5), remove “as specified in Port Policy HR-21 – Pay Administration”

In Section 5.1(E)(6), remove “shall be administered consistent with Port Policy HR-21 – Pay Administration”

In Section 5.1(E)(8), remove “The Pay for Performance program shall be administered in accordance with Port Policy HR-21 – Pay Administration”

In Section 5.2(C) in the second sentence, insert “Port” between “with” and “eligibility” and delete “and other details included in Port Policy HR-5, Leave – or Port Policy HR-31 – Employee Benefits for Non-Represented Employees – as applicable”

In Section 5.2(C)(1), delete “consistent with Port Policy HR-5 – Leave – and the Addendum to Port Policy HR – 5 – Leave”

In Section 5.2(C)(1)(c), delete “as specified in the Total Rewards Program Guide”

In Section 5.2.C(1)(j), insert “Paid” at the beginning of the first sentence and insert “Fully” at the beginning of the second sentence.

Add a new Section 5.2(C)(1)(k) to read as follows: Port Paid Medical Leave. Partially paid time away from work for the employee or family member’s serious medical condition. As approved by Washington State in lieu of the Washington State Paid Family & Medical Leave.

Add a new Section 5.2(C)(1)(l). to read as follows: Port Paid Family Leave. Partially paid time away from work following the birth, adoption, or placement for foster care of a new child. As approved by Washington State in lieu of the Washington State Paid Family & Medical Leave.

In Section 5.2(C)(2) at the end of the last sentence, remove “and supplemental information contained in Port Policy HR-31 – Employee Benefits for Non-represented Employees”

In Section 5.2(C)(3), remove “and as specified in Port Policy HR-31 – Employee Benefits for Non-Represented Employees”


In Section 5.2(C)(6), remove “as specified in port policy HR-24 – Relocation”


In Section 5.3(F), between “governing” and “contracts” insert “vendor or insurance”


SECTION 2. The amendments provided in this resolution shall be effective starting January 1, 2020.


**ADOPTED** by the Port of Seattle Commission at a duly noticed meeting thereof, held this 19<sup>th</sup> day of November, 2019, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.



  
STEPHANIE BOWMAN

  
FRED FELLEMAN

  
RYAN CALKINS

  
PETER STEINBRUECK  
Port of Seattle Commissioners

ATTACHMENT A  
 GRADED SALARY RANGE STRUCTURE  
 3.5% increase compared to January 1, 2019  
 (Effective January 1, 2020)

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$118.88	\$148.60	\$178.32	\$247,273	\$309,091	\$370,909
44	\$112.15	\$140.19	\$168.23	\$233,276	\$291,595	\$349,914
43	\$105.80	\$132.26	\$158.71	\$220,073	\$275,091	\$330,109
42	\$99.81	\$124.77	\$149.72	\$207,615	\$259,519	\$311,423
41	\$94.65	\$118.31	\$141.98	\$196,872	\$246,090	\$295,308
40	\$89.68	\$112.11	\$134.53	\$186,543	\$233,179	\$279,815
39	\$84.98	\$106.22	\$127.47	\$176,753	\$220,941	\$265,129
38	\$80.48	\$100.60	\$120.72	\$167,395	\$209,244	\$251,093
37	\$76.18	\$95.22	\$114.27	\$158,451	\$198,064	\$237,677
36	\$72.15	\$90.18	\$108.22	\$150,066	\$187,582	\$225,098
35	\$68.24	\$85.31	\$102.37	\$141,948	\$177,435	\$212,922
34	\$64.54	\$80.68	\$96.81	\$134,247	\$167,809	\$201,371
33	\$61.04	\$76.30	\$91.56	\$126,959	\$158,699	\$190,439
32	\$57.67	\$72.09	\$86.51	\$119,959	\$149,949	\$179,939
31	\$54.51	\$68.13	\$81.76	\$113,372	\$141,715	\$170,058
30	\$51.44	\$64.30	\$77.17	\$107,002	\$133,753	\$160,504
29	\$48.55	\$60.69	\$72.83	\$100,992	\$126,240	\$151,488
28	\$45.80	\$57.25	\$68.70	\$95,269	\$119,086	\$142,903
27	\$43.17	\$53.96	\$64.76	\$89,798	\$112,247	\$134,696
26	\$40.68	\$50.85	\$61.02	\$84,616	\$105,770	\$126,924
25	\$38.30	\$47.88	\$57.45	\$79,668	\$99,585	\$119,502
24	\$36.03	\$45.03	\$54.04	\$74,934	\$93,668	\$112,402
23	\$33.86	\$42.33	\$50.79	\$70,434	\$88,043	\$105,652
22	\$31.81	\$39.77	\$47.72	\$66,170	\$82,712	\$99,254
21	\$29.82	\$37.28	\$44.73	\$62,030	\$77,538	\$93,046
20	\$28.53	\$35.66	\$42.79	\$59,332	\$74,165	\$88,998
19	\$27.30	\$34.12	\$40.94	\$56,777	\$70,971	\$85,165
18	\$26.13	\$32.66	\$39.19	\$54,347	\$67,934	\$81,521
17	\$25.04	\$31.30	\$37.56	\$52,079	\$65,099	\$78,119
16	\$23.97	\$29.97	\$35.96	\$49,867	\$62,334	\$74,801
15	\$22.92	\$28.65	\$34.38	\$47,670	\$59,588	\$71,506
14	\$21.98	\$27.47	\$32.96	\$45,710	\$57,137	\$68,564
13	\$21.09	\$26.37	\$31.64	\$43,874	\$54,842	\$65,810
12	\$20.20	\$25.25	\$30.30	\$42,020	\$52,525	\$63,030
11	\$19.39	\$24.24	\$29.08	\$40,329	\$50,411	\$60,493
10	\$18.58	\$23.23	\$27.88	\$38,655	\$48,319	\$57,983
9	\$17.84	\$22.30	\$26.76	\$37,106	\$46,382	\$55,658
8	\$17.13	\$21.41	\$25.70	\$35,631	\$44,539	\$53,447
7	\$16.46	\$20.57	\$24.68	\$34,228	\$42,785	\$51,342