

Item Number: 8j_supp
Meeting Date: November 9, 2021

2022 Salary and Benefits Resolution Introduction

November 9, 2021



Topics To Cover

- Background of the Salary and Benefits Process
- Recommended Updates and Changes

Background

- What is the resolution, what does it do
 - The Salary and Benefits Resolution is the Port Commission's authorization to revise the pay and benefits programs that are part of the Port's overall Total Rewards package for non-represented employees
 - RCW 53.08.170 requires Port Commission to authorize pay and benefits for non-represented employees by resolution

Recommended Changes for 2022

- Definitions
 - “Pay Rate” definition added
 - This addition will help with add consistency in how ‘pay’ is defined through out the Salary and Benefits Policy Directive, HR policies, and other documents
 - “Probationary Employee” revised definition
 - This revision will align the definition with the current practice of not applying time spent in a temporary position to an employee’s probationary period

Recommended Changes for 2022

- Pay Ranges

- The Port's goal is to have the pay ranges for non-represented jobs reflect the market pay rates for Port jobs administered in these ranges
- It is important to note that when the Port adjusts pay ranges, employees do not receive corresponding increases to their pay rates
- Recommending a 3.5% range adjustment increase, based on results of the market analysis to maintain competitive ranges

Recommended Changes for 2022

- Mandated Benefits

- Long Term Care Insurance

- Beginning January 1, 2022, the Port will be required to withhold a Long-Term Care premium of .58% on employee earnings for this mandatory statewide long-term care program
 - Employees who receive and provide the Port with an exemption from the State of Washington, will not have premiums withheld

Recommended Changes for 2022

- Paid Leave
 - COVID-19 Vaccination Verification Incentive Day
 - In 2022, non-represented employee may be eligible for an additional day off
 - To be eligible employees will need to have their fully vaccinated status verified by November 1, 2021

Recommended Changes for 2022

- Administrative Changes
 - Remove Port Auditor Language
 - No longer necessary
 - Remove redundant language
 - Change Reference to Alternative Work Arrangement
 - Align with 2021 policy title update to Flexible Work Arrangements
 - Definition is updated to include the Teleworking Reimbursement program
 - Other Minor Changes
 - To correct missing or incorrect words

Estimated Costs

- Increase to ranges
 - Impacting ~57 employees, approximate cost \$92,200
- Long Term Care insurance
 - Entirely employees paid
- Covid-19 Vaccination Verification Incentive Day
 - No budget impact, budget for a full year's pay for all employees
 - May need some overtime for backfilling or maintaining staffing levels

Salary and Benefits Resolution Introduction

- Questions and Answers