



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 8f

**ACTION ITEM**

**Date of Meeting** March 12, 2024

**DATE :** February 28, 2024

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Katie Gerard, Senior Human Resources Director  
Kecia Reichstein, Human Resources Director—Total Rewards

**SUBJECT: 2024 Salary and Benefits Program**

**ACTION REQUESTED**

Request Commission adoption of the Salary and Benefits Resolution No. 3820, amending the policy directive for salaries and benefits for employees not covered by a collective bargaining agreement established by Resolution No. 3807 and providing an effective date for all amendments as of March 24, 2024.

**EXECUTIVE SUMMARY**

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 the Port Commission to authorize pay and benefits for non-represented employees by resolution. The Executive Director has the authorization to take necessary action to make effective all terms, provisions, and conditions within the Salary and Benefits Policy Directive. The Salary and Benefits Resolution establishes the pay ranges for non-represented jobs, authorizes new and updates existing elements of the compensation program and authorizes updates to benefits plans that comprise the overall benefits package offered to non-represented Port employees. This adoption will establish the new Provisional Pay type to the Salary and Benefits Policy Directive that is contained in Resolution No. 3820, of the 2024 Salary and Benefits Resolution.

**JUSTIFICATION**

The Salary and Benefits Policy Directive specifies the pay and benefits programs authorized by the Port Commission, while specifics of these programs are maintained in Port policies and administrative details are found in program guides which are authorized by the Executive Director and Senior Human Resource Director. The Policy Directive also includes benefits offered to Port of Seattle retirees and to Port Commissioners, as well as the specifics and administrative details of these benefits. Updates to the program are designed to keep the authorized pay and benefits plans current and ensure the Total Rewards package they are part of continues to

Meeting Date: March 12, 2024

support the attraction and retention of employees with the talents and abilities necessary for the Port to achieve its mission, vision, and goals.

This Salary and Benefits resolution is to recommend a new pay type, Provisional Pay. The Human Resources staff anticipates bringing forward another resolution in the coming months for the 2024 Salary and Benefits Policy Directive with recommendations supporting the implementation of the Compensation Project.

**DETAILS**

The 2024 Salary and Benefits Resolution includes the following recommended update to the Salary and Benefits Policy Directive.

**Section 5 Policy Establishing Jobs, Pay Grades, Pay Ranges and Pay Rates**

In Section 5.1.F., Pay Types, we recommend the addition of Provisional Pay as item (9) in the list. This pay type, in unique circumstances as determined by the Executive Director, when a subset of Port employees incur additional costs or liability associated with their assigned in-person work location. The Port may provide to that affected subset of Port employees' additional compensation in the form of a one-time lump sum payment or multiple periodic payments to minimize (but not necessarily completely offset) such additional cost or liability for the then-current calendar year, provided that such amounts are within the approved budget.

**FINANCIAL IMPLICATIONS**

The financial implications can vary depending on the offset that is authorized by the Executive Director based on the approved budget.

**ATTACHMENTS TO THIS REQUEST**

- (1) Draft Resolution No. 3820

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

February 27, 2024 – The Commission was briefed at Executive Session