



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8g

ACTION ITEM

Date of Meeting

March 12, 2024

DATE: February 29, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Mikel O'Brien, Senior Director Labor Relations

SUBJECT: Authorization for the Executive Director to Extend the Provisional Pay Program to Represented Employees Through Collective Bargaining

ACTION REQUESTED

Labor Relations is requesting Commission authorization for the Executive Director to extend the Provisional Pay program for non-represented employees to similarly situated represented employees through collective bargaining.

EXECUTIVE SUMMARY

Resolution No. 3820, if approved, will establish a new Provisional Pay type for non-represented employees. This pay type will apply 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 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.

This request would allow the Executive Director to extend this benefit, through the collective bargaining process, to similarly situated represented employees.

JUSTIFICATION

Authorizing the Executive Director to extend Provisional Pay as established for non-represented employees to represented employees through collective bargaining will allow swift implementation of necessary system adjustments to ensure the affected subsets of Port employees may be compensated in a timely manner to offset the additional cost or liability associated with their assigned in-person work location.

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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.

This new program could be extended to similarly impacted represented employees through a negotiated Memorandum of Understanding with their respective collective bargaining representative.

FINANCIAL IMPLICATIONS

The financial implications can vary depending on the offset that is authorized by the Executive Director and negotiated with the respective bargaining representatives.

ATTACHMENTS TO THIS REQUEST

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

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

March 12, 2024 – The Salary and Benefits Resolution precedes this requested action on the March 12, 2024, Agenda.