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Resolution No. 3752

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, 2019.

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; and

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, the definition of “probationary period” is amended to read as follows: “Probationary period” means an extension of the hiring process, the period of time from the day a newly hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment.

In Section 2, Definitions, the definition of “at-will” is amended to read as follows: “At-will” means a designation given to some non-represented jobs or positions at the Port where the employment relationship may be terminated by the Port or employee at any time and for any or no reason. Employees hired as at-will are not subject to the Port’s progressive discipline process. Jobs designated as at-will are noted with an asterisk in Exhibit A of this policy directive. When a job opening is posted for an at-will position, the at-will designation will be identified in the posted notice. An offer of employment made to a current employee or external candidate for an at-will position will state that the position is at-will and exempt from any progressive discipline policy. Employees hired, or appointed, into at-will jobs prior to January 1, 2014, are grandfathered as ‘for cause’ employees. However, any employee hired prior to January 1, 2014, who is transferred or promoted into an at-will position is no longer subject to the termination “for cause” standard and will be exempt from any progressive discipline policy.

Section 5.1(A)(2), Public Affairs Senior Director, is amended to delete all occurrences of “Public Affairs” and insert instead: External Relations.

41 Section 5.1(A)(3), Internal Audit Director, is amended to read as follows: The Commission,
42 through the Audit Committee, oversees the internal audit function. The Internal Audit Director
43 reports to the Audit Committee and administratively to the Executive Director. The Audit
44 Committee is charged with making recommendations to the Commission on the appointment,
45 replacement, or dismissal of the Internal Audit Director; provides input to the Executive
46 Director on the Internal Audit Director’s performance evaluation; oversees the Internal Audit
47 Director’s plans and activities; and reviews with the Internal Audit Director the staffing and
48 organizational structure of the internal audit function. The internal audit department staff will
49 report to the Internal Audit Director.

50

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

53

54 In Section 5.2(C)(1), after paragraph (c) Holidays, insert a new paragraph (d) as follows and
55 renumber the subsequent paragraphs: Personal Day. One full day with no accrual and no carry
56 forward, based on the payroll calendar.

57

58 In Section 5.2(C), paragraph (3) is amended to read as follows: Healthcare. Medical, pharmacy,
59 dental, and vision coverage offered to eligible employees consistent with Patient Protection
60 and Affordable Care Act (ACA) requirements and as specified in Port Policy HR-31 – Employee
61 Benefits for Non-Represented Employees shall be as follows:

62

63 (a) The Port shall maintain at least two medical plan options.

64

65 (b) Employees will have the ability to enroll their eligible dependents in the same medical,
66 pharmacy, dental, and vision plans the employee elects.

67

68 (c) Employees may be required to pay all or a portion of their healthcare premiums by
69 payroll deduction.

70

71 (d) The Port retains the right to modify or terminate healthcare benefits.

72

73 In Section 5.3, subsections (B) and (C) related to medical benefits for retirees and their
74 dependents are repealed.

75

76 In Section 5.4(B), after “medical” delete “and dental” and insert: pharmacy, dental, and vision

77

78 In Section 5.4(B)(1), after “Medical” insert: and Pharmacy

79

80 In Section 5.4(B)(1), before “Port Commissioners are eligible” insert: (a) Coverage for
81 Commissioners.

82

83 In Section 5.4(B)(1), after “via approved methods” delete “Medical Benefits for Commissioners’
84 Dependents” and insert the following: (b) Coverage for Commissioners’ Dependents

85 In Section 5.4(B)(1), delete existing paragraph (b) relating to medical benefits for
86 commissioners eligible for retiree medical

87
88 In Section 5.4(B), insert the following new paragraph (2) and renumber the subsequent
89 paragraphs: Vision Benefits for Commissioners.

90
91 (a) Coverage for Commissioners. Port Commissioners are eligible to elect vision coverage
92 effective on the first of the month following one calendar month as a Port Commissioner.
93 They shall be eligible for vision coverage in such amounts and in such manner as the Port
94 has established with organizations selected to provide or administer such benefits.
95 Commissioners who elect Port-sponsored vision coverage must elect coverage via approved
96 methods.

97
98 (b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect
99 vision coverage for their dependents on the first of the month following one calendar
100 month as a Port Commissioner. Coverage for dependents shall be provided by the same
101 vision plan that the Commissioner has chosen.

102
103 **SECTION 2.** The amendments provided in this resolution shall be effective starting January 1,
104 2019.

105
106 **ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed meeting
107 thereof, held this ____ day of _____, 2018, and duly authenticated in open session by
108 the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

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Port of Seattle Commissioners

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ATTACHMENT A
GRADED SALARY RANGE STRUCTURE
(Effective January 1, 2019)

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$114.86	\$143.58	\$172.29	\$238,911	\$298,639	\$358,367
44	\$108.36	\$135.45	\$162.54	\$225,387	\$281,734	\$338,081
43	\$102.23	\$127.78	\$153.34	\$212,630	\$265,788	\$318,946
42	\$96.44	\$120.55	\$144.66	\$200,594	\$250,743	\$300,892
41	\$91.45	\$114.31	\$137.17	\$190,214	\$237,768	\$285,322
40	\$86.65	\$108.31	\$129.98	\$180,235	\$225,294	\$270,353
39	\$82.10	\$102.63	\$123.16	\$170,776	\$213,470	\$256,164
38	\$77.76	\$97.20	\$116.64	\$161,734	\$202,168	\$242,602
37	\$73.60	\$92.00	\$110.40	\$153,093	\$191,366	\$229,639
36	\$69.71	\$87.13	\$104.56	\$144,991	\$181,239	\$217,487
35	\$65.94	\$82.42	\$98.90	\$137,148	\$171,435	\$205,722
34	\$62.36	\$77.95	\$93.54	\$129,707	\$162,134	\$194,561
33	\$58.97	\$73.72	\$88.46	\$122,666	\$153,332	\$183,998
32	\$55.72	\$69.65	\$83.58	\$115,902	\$144,878	\$173,854
31	\$52.66	\$65.83	\$78.99	\$109,538	\$136,923	\$164,308
30	\$49.70	\$62.13	\$74.56	\$103,384	\$129,230	\$155,076
29	\$46.91	\$58.64	\$70.37	\$97,577	\$121,971	\$146,365
28	\$44.25	\$55.32	\$66.38	\$92,047	\$115,059	\$138,071
27	\$41.71	\$52.14	\$62.57	\$86,761	\$108,451	\$130,141
26	\$39.30	\$49.13	\$58.96	\$81,754	\$102,193	\$122,632
25	\$37.01	\$46.26	\$55.51	\$76,974	\$96,217	\$115,460
24	\$34.81	\$43.51	\$52.21	\$72,400	\$90,500	\$108,600
23	\$32.72	\$40.90	\$49.08	\$68,053	\$85,066	\$102,079
22	\$30.74	\$38.42	\$46.10	\$63,932	\$79,915	\$95,898
21	\$28.81	\$36.02	\$43.22	\$59,933	\$74,916	\$89,899
20	\$27.56	\$34.45	\$41.34	\$57,326	\$71,657	\$85,988
19	\$26.37	\$32.97	\$39.56	\$54,857	\$68,571	\$82,285
18	\$25.25	\$31.56	\$37.87	\$52,510	\$65,637	\$78,764
17	\$24.19	\$30.24	\$36.29	\$50,318	\$62,898	\$75,478
16	\$23.16	\$28.95	\$34.75	\$48,181	\$60,226	\$72,271
15	\$22.14	\$27.68	\$33.22	\$46,058	\$57,573	\$69,088
14	\$21.23	\$26.54	\$31.85	\$44,164	\$55,205	\$66,246
13	\$20.38	\$25.47	\$30.57	\$42,390	\$52,987	\$63,584
12	\$19.52	\$24.40	\$29.28	\$40,599	\$50,749	\$60,899
11	\$18.73	\$23.42	\$28.10	\$38,965	\$48,706	\$58,447
10	\$17.96	\$22.44	\$26.93	\$37,348	\$46,685	\$56,022
9	\$17.24	\$21.55	\$25.85	\$35,851	\$44,814	\$53,777
8	\$16.55	\$20.69	\$24.83	\$34,426	\$43,033	\$51,640
7	\$15.90	\$19.87	\$23.85	\$33,070	\$41,338	\$49,606

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