



Salary Benefits Program
 Summary of Changes Effective 1/1/19

Section (citations point to the Salary and Benefits policy directive)	Recommendation	Current	Notes
2. Definitions	<p>Probationary Period: 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.</p>	<p>Probationary Period: 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.</p>	<p>Adding that it's an extension of the hiring process.</p>
2. Definitions	<p>Adding: 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.</p> <p>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.</p>	<p>"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 in Exhibit A of this policy directive and will be identified as at-will when a job opening for an at-will position is posted and/or before an offer of employment is made. Employees hired, or appointed, into at-will jobs prior to January 1, 2014, are grandfathered as 'for cause' employees.</p>	<p>Further defining at-will jobs and the discipline policy that will be applied to at-will jobs, grandfathered at-will jobs, and employees who promote out of grandfathered at-will jobs.</p>
5.1(A)(3) II.A.3. Reporting	<p>Internal Audit Director: The Commission, through</p>	<p>Internal Audit Director: The</p>	<p>Clarifies the reporting relationship of the</p>

Requirements for Certain Positions	the Audit Committee, oversees the internal audit function. The Internal Audit Director, reports to the Audit Committee and administratively to the Executive Director. The Audit Committee is charged with making recommendations to the Commission on the appointment, replacement or dismissal of the Internal Audit Director; provides input to the Executive Director on the Internal Audit Director's performance evaluation; oversees the Internal Audit Director's plans and activities and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The internal Audit Department staff will report to the Internal Audit Director.	Commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director, reports to the Audit Committee as provided in the Audit Committee Charter. The Audit Committee is charged with making recommendations to the Commission on the appointment, replacement or dismissal of the Internal Audit Director; provides input to the CFO on performance evaluation; oversees the Internal Audit Director's plans and activities and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The internal Audit Department staff will report to the Internal Audit Director.	Internal Audit Director and specifies who is responsible for completing the Internal Audit Director's performance evaluation.
5.1(C) II.C. Pay Ranges	2019 Pay Ranges will be adjusted by 3.5% per market analysis	In 2018, Pay Ranges were adjusted by 3%	Market analysis has been completed.
5.2(C)(1) III.B.1. Paid Leave	Personal Day: One full day per payroll year with no accrual and no carry forward.	None	This is a new paid leave day for employees based on feedback received from the 2016 Benefit survey and follow up market analysis.
5.2(C)(3) III.B.3. Healthcare	Medical, Vision, Pharmacy, and Dental, coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA)	Medical and Dental coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements and as specified in Port Policy HR-31 – Employee Benefits for	Specifies that pharmacy and vision benefits are part of the healthcare benefits package offered to employees.

	requirements and as specified in Port Policy HR-31 – Employee Benefits for Non-represented employees.	Non-represented employees.	
5.3 IV. Benefits Offered to Port of Seattle Retirees	Deleted: Eligibility Requirements for Retiree Medical		In 2019, medical coverage for Port retirees will no longer be offered.
5.4(B)(1) V.A. Benefits Offered to Port of Seattle Commissioners	A. Healthcare: Port Commissioners shall have the same healthcare, medical, vision, pharmacy, and dental benefit choices offered to Port employees.	A. Healthcare: Port Commissioners shall have the same healthcare, medical and dental benefit choices offered to Port employees.	Aligning description of healthcare benefits available to Commissioners with those offered to employees.
5.4(B) V.2.a and V.2.b.	Vision Benefits for Commissioners AND Vision Benefits for Commissioner’s Dependents	None	In 2019, Vision coverage will have stand-alone plans separate from medical.
5.4(B)(1)(b) V.A.1.b	Deleted: Medical Benefits for Commissioners Eligible for Retiree Medical		In 2019, medical coverage for Port retirees will no longer be offered.