

## Resolution No. 3781

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, 2021.

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. Amendment of Policy Directive.** 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:

**SECTIONS 2-5.** The amendments provided in this resolution shall be effective starting January 1, 2021.

SECTION 2. Add a new definition for “Project-related Temporary Assignment” to address utilization of these types of temporary assignments. A Project-related Temporary Assignment is an assignment for a full-time or part-time employee that is generally expected to last no longer than four years. Extensions to these types of assignments are only allowed in special circumstances with approval from Human Resources management.

SECTION 5.1.A(3) Policy Establishing Jobs, Pay Grades, Pay Ranges, and Pay Rates.

(3) Internal Audit Director. The commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director reports functionally to the **Commission, delegated 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 Director will have direct accountability to both the Commission (through the Audit Committee) and the Executive Director and will independently execute judgment on internal audit affairs based on the scope of the audit function.** The internal audit department staff will report to the Internal Audit Director.

SECTION 5.1.C. Pay Ranges – Graded Salary Range Structure will be adjusted by 2%.

SECTION 5.2.C(c). Amendment of Section: Holidays. The Port shall observe the following 11 holidays:

Adding a Holiday for Juneteenth on June 19.

**ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed meeting thereof, held this 17<sup>th</sup> day of November, 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

*Peter Steinbrueck*  
Peter Steinbrueck (Dec 9, 2020 14:32 PST)

*Fred Felleman*  
Fred Felleman (Nov 20, 2020 14:49 PST)

*[Signature]*

*Ryan Calkins*  
Ryan Calkins (Nov 24, 2020 13:52 PST)

*Stephanie L. Bowman*  
Stephanie L. Bowman (Nov 19, 2020 10:04 PST)

Port of Seattle Commissioners

ATTACHMENT A  
**GRADED SALARY RANGE STRUCTURE**  
 2.0% increase compared to January 1, 2020  
 (Effective January 1, 2021)

**GRADED SALARY RANGE STRUCTURE**  
 2.0% Range Adjustment Effective January 1, 2021

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	2021 Midpoint	Maximum
45	\$121.26	\$151.57	\$181.89	\$252,218	\$315,273	\$378,328
44	\$114.40	\$142.99	\$171.59	\$237,942	\$297,427	\$356,912
43	\$107.92	\$134.90	\$161.88	\$224,474	\$280,593	\$336,712
42	\$101.81	\$127.26	\$152.72	\$211,767	\$264,709	\$317,651
41	\$96.54	\$120.68	\$144.81	\$200,810	\$251,012	\$301,214
40	\$91.48	\$114.35	\$137.22	\$190,274	\$237,843	\$285,412
39	\$86.68	\$108.35	\$130.02	\$180,288	\$225,360	\$270,432
38	\$82.09	\$102.61	\$123.13	\$170,743	\$213,429	\$256,115
37	\$77.70	\$97.13	\$116.55	\$161,620	\$202,025	\$242,430
36	\$73.59	\$91.99	\$110.39	\$153,067	\$191,334	\$229,601
35	\$69.61	\$87.01	\$104.41	\$144,787	\$180,984	\$217,181
34	\$65.83	\$82.29	\$98.75	\$136,932	\$171,165	\$205,398
33	\$62.26	\$77.82	\$93.39	\$129,498	\$161,873	\$194,248
32	\$58.83	\$73.53	\$88.24	\$122,358	\$152,948	\$183,538
31	\$55.60	\$69.49	\$83.39	\$115,639	\$144,549	\$173,459
30	\$52.47	\$65.59	\$78.71	\$109,142	\$136,428	\$163,714
29	\$49.53	\$61.91	\$74.29	\$103,012	\$128,765	\$154,518
28	\$46.72	\$58.40	\$70.08	\$97,174	\$121,468	\$145,762
27	\$44.04	\$55.04	\$66.05	\$91,594	\$114,492	\$137,390
26	\$41.49	\$51.87	\$62.24	\$86,308	\$107,885	\$129,462
25	\$39.07	\$48.84	\$58.60	\$81,262	\$101,577	\$121,892
24	\$36.75	\$45.93	\$55.12	\$76,433	\$95,541	\$114,649
23	\$34.54	\$43.18	\$51.81	\$71,843	\$89,804	\$107,765
22	\$32.45	\$40.56	\$48.67	\$67,493	\$84,366	\$101,239
21	\$30.42	\$38.02	\$45.63	\$63,271	\$79,089	\$94,907
20	\$29.10	\$36.37	\$43.64	\$60,518	\$75,648	\$90,778
19	\$27.84	\$34.80	\$41.76	\$57,912	\$72,390	\$86,868
18	\$26.65	\$33.31	\$39.98	\$55,434	\$69,293	\$83,152
17	\$25.54	\$31.92	\$38.31	\$53,121	\$66,401	\$79,681
16	\$24.45	\$30.57	\$36.68	\$50,865	\$63,581	\$76,297
15	\$23.38	\$29.22	\$35.07	\$48,624	\$60,780	\$72,936
14	\$22.42	\$28.02	\$33.62	\$46,624	\$58,280	\$69,936
13	\$21.51	\$26.89	\$32.27	\$44,751	\$55,939	\$67,127
12	\$20.61	\$25.76	\$30.91	\$42,861	\$53,576	\$64,291
11	\$19.78	\$24.72	\$29.66	\$41,135	\$51,419	\$61,703

10	\$18.96	\$23.69	\$28.43	\$39,428	\$49,285	\$59,142
9	\$18.20	\$22.75	\$27.29	\$37,848	\$47,310	\$56,772
8	\$17.47	\$21.84	\$26.21	\$36,344	\$45,430	\$54,516
7	\$16.79	\$20.98	\$25.18	\$34,913	\$43,641	\$52,369












# Resolution 3781


Final Audit Report

2020-12-09

Created:	2020-11-18
By:	Lauren Smith (smith.l@portseattle.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAD7dZ8mBfTHpcuRalZ1ZD4erEle1hKSvx

## "Resolution 3781" History

-  Document created by Lauren Smith (smith.l@portseattle.org)  
2020-11-18 - 8:55:22 PM GMT- IP address: 73.97.190.77
-  Document emailed to Peter Steinbrueck (steinbrueck.p@portseattle.org) for signature  
2020-11-18 - 8:56:18 PM GMT
-  Document emailed to Fred Felleman (felleman.f@portseattle.org) for signature  
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-  Document emailed to Sam Cho (cho.s@portseattle.org) for signature  
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-  Document emailed to Ryan Calkins (calkins.r@portseattle.org) for signature  
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-  Document emailed to Stephanie L. Bowman (bowman.s@portseattle.org) for signature  
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-  Email viewed by Peter Steinbrueck (steinbrueck.p@portseattle.org)  
2020-11-18 - 9:55:17 PM GMT- IP address: 73.239.155.8
-  Email viewed by Sam Cho (cho.s@portseattle.org)  
2020-11-19 - 5:32:54 AM GMT- IP address: 67.171.14.219
-  Document e-signed by Sam Cho (cho.s@portseattle.org)  
Signature Date: 2020-11-19 - 5:33:14 AM GMT - Time Source: server- IP address: 67.171.14.219
-  Email viewed by Stephanie L. Bowman (bowman.s@portseattle.org)  
2020-11-19 - 6:04:21 PM GMT- IP address: 24.143.97.138
-  Document e-signed by Stephanie L. Bowman (bowman.s@portseattle.org)  
Signature Date: 2020-11-19 - 6:04:58 PM GMT - Time Source: server- IP address: 24.143.97.138

 Email viewed by Fred Felleman (felleman.f@portseattle.org)

2020-11-20 - 10:29:59 PM GMT- IP address: 198.134.101.10

 Document e-signed by Fred Felleman (felleman.f@portseattle.org)


Signature Date: 2020-11-20 - 10:49:28 PM GMT - Time Source: server- IP address: 216.160.81.208

 Email viewed by Ryan Calkins (calkins.r@portseattle.org)


2020-11-24 - 9:51:27 PM GMT- IP address: 67.170.106.19

 Document e-signed by Ryan Calkins (calkins.r@portseattle.org)


Signature Date: 2020-11-24 - 9:52:17 PM GMT - Time Source: server- IP address: 67.170.106.19

 Email viewed by Peter Steinbrueck (steinbrueck.p@portseattle.org)

2020-11-24 - 10:08:57 PM GMT- IP address: 73.239.155.8

 Email viewed by Peter Steinbrueck (steinbrueck.p@portseattle.org)

2020-12-09 - 10:32:17 PM GMT- IP address: 73.239.155.8

 Document e-signed by Peter Steinbrueck (steinbrueck.p@portseattle.org)

Signature Date: 2020-12-09 - 10:32:52 PM GMT - Time Source: server- IP address: 73.239.155.8

 Agreement completed.

2020-12-09 - 10:32:52 PM GMT