

Item Number: 8h attach 4
Meeting Date: November 17, 2020

Salary and Benefits Resolution Adoption

November 17, 2020



Topics to Cover

- Background of the Salary and Benefits Process
- Recommended Updates and Changes

Background

- State law authorizes Commission to establish salaries and benefits via Resolution
- Covers non-represented employees
- Includes delegation of authority not included elsewhere
- Incorporates changes for 2021 that will amend the Salary and Benefits Policy Directive

Recommended Updates & Changes

- New Paid Holiday
 - Add Juneteenth as a Port-paid holiday
- Pay Range Adjustment
 - Annual adjustment to the current Salary Ranges
- Internal Audit Director's Position Description Update
 - Updated to reflect the dual reporting capacity to the Commission (delegated to the Audit Committee) and the Executive Director
- Definition Update
 - Add a new definition for “Project-related Temporary Assignment”

New Holiday

Add June 19th as a Port paid holiday in observation of Juneteenth

- Juneteenth, otherwise known as Black Independence Day, commemorates the day in 1865 when enslaved people in Galveston, Texas heard the news of their freedom, two years after President Lincoln issued the Emancipation Proclamation. It is currently observed in all but three states in the U.S.
- This year, a bill was introduced in the Washington State House of Representatives proposing to make Juneteenth an official state paid holiday and would also formally recognize February as Black History Month. There is also a possibility that it may become a nationally recognized official paid holiday at the federal level.

Position Description Update

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.

Pay Range Adjustment

- Recommending a 2.0% range adjustment to maintain competitive ranges
 - 2020 salary ranges are within 1% of market
 - Market data is indicating a 2.8% average adjustment for both public and private employers
- Costs associated with the range adjustment are minimal
 - Fewer than 15 employees affected
 - Estimated cost is approximately \$13,000
- City of Seattle minimum wage for 2021 is \$16.69
 - No Port grade minimums will be less after the adjustment

Definition Update

Add a definition for a new type of temporary assignment

- Project-related Temporary Assignment

- *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.*

Conclusion

Questions?