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**Port of Seattle Commission
Resolution No. 3790**

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 June 8, 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. The amendments provided in this resolution shall be effective starting June 8, 2021.

SECTION 2. Adjust the definitions for “Probationary Employee” and “Probationary Period” to align with HR policy so that the entire probationary period must be completed in one position. Final definitions should be as follows:

“Probationary Employee” means a newly hired or rehired employee who has not yet successfully completed their probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment.

“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 *unless* the employee is selected for a new position before completing their probationary period. In this case, the employee’s probationary period will restart beginning with the date of transfer through the end of the sixth month of employment in the new position.

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ADOPTED by the Port Commission of the Port of Seattle at a duly noticed meeting thereof, held this ____ day of _____, 2021, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Port of Seattle Commissioners