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5 **PORT OF SEATTLE**  
6 **Resolution No. 3795**  
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8 **A RESOLUTION** of the Port of Seattle Commission amending the policy  
9 directive for salaries and benefits for employees not  
10 covered by a collective bargaining agreement  
11 established by Resolution No. 3790 and providing an  
12 effective date for all amendments of January 1, 2022.  
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14 **WHEREAS**, the Port of Seattle Commission has authority pursuant to RCW 53.08.170 to  
15 create and fill positions, fix wages, salaries, and establish other benefits of employment including  
16 retirement, insurance and similar benefits.  
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18 **NOW, THEREFORE, BE IT RESOLVED**, by the Port of Seattle Commission as  
19 follows:  
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21 SECTION 1. Amendment of Policy Directive. The policy directive established by Resolution  
22 No. 3739 adopted November 28, 2017, establishing jobs, pay grades, pay ranges, and pay practices  
23 for employees not covered by a collective bargaining agreement and authorizing legally required  
24 and other benefits, is hereby amended as follows:  
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26 SECTIONS 2-5. The amendments provided in this resolution shall be effective starting  
27 January 1, 2022.  
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29 SECTION 2. Add a new definition for “pay rate” to facilitate consistent references to ‘pay’  
30 throughout the Salary and Benefits Policy Directive, HR policies, and other documents referring  
31 to employee pay. Pay rate means an employee’s hourly pay rate as specified in the compensation  
32 rate field contained in HCM, the Port’s HRIS system. Modify the ‘probationary employee’  
33 definition to align with current practice and specify the time spent in a temporary position does  
34 not apply to an employee’s probationary period. “Probationary Employee” means a newly hired or  
35 rehired employee who has not yet successfully completed their probationary period and is expected to  
36 establish a consistent, acceptable level of performance and behavior that is sufficient to retain their  
37 employment. (Added Language) If hired into a regular position, temporary employees (Veteran  
38 Fellows, Interns, Emergency Hires) are subject to a probationary period starting at the time of hire  
39 into the regular position.  
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41 SECTION 5.1.A(3) Policy Establishing Jobs, Pay Grades, Pay Ranges, and Pay Rates.  
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43 SECTION 5.1.C. Pay Ranges – Graded Salary Range Structure will be adjusted by 3.5%.  
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1 SECTION 5.2.B(9). Amendment of Section: Mandated Benefits. Add the State mandated, Long  
2 Term Care insurance program, the Long-Term Service and Supports Trust Act (LTSS).

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4 SECTION 5.2.C(1)(m). Amendment of Section: Paid Leave. Add COVID-19 Vaccination  
5 Validation Incentive Day. One full day, to a maximum of 10 hours, during the 2022 payroll year  
6 for employees who meet the 2021 vaccination validation criteria, with no accrual, no carry  
7 forward, and no cash out value.

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9 SECTION 5.2.C(2). Amendment of Section: Retirement. Remove “the Port Auditor is authorized  
10 to execute any and all documents related to establishing pensions for individuals that are excluded  
11 from PERS eligibility under RCW 41.40.”

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13 SECTION 5.2.C(2)(a).1. Remove the redundant language.

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15 SECTION 5.2.c(5). Amendment of Section Flex Time and Alternative Work Arrangement.  
16 Update the name of the program from Flex Time and Alternative Work Arrangement to Flexible  
17 Work Arrangements. Replace “Telecommuting or telework schedules are” with “Teleworking is.”  
18 Add language “Flexible work arrangements and Teleworking include a limited Teleworking  
19 Equipment Reimbursement program in years that the reimbursement program is funded.”

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21 SECTION 5.3.E. Amendment of Section Retiree Parking. Replace “Sea-Tac Airport” with “SEA  
22 (the airport in SeaTac, WA owned and operated by the Port of Seattle).”

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24 **ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed meeting  
25 thereof, held this 16<sup>th</sup> day of November, 2021, and duly authenticated in open session by the  
26 signatures of the Commissioners voting in favor thereof and the seal of the Commission.

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37 Port of Seattle Commissioners

ATTACHMENT A  
**GRADED SALARY RANGE STRUCTURE**  
 3.5% increase compared to January 1, 2021  
 (Effective January 1, 2022)

**GRADED SALARY RANGE STRUCTURE**  
 3.5 % Range Adjustment Effective January 1, 2022

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$125.50	\$156.87	\$188.25	\$261,040	\$326,290	\$391,560
44	\$118.40	\$147.99	\$177.59	\$246,272	\$307,819	\$369,387
43	\$111.70	\$139.62	\$167.55	\$232,336	\$290,410	\$348,504
42	\$105.37	\$131.71	\$158.06	\$219,170	\$273,957	\$328,765
41	\$99.92	\$124.90	\$149.88	\$207,834	\$259,792	\$311,750
40	\$94.68	\$118.35	\$142.02	\$196,934	\$246,168	\$295,402
39	\$89.71	\$112.14	\$134.57	\$186,597	\$233,251	\$279,906
38	\$84.96	\$106.20	\$127.44	\$176,717	\$220,896	\$265,075
37	\$80.42	\$100.53	\$120.64	\$167,274	\$209,102	\$250,931
36	\$76.17	\$95.21	\$114.25	\$158,434	\$198,037	\$237,640
35	\$72.04	\$90.06	\$108.07	\$149,843	\$187,325	\$224,786
34	\$68.14	\$85.17	\$102.20	\$141,731	\$177,154	\$212,576
33	\$64.43	\$80.54	\$96.65	\$134,014	\$167,523	\$201,032
32	\$60.88	\$76.10	\$91.32	\$126,630	\$158,288	\$189,946
31	\$57.54	\$71.92	\$86.31	\$119,683	\$149,594	\$179,525
30	\$54.31	\$67.89	\$81.46	\$112,965	\$141,211	\$169,437
29	\$51.26	\$64.08	\$76.89	\$106,621	\$133,286	\$159,931
28	\$48.36	\$60.44	\$72.53	\$100,589	\$125,715	\$150,862
27	\$45.57	\$56.97	\$68.36	\$94,786	\$118,498	\$142,189
26	\$42.95	\$53.69	\$64.42	\$89,336	\$111,675	\$133,994
25	\$40.44	\$50.55	\$60.66	\$84,115	\$105,144	\$126,173
24	\$38.03	\$47.54	\$57.05	\$79,102	\$98,883	\$118,664
23	\$35.75	\$44.69	\$53.63	\$74,360	\$92,955	\$111,550
22	\$33.58	\$41.98	\$50.38	\$69,846	\$87,318	\$104,790
21	\$31.48	\$39.35	\$47.22	\$65,478	\$81,848	\$98,218
20	\$30.11	\$37.64	\$45.17	\$62,629	\$78,291	\$93,954
19	\$28.81	\$36.02	\$43.22	\$59,925	\$74,922	\$89,898
18	\$27.58	\$34.48	\$41.37	\$57,366	\$71,718	\$86,050
17	\$26.43	\$33.04	\$39.64	\$54,974	\$68,723	\$82,451
16	\$25.31	\$31.64	\$37.97	\$52,645	\$65,811	\$78,978
15	\$24.19	\$30.24	\$36.29	\$50,315	\$62,899	\$75,483
14	\$23.20	\$29.00	\$34.80	\$48,256	\$60,320	\$72,384
13	\$22.26	\$27.83	\$33.40	\$46,301	\$57,886	\$69,472
12	\$21.33	\$26.66	\$31.99	\$44,366	\$55,453	\$66,539
11	\$20.47	\$25.59	\$30.70	\$42,578	\$53,227	\$63,856

10	\$19.62	\$24.52	\$29.42	\$40,810	\$51,002	\$61,194
9	\$18.84	\$23.55	\$28.26	\$39,187	\$48,984	\$58,781
8	\$18.08	\$22.60	\$27.13	\$37,606	\$47,008	\$56,430
7	\$17.37	\$21.71	\$26.06	\$36,130	\$45,157	\$54,205

\*Hourly rates are calculated by (1) increasing the 2021 hourly midpoint for each grade by 3.5%, rounded to the nearest whole cent, to determine the new (2022) hourly midpoint, (2) multiplying the newly calculated midpoint by .8, rounded to the nearest whole cent, to determine the 2022 range minimum, (3) multiplying the newly calculated midpoint by 1.2, rounded to the nearest whole cent to determine the 2022 hourly maximum. These are the range minimum, midpoint, and maximum that are entered into HCM.

\*\* Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.