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November 29, 2022

PORT OF SEATTLE
RESOLUTION NO. 3807
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. 3790 and providing an effective date for
all amendments of January 1, 2023.

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.

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:

SECTION 2-5. The amendments provided in this resolution shall be effective starting January 1, 2023.

SECTION 2. Add a new definition for “Cost of Living Adjustments “COLA”” and “Pay Equity” to describe these specific terms and support the recommendations from the Compensation Project work. COLA means an increase to an employees pay rate based on changes to the Consumer Price Index as defined in the Total Rewards Program Guide and Pay Equity means compensating employees similarly when they perform comparable work, and that pay differences between employees performing comparable work can be explained by related work experience and recent job performance.

SECTION 5.1. Update the Section Title to Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, Pay Practices and Pay Types.

SECTION 5.1.A.(1) Under General Counsel the language referring to Workplace Responsibility staff will be removed.

SECTION 5.1.C. Pay Ranges – Graded Salary Range Structure will be adjusted by 4% and Grade 7 and 8 will be removed. Replace table with Attachment A-Graded Salary Range Structure.

SECTION 5.1.E. & 5.1.F. Pay Practices will be updated and reorganized to list the items in this section in a logical order, including the creation of sub-section F, Pay Types.

SECTION 5.1.E.3. Initial Pay Rates will be updated to be described as pay rates for newly hired employee will be based on related experience they bring to the Port and how it compares to current

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Port employees performing similar work.

SECTION 5.1.F.2. Information and Communications Technology (ICT) Stand-by Pay will be modified to Stand-by Pay and be described as Hourly, non-exempt, employees who are required to be available during non-work hours to resolve problems or otherwise perform work during nonwork hours may be eligible for stand-by pay.

SECTION 5.1.F.3. COLA will be added with the description the Port may provide a pay increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price.

SECTION 5.1.F.4. COLA Plus will be added with the description the Port may provide a pay increase to certain employees with lower pay rates in addition to the COLA increases they may receive.

SECTION 5.1.F.5. Multilingual Premium will be added with the description the Port may provide a multilingual pay premium to employees with proven proficiency in another language and who provide language services to the Port at the Port's request.

SECTION 5.1.F.6. Emergency Pay will be added with the description in the event of an emergency (e.g. a major snow event, an earthquake, a significant power outage, etc.) that has an adverse impact on Port operations, employees working in exempt jobs who are not eligible for overtime, and are required to work more than their normal work schedule may be eligible for Emergency Pay.

SECTION 5.1.F.6. Other Pay Adjustments will be updated to other pay adjustments including, but not limited to, promotional increases and temporary assignment adjustments may be awarded to employees consistent with the Port Policy HR-21.

SECTION 5.2.B.(10) Washington State Paid Sick Leave will be added.

SECTION 5.2.C.(m) COVID-19 Vaccination Verification Incentive Day will be removed.

ADOPTED by the Port of Seattle Commission at a duly noticed public meeting thereof, held this 29th day of November, 2022, 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 Commission

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EXHIBIT A to Resolution No. 3807

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