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Item Number: __10a_supp__
Meeting Date: May 14, 2024
Introduction – Resolution
2024 Salary and Benefits Resolution
May 14, 2024

Topics

- Compensation Project Overview
- Background of the Salary and Benefits Process
- Recommend Updates and Changes

2

The Compensation Project
COMPETITIVE FAIR, EQUITABLE
• Expanded • COLA, COLA+
Market Pricing • Pay Equity
Resources Methodology
• Market • Performance +
Reference Experience
Points at 25th determine position
Percentile in in pay range
pay range • Eliminate barriers
for applicants

SIMPLE, TRANSPARENT

- Standardized Job
Descriptions, Library
- Salary Structure
- Job Matrices

3

The Compensation Project
• A multi-year project to review and update the pay program for nonrepresented
employees
• Project Focus: Ensure the pay program for non-represented employees is
aligned to market and supports our pay equity priorities
• Project Scope:
• The processes, practices, policies and systems related to the compensation program
• The salary structure and how the market reference point for each job is assessed

4

The Compensation Project

5

The Compensation Project

6

The Compensation Project, Pay Equity

Later in 2024, the Port will implement the Pay Equity methodology

- Pay Equity methodology will determine place in range for current and new hires based on allowable factors, similar experience and performance
- Some, but not all, employees will receive pay adjustments as a result
- Work experience for current employees is being analyzed
- New processes and guidelines for promotion, temporary assignment and new hire offers

Differences in pay can be attributed to two factors:

Experience Performance

7

Salary & Benefits Resolution Background

What is the resolution, what does it do

- The Salary and Benefits Resolution is the Port Commission's authorization to revise the pay and benefits programs that are part of the Port's overall Total Rewards package for non-represented employees
- RCW 53.08.170 requires Port Commission to authorize pay and benefits for nonrepresented employees by resolution

8

Recommended Changes for 2024

Policy Establishing Jobs, Pay Grades, Graded Pay Range Structure, and Pay Rates

- Introduction of 2 Graded Salary Range Structures.
- Adjusting language to replace any reference of 'evaluated, evaluation, or evaluation system' to 'assessed, assessment, or assessment process.'
- Adjusting language of 'relative skill requirements, responsibility, effort required, and working conditions' with 'essential responsibilities and minimum qualifications, such as knowledge and skills.'

9

Recommended Changes for 2024

Policy Establishing Jobs, Pay Grades, Graded Pay Range Structure, and Pay Rates
(Continued)

- Replacing the description with 'Pay rates for newly hired employee will be within the pay ranges set forth in the above graded Salary Range Structure. A newly hired employee's placement within the pay grade will be based on related experience they bring the Port.'
- Remove part of the description 'and how it compares to current Port employees performing similar work.'
- Moving the Chief of Police, Fire Chief, Deputy Chief of Police, and Assistant Fire Chief positions from the non-assessed job section to be included in the assessed jobs within the Port's Compensation Program.

10

Recommended Changes for 2024

Definitions & Technical Updates

- "At-will" definition adjusted to allow for any executive leadership position to be designated as at-will.
- "Seasonal Employee" definition adjusted to indicate the hire period is to last 6 months or less.
- Port Paid Medical Leave and Port Paid Family Leave definitions will be adjusted to align with Washington State's definition of these two programs.

11

Estimated Cost

Introduction of new Graded Salary Range Structure

- Impacts 42 employees, approximately costing \$191,036, whose current salary falls below the new grade salary minimum.

12

Salary and Benefits Resolution Briefing
Questions?

13