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**PORT OF SEATTLE  
RESOLUTION NO. 3823**

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A **RESOLUTION** of the Port of Seattle Commission amending policy directive for salaries and benefits for employees not covered by a collective bargaining agreement established by Resolution No. 3820 and providing an effective date for all amendments as of June 1, 2024.

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**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, health insurance and similar benefits; and

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**WHEREAS**, the Port of Seattle Commission is the legally constituted governing body of the Port of Seattle.

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**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 June 1, 2024.

SECTION 2. Adjust the definitions “At-Will” to align with proposed changes from the Compensation Project and “Seasonal Employee” to align with other policies and regulation. The “At-Will” definition will be updated to remove the section ‘*When a job opening is posted for an at-will position, the at-will designation will be identified in the posted notice. An offer of employment made to a current employee or external candidate for an at-will position will state that the position is at-will and exempt from any progressive discipline policy. Employees hired, or appointed, into at-will jobs prior to January 1, 2014, are allowed to continue under a legacy provision grandfathered as ‘for cause’ employees. However, any employee hired prior to January 1, 2014, who is transferred or promoted into an at-will position is no longer subject to the termination “for cause” standard and will be exempt from any progressive discipline policy.*’ and “Seasonal Employee” definition will be adjusted to indicate the ‘*hire period last 6 months or less.*’

SECTION 5.1.C. Based on the proposed Compensation Project changes, adjusting the description of this section by replacing the term ‘*evaluated*’ with ‘*assessed*’ throughout this section and the phrase ‘*relative skill requirements, responsibilities*’ with the phrase ‘*essential responsibilities, minimum qualifications.*’ The Graded Salary Range Structure will be replaced with the Non-Represented Employee Graded Salary Range structure and the Executive Leadership Graded Salary Range Structure.

49 SECTION 5.1.D. Adjusting the language to replace any reference to *'evaluated,*  
50 *evaluation, or evaluation system'* with *'assessed, assessment, or assessment process,'* and  
51 replacing the phrase, *'required skill level, responsibility, effort required, and working conditions'*  
52 with *'essential responsibilities and minimum qualifications, such as knowledge and skills.'*  
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54 SECTION 5.1.E. Replacing the description for initial pay rates with *'Pay rates for newly*  
55 *hired employee will be within the pay ranges set forth in the above graded Salary Range Structure.*  
56 *A newly hired employee's placement within the pay grade will be based on related experience they*  
57 *bring the Port.'* This provides more clarity and aligns with Compensation Project changes.  
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59 SECTION 5.1.G(2). Removing *'Chief of Police, Fire Chief, Deputy Chief of Police, and*  
60 *Assistant Fire Chief. These jobs are not evaluated, and ranges are established based on local*  
61 *market rates for similar work to facilitate appropriate pay administration for employees in these*  
62 *jobs.'* These positions will be removed from the non-assessed jobs section and be included in the  
63 assessed jobs within the Port's Compensation Program.  
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65 SECTION 5.2.C.(1) Adjusting Paid Leave definitions for the Port Paid Medical Leave to  
66 remove *'or family member's'* and for the Port Paid Family Leave definition to include *'for the*  
67 *employee to care for a family member with a serious medical condition, inclusive of,'* which aligns  
68 more closely with the State's definition.  
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70 SECTION 2-5. Technical edits to clarify a point, remove redundancy, or otherwise make  
71 the information clearer and easier to read.  
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73 **ADOPTED** by the Port of Seattle Commission at a duly noticed public meeting thereof,  
74 held this \_\_\_\_ day of May, 2024, and duly authenticated in open session by the signatures of the  
75 commissioners voting in favor thereof and the seal of the commission.  
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77 Port of Seattle Commission  
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