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Item Number: \_9a\_supp\_\_\_\_\_  
Meeting Date: June 11, 2024  
Introduction – Resolution  
2024 Salary and Benefits Resolution  
June 11, 2024

Topics

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

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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

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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

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The Compensation Project

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The Compensation Project

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#### 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
  - Opportunity to return to Commission for review prior to implementation.
- Differences in pay can be attributed to two factors:

Experience Performance

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#### 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

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#### 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.'

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#### 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.

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#### 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.

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Estimated Cost

Introduction of new Graded Salary Range Structure

- Impacts 51 employees, approximately costing \$234,732, whose current salary falls below the new grade salary minimum.
- The estimate has been updated from May 14 materials due to staffing changes (termination, new hires and promotion).

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Salary and Benefits Resolution Briefing  
Questions?

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