

Item Number: 9a supp
Meeting Date: June 11, 2024

Introduction – Resolution 2024 Salary and Benefits Resolution

June 11, 2024

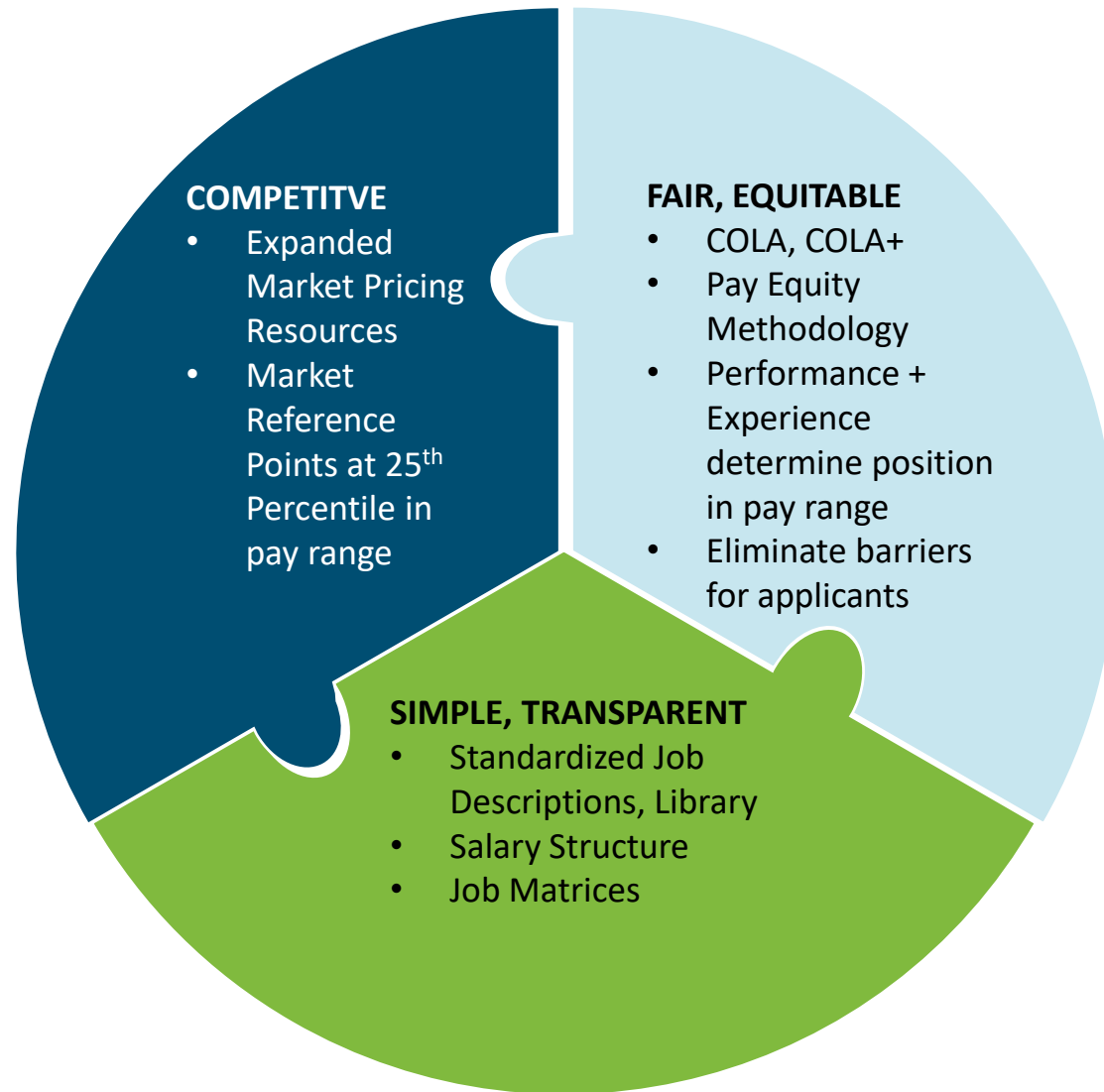


Topics

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



The Compensation Project



The Compensation Project

- A multi-year project to review and update the pay program for non-represented 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

The Compensation Project

Proposed 2024 Non-Represented Graded Salary Range Structure

Grade	Hourly				Annual			
	Minimum	Market Reference Point	Midpoint	Maximum	Minimum	Market Reference Point	Midpoint	Maximum
50	\$ 20.43	\$ 22.23	\$ 24.03	\$ 27.64	\$ 42,500	\$ 46,250	\$ 50,000	\$ 57,500
51	\$ 22.47	\$ 24.45	\$ 26.44	\$ 30.40	\$ 46,750	\$ 50,875	\$ 55,000	\$ 63,250
52	\$ 24.72	\$ 26.90	\$ 29.08	\$ 33.44	\$ 51,425	\$ 55,963	\$ 60,500	\$ 69,575
53	\$ 27.19	\$ 29.59	\$ 31.99	\$ 36.79	\$ 56,568	\$ 61,559	\$ 66,550	\$ 76,533
54	\$ 29.91	\$ 32.55	\$ 35.19	\$ 40.47	\$ 62,224	\$ 67,715	\$ 73,205	\$ 84,186
55	\$ 32.90	\$ 35.81	\$ 38.71	\$ 44.52	\$ 68,447	\$ 74,486	\$ 80,526	\$ 92,604
56	\$ 36.19	\$ 39.39	\$ 42.58	\$ 48.97	\$ 75,291	\$ 81,935	\$ 88,578	\$ 101,865
57	\$ 39.81	\$ 43.33	\$ 46.84	\$ 53.87	\$ 82,820	\$ 90,128	\$ 97,436	\$ 112,051
58	\$ 43.79	\$ 47.66	\$ 51.52	\$ 59.25	\$ 91,103	\$ 99,141	\$ 107,179	\$ 123,256
59	\$ 48.17	\$ 52.43	\$ 56.68	\$ 65.18	\$ 100,213	\$ 109,055	\$ 117,897	\$ 135,582
60	\$ 52.99	\$ 57.67	\$ 62.34	\$ 71.70	\$ 110,234	\$ 119,961	\$ 129,687	\$ 149,140
61	\$ 58.29	\$ 63.44	\$ 68.58	\$ 78.87	\$ 121,257	\$ 131,957	\$ 142,656	\$ 164,054
62	\$ 64.12	\$ 69.78	\$ 75.44	\$ 86.75	\$ 133,383	\$ 145,152	\$ 156,921	\$ 180,460
63	\$ 70.53	\$ 76.76	\$ 82.98	\$ 95.43	\$ 146,722	\$ 159,668	\$ 172,614	\$ 198,506
64	\$ 77.59	\$ 84.43	\$ 91.28	\$ 104.97	\$ 161,394	\$ 175,634	\$ 189,875	\$ 218,356
65	\$ 85.35	\$ 92.88	\$ 100.41	\$ 115.47	\$ 177,533	\$ 193,198	\$ 208,862	\$ 240,192
66	\$ 93.88	\$ 102.17	\$ 110.45	\$ 127.02	\$ 195,286	\$ 212,518	\$ 229,749	\$ 264,211
67	\$ 103.27	\$ 112.38	\$ 121.50	\$ 139.72	\$ 214,815	\$ 233,769	\$ 252,724	\$ 290,632
68	\$ 113.60	\$ 123.62	\$ 133.65	\$ 153.69	\$ 236,296	\$ 257,146	\$ 277,996	\$ 319,695
69	\$ 124.96	\$ 135.99	\$ 147.01	\$ 169.06	\$ 259,926	\$ 282,861	\$ 305,795	\$ 351,665
70	\$ 137.46	\$ 149.58	\$ 161.71	\$ 185.97	\$ 285,919	\$ 311,147	\$ 336,375	\$ 386,831

The Compensation Project

Proposed 2024 Executive Leadership Graded Salary Range Structure

Grade	Hourly				Annual			
	Minimum	Market Reference Point	Midpoint	Maximum	Minimum	Market Reference Point	Midpoint	Maximum
101	\$ 90.01	\$ 97.89	\$ 105.76	\$ 121.52	\$ 187,234	\$ 203,617	\$ 220,000	\$ 252,766
102	\$ 99.01	\$ 107.68	\$ 116.34	\$ 133.67	\$ 205,957	\$ 223,979	\$ 242,000	\$ 278,043
103	\$ 108.91	\$ 118.45	\$ 127.98	\$ 147.04	\$ 226,553	\$ 246,377	\$ 266,200	\$ 305,847
104	\$ 119.81	\$ 130.29	\$ 140.77	\$ 161.74	\$ 249,209	\$ 271,014	\$ 292,820	\$ 336,431
105	\$ 131.79	\$ 143.32	\$ 154.85	\$ 177.92	\$ 274,129	\$ 298,116	\$ 322,102	\$ 370,075
106	\$ 144.97	\$ 157.65	\$ 170.34	\$ 195.71	\$ 301,542	\$ 327,927	\$ 354,312	\$ 407,082
107	\$ 159.46	\$ 173.42	\$ 187.37	\$ 215.28	\$ 331,697	\$ 360,720	\$ 389,743	\$ 447,790

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

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 non-represented employees by resolution



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.'*

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.

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.

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).

Salary and Benefits Resolution Briefing

Questions?