

Resolution No. 3765

1
2
3 A RESOLUTION of the Port of Seattle Commission amending the policy
4 directive for salaries and benefits for employees not
5 covered by a collective bargaining agreement established
6 by Resolution No. 3739 and providing an effective date for
7 all amendments of January 1, 2020.
8

9 WHEREAS, the Port of Seattle Commission has authority pursuant to RCW 53.08.170 to
10 create and fill positions, fix wages, salaries, and establish other benefits of employment
11 including retirement, insurance and similar benefits; and
12

13 NOW, THEREFORE, BE IT RESOLVED by the Port of Seattle Commission as follows:
14

15 SECTION 1. The policy directive established by Resolution No. 3739 adopted November 28,
16 2017, establishing jobs, pay grades, pay ranges, and pay practices for employees not covered by
17 a collective bargaining agreement and authorizing legally required and other benefits, is hereby
18 amended as follows:
19

20 SECTIONS 2-5. The amendments provided in this resolution shall be effective starting January 1,
21 2020.
22

23 In Section 2, Definitions, Add the following definitions:
24

25 Employment Date/Date of Hire: "Employment Date/Date of Hire" means the first day an
26 employee comes to work and receives pay for time worked.
27

28 Seasonal Employee: "Seasonal Employee" means an employee hired to perform a job that exists
29 on a seasonal basis where the season begins and ends at approximately the same time each year
30 and lasts less than a full year. Seasonal employees initially hired into a seasonal job through a
31 competitive hire process may return to work subsequent seasons without being hired through a
32 subsequent competitive hire process.
33

34 In Section 2, Definitions, the definition of "For cause" is amended to read as follows:
35

36 "For cause" means a designation given to most non-represented Port of Seattle jobs and
37 positions where the employment relationship can be terminated by the Port for reasons that
38 conform to previously defined standards of unacceptable conduct or performance.
39

40 In Section 2, Definitions, remove the definition of "Guided Rating Distribution".
41

42 In Section 3.A., Scope and Applicability, add the last sentence from Section 5.2.D., Authorization
43 to Amend Benefits Programs, to the end of Section 3.A. to further define the Port's rights.
44

45 In Section 4.B., Responsibilities, move the second sentence from 5.2.D. Authorization to Amend
46 Benefits Programs to 4.B. to further define the responsibilities of the Executive Director.

47

48 In Section 5, Policy Establishing Jobs, Pay Grades, Pay Ranges and Pay Rates:

49

50 Section 5.1.C., after “hereby established” insert a new table of pay grades and pay ranges for
51 non-represented jobs at the Port of Seattle as shown in Attachment A.

52

53 Section 5.1.D., amend the fifth sentence to read The Senior Director of Human Resources,
54 under the supervision of the Executive Director, shall have the final approval authority for all
55 job evaluation outcomes and title change except for jobs in the Human Resources department
56 and that of the Executive Director. And, insert a new sentence six to read “Job evaluation
57 outcomes and title changes for jobs in the Human Resources department will be approved by
58 the Executive Director.”

59

60 Section 5.1.E.(5) remove “as specified in Port Policy HR-21 – Pay Administration”.

61

62 Section 5.1.E.(6) remove “shall be administered consistent with Port Policy HR-21 – Pay
63 Administration”.

64

65 Section 5.1.E.(8) remove “The Pay for Performance program shall be administered in
66 accordance with Port Policy HR-21 – Pay Administration”.

67

68 Section 5.1.E.(8)(a) note the paragraph beginning with “Consistent with the general delegation
69 of authority” as Section 5.1.E.(8)(a)(1).

70

71 In Section 5.2., Policy Regarding Benefit Programs Offered to Employees

72

73 Section 5.2.C remove the ‘C’ designation from the section beginning with “Additional Benefits
74 for Employees”. In the second sentence, insert the word ‘Port’ between the words “with” and
75 “eligibility”, and delete “and other details included in Port Policy HR-5, Leave – or Port Policy
76 HR-31 – Employee Benefits for Non-Represented Employees – as applicable.

77

78 Section 5.2.D, change the designation of this section from “D” to “C”.

79

80 Section 5.2.C.(1) delete “consistent with Port Policy HR-5 – Leave – and the Addendum to Port
81 Policy HR – 5 – Leave”.

82

83 Section 5.2.C.(1)(b) change the section beginning with “Holidays” to be section 5.2.D(1)(c) and
84 delete “as specified in the Total Rewards Program Guide”.

85

86 Section 5.2.C(1)(j). Add the word “Paid” at the beginning of the first sentence. Add the word
87 “Fully” at the beginning of the second sentence.

88

89 Add Section 5.2.C.(1)(k). to read “Port Paid Medical Leave. Partially paid time away from work
90 for the employee or family member’s serious medical condition. As approved by Washington
91 State in lieu of the Washington State Paid Family & Medical Leave.

92
93 Add Section 5.2.C(1)(l). to read “Port Paid Family Leave. Partially paid time away from work
94 following the birth, adoption, or placement for foster care of a new child. As approved by
95 Washington State in lieu of the Washington State Paid Family & Medical Leave.

96
97 Section 5.2.C.(2) remove “and supplemental information contained in Port Policy HR-31 –
98 Employee Benefits for Non-represented Employees” from the end of the last sentence.

99
100 Section 5.2.C.(3) remove “and as specified in Port Policy HR-31 – Employee Benefits for Non-
101 Represented Employees.

102
103 Section 5.2.D. Deleted this section and move language to sections 3 and 4 respectively.

104
105 In Section 5.3.E. add the words “vendor or insurance” between existing words ‘governing’ and
106 ‘contracts’.

107
108 **ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed meeting
109 thereof, held this ____day of _____, 2019, and duly authenticated in open session by
110 the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

111
112 _____
113 _____
114 _____
115 _____
116 _____
117 _____
118 _____
119 _____
120 _____

121 Port of Seattle Commissioners

122
123
124
125
126

ATTACHMENT A
GRADED SALARY RANGE STRUCTURE
3.5% increase compared to January 1, 2019
(Effective January 1, 2020)

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$118.88	\$148.60	\$178.32	\$247,273	\$309,091	\$370,909
44	\$112.15	\$140.19	\$168.23	\$233,276	\$291,595	\$349,914
43	\$105.80	\$132.26	\$158.71	\$220,073	\$275,091	\$330,109
42	\$99.81	\$124.77	\$149.72	\$207,615	\$259,519	\$311,423
41	\$94.65	\$118.31	\$141.98	\$196,872	\$246,090	\$295,308
40	\$89.68	\$112.11	\$134.53	\$186,543	\$233,179	\$279,815
39	\$84.98	\$106.22	\$127.47	\$176,753	\$220,941	\$265,129
38	\$80.48	\$100.60	\$120.72	\$167,395	\$209,244	\$251,093
37	\$76.18	\$95.22	\$114.27	\$158,451	\$198,064	\$237,677
36	\$72.15	\$90.18	\$108.22	\$150,066	\$187,582	\$225,098
35	\$68.24	\$85.31	\$102.37	\$141,948	\$177,435	\$212,922
34	\$64.54	\$80.68	\$96.81	\$134,247	\$167,809	\$201,371
33	\$61.04	\$76.30	\$91.56	\$126,959	\$158,699	\$190,439
32	\$57.67	\$72.09	\$86.51	\$119,959	\$149,949	\$179,939
31	\$54.51	\$68.13	\$81.76	\$113,372	\$141,715	\$170,058
30	\$51.44	\$64.30	\$77.17	\$107,002	\$133,753	\$160,504
29	\$48.55	\$60.69	\$72.83	\$100,992	\$126,240	\$151,488
28	\$45.80	\$57.25	\$68.70	\$95,269	\$119,086	\$142,903
27	\$43.17	\$53.96	\$64.76	\$89,798	\$112,247	\$134,696
26	\$40.68	\$50.85	\$61.02	\$84,616	\$105,770	\$126,924
25	\$38.30	\$47.88	\$57.45	\$79,668	\$99,585	\$119,502
24	\$36.03	\$45.03	\$54.04	\$74,934	\$93,668	\$112,402
23	\$33.86	\$42.33	\$50.79	\$70,434	\$88,043	\$105,652
22	\$31.81	\$39.77	\$47.72	\$66,170	\$82,712	\$99,254
21	\$29.82	\$37.28	\$44.73	\$62,030	\$77,538	\$93,046
20	\$28.53	\$35.66	\$42.79	\$59,332	\$74,165	\$88,998
19	\$27.30	\$34.12	\$40.94	\$56,777	\$70,971	\$85,165
18	\$26.13	\$32.66	\$39.19	\$54,347	\$67,934	\$81,521
17	\$25.04	\$31.30	\$37.56	\$52,079	\$65,099	\$78,119
16	\$23.97	\$29.97	\$35.96	\$49,867	\$62,334	\$74,801
15	\$22.92	\$28.65	\$34.38	\$47,670	\$59,588	\$71,506
14	\$21.98	\$27.47	\$32.96	\$45,710	\$57,137	\$68,564
13	\$21.09	\$26.37	\$31.64	\$43,874	\$54,842	\$65,810
12	\$20.20	\$25.25	\$30.30	\$42,020	\$52,525	\$63,030
11	\$19.39	\$24.24	\$29.08	\$40,329	\$50,411	\$60,493
10	\$18.58	\$23.23	\$27.88	\$38,655	\$48,319	\$57,983
9	\$17.84	\$22.30	\$26.76	\$37,106	\$46,382	\$55,658
8	\$17.13	\$21.41	\$25.70	\$35,631	\$44,539	\$53,447
7	\$16.46	\$20.57	\$24.68	\$34,228	\$42,785	\$51,342

Introduction ONLY