

# Salary and Benefits Resolution

November 12, 2019

# Recommended Updates

## Key Updates

- Pay Range Adjustment
- Add two new Paid Leave Plans
  - The Port's version of the new State paid leave plan
  - Includes enhancement to Paid Parental Leave

## Other Updates

- Updated Definitions
- Policy References
- Other Updates

# 2020 Pay Range Adjustment

- Recommending a 3.5% range adjustment to maintain competitive ranges
  - 2019 salary ranges are 1% below market
  - Market data is indicating a 3.3% average adjustment in 2020 for both public and private employers
- Costs associated with the range adjustment are minimal
  - Less than 35 employees affected
  - Estimated cost is approximately \$46,000
- City of Seattle minimum wage for 2020 is \$16.39
  - All 2020 Port pay range minimums will be more than the Seattle minimum wage

# Port's Voluntary Plan for Family and Medical Leave

- Washington State Paid Family and Medical Leave benefits begin in 2020
  - Port has an approved opt out plan, and we expect it to be approved again for 2020
  - Opt-Out plans like the Port's must provide the same or better benefits to employees
- Applies to all employees, non-represented and represented
- Administer as two separate plans, Port Paid Medical Leave and Port Paid Family Leave
- Mirror the state plan as closely as practical
  - Same criteria, same duration, same partial weekly pay
  - Allow employees to use accrued PTO/Vacation/Sick Leave to supplement partial weekly pay benefit
  - Run concurrent with FMLA
  - No premiums for employees
  - Incorporate administrative simplicities where possible

# Paid Parental Leave

- Will be adjusted to supplement and coordinate with Port Paid Family Leave
- Maintain current eligibility criteria for Paid Parental Leave
- Paid Parental Leave will provide 6 weeks of full pay for eligible employees
  - Increase from 4 weeks of full pay currently provided
  - Acts as a supplement to the payment received under Port Paid Family Leave

# Conclusion

Questions?

# Appendix

- Updated Definitions
  - Add Employment Date/Date of Hire definition
  - Add Seasonal Employee definition
  - Delete Guided Rating Distribution definition
  - Updated the For Cause definition
- Removed Policy References
- Other Updates
  - Human Resources job evaluations to be approved by the Executive Director
  - Enhance clarity