Item No. 10b_supp
Meeting Date: November 17, 2026

PORT OF SEATTLE
RESOLUTION NO. 3858

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. 3841 and providing an effective date for all amendments as of January 1, 2027.

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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

WHEREAS, the Port of Seattle Commission is the legally constituted governing body of the Port of Seattle; and

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 January 1, 2027.

SECTION 2. Adjust the definition "Intern" to mean a temporary employee who is hired in accordance with the Talent Connect Program Guidelines, and is performing duties in accordance with the individual's professional development pathway.

SECTION 5.1.C. The Non-Represented Employee Graded Salary Range Structure and the Executive Leadership Graded Salary Range Structure will be replaced to show a 3.17% increase to the range structures to maintain market competitive pay for each range.

SECTION 5.1.F.(2) Added Shift Differential as Hourly, non-exempt employees in eligible positions scheduled to work shifts designated as Swing or Graveyard may be eligible to receive shift pay.

SECTION 5.1.F.(6) Modified as Multilingual Pay which is additional compensation provided to employees who provide language access services to Port customers while performing their standard job duties.

SECTION 5.1.G(2). Addition of Port Pathways Intern as non-assessed job.

SECTION 5.3.G. Technical edit to include the established Voluntary Employee Beneficiary Association (VEBA) trust program for eligible retirees.

SECTION 2-5. Technical edits to clarify a point, remove redundancy, or otherwise make the information clearer and easier to read.

ADOPTED by the Port of Seattle Commission at a duly noticed public meeting thereof, held this 23th day of November 2026, and duly authenticated in open session by the signatures of the commissioners voting in favor thereof and the seal of the commission.

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Port of Seattle Commission

Port of Seattle Commission
Policy Directive

Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement

As Amended
November ~~18~~23, ~~2025~~2026

Document last updated November ~~18~~23, ~~2025~~2026, and Effective January 1, ~~2026~~2027

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SECTION 1. Purpose.

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, insurance, and similar benefits. The intent of this policy directive is to administer pay and benefits in accordance with state and federal law. *(Res. 3739, §7, 2017)*

SECTION 2. Definitions.

Except as otherwise provided, the following definitions apply to this policy directive:

"At-will" means a designation given to some non-represented jobs or positions at the port where the employment relationship may be terminated by the port or employee at any time and for any or no reason. Employees hired as at-will are not subject to progressive discipline.

"Commissioner" means an individual who is elected to the office of Port of Seattle Commissioner and is eligible for benefits as provided in the relevant provisions of Section 5.4. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

"Cost of Living Adjustments 'COLA'" means an increase to an employee's compensation based on changes to the Consumer Price Index as defined in the Total Rewards Program Guide.

"DRS-retired employee" means an employee who is receiving a pension from any retirement plan administered by the State of Washington Department of Retirement Systems (DRS). Refer to the DRS web site or brochures for specific information about any limitations on working after retirement.

"Emergency hire employee" means an employee hired without a competitive hiring process whose initial employment term is limited to three months and whose emergency hire status may be extended for no more than two additional months.

"Employee" means an individual who performs personal services for the port and receives a paycheck from the port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not employees.

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

"Executive Director" means an employee who is appointed by the Commission and who is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail. This includes any terms, conditions, adjustments to pay, pay range, or benefits for the Executive Director adopted in open session by the Port of Seattle Commission.

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

"Full-time employee" means an employee who is regularly scheduled to work 80 hours per bi-weekly pay period.

"Hourly employee" means an employee working in a non-exempt job, one that is eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

"Intern" means a temporary employee who is hired in accordance with the ~~Intern~~ Talent Connections Program Guidelines, ~~is considered a student per the program guidelines~~ and is performing duties in accordance with the ~~student's course of study~~individual's professional development pathway.

"Limited duration employee" means an employee who is hired for more than 90 days in a job with a planned end date.

"Non-represented employee" means a salaried or hourly employee not represented by a labor union.

"On-call employee" means an employee who does not have a regular work schedule and whose work hours can vary from week to week indefinitely.

"Part-time employee" means an employee who is regularly scheduled to work less than 80 hours per bi-weekly pay period.

"Pay equity" means compensating employees similarly when they perform similar work, and that pay differences between employees performing similar work can be explained by bona fide job-related factors that are consistent with business necessity.

"Pay rate" means an employee's hourly pay rate as specified in the compensation rate field contained in HCM, the port's HRIS system.

"Probationary Employee" means a newly hired or rehired employee who has not yet successfully completed their probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment. If hired into a regular position, temporary employees (Veteran Fellows, Interns, Emergency Hires) are subject to a probationary period starting at the time of hire into the regular position.

"Probationary period" means an extension of the hiring process, the period of time from the day a newly hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment unless the employee is selected for a new position before completing their

probationary period. In this case, the employee's probationary period will restart beginning with the date of transfer through the end of the sixth month of employment in the new position.

"Project-related temporary assignment" means an assignment for a full-time or part-time employee that is generally expected to last no longer than four years. Extensions to these types of assignments are only allowed in special circumstances with approval from Human Resources management.

"Regular employee" means an employee hired to perform a job without a specified end date.

"Salaried employee" means an employee working in an exempt job, one that is not eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

"Seasonal Employee" means an employee hired to perform a job that exists on a seasonal basis where the season begins and ends at approximately the same time each year and lasts 9 months or less. Seasonal employees initially hired into a seasonal job through a competitive hire process may return to work subsequent seasons without being hired through a subsequent competitive hire process.

"Similar Work Experience ~~Employee~~" means the performance of the job requires similar skill, effort, and level of responsibility, and the jobs are performed under similar working conditions.

"Temporary assignment" means an assignment for a full-time or part-time employee that is generally expected to last no longer than six months. A temporary assignment may only be extended with the approval of Human Resources management.

"Temporary employee" means an employee hired to perform a job with a specified end date.

"Veteran fellow" means an employee who is hired and receives pay and benefits in accordance with the Veteran Fellowship Program.

(Res. 3841, 2026, Res. 3831, 2024, Res. 3823(AM), 2024, Res. 3807, §2, 2022, Res. 3795, §2, 2021, Res. 3790, §2, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §1, 2017)

SECTION 3. Scope and Applicability.

A. This policy directive pertains to port employees not represented by a labor union. The Port of Seattle retains the right to modify or terminate any benefits and/or modify the cost charged to employees or dependents for benefits coverage at any time, for any reason. *(Res. 3765, §1, 2019; Res. 3739, 2017)*

B. The Port of Seattle reserves the right to amend or terminate any employee welfare benefit plan and/or pay practice. *(Res. 3739, §7, 2017)*

SECTION 4. Responsibilities.

A. The Executive Director is authorized to take necessary action to make effective all terms, provisions, and conditions contained within this policy directive. Should any part of this policy directive require a change to pay or benefit administration practices by reason of any existing or subsequently enacted local, state, or federal legislation, such change(s) will be incorporated without the need for Commission action. *(Res. 3739, §7, 2017)*

B. All policies related to the Salary and Benefits Policy Directive are subject to approval by the Executive Director. *(Res. 3765, §1, 2019; Res. 3739, §3, 2017)*

SECTION 5.1. Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, and Pay Practices and Pay Types.

A. Reporting requirements for certain positions.

(1) General Counsel. The General Counsel will have a dual direct reporting relationship with the Executive Director and the Commission by way of the Commission President. The Executive Director will have, in consultation with the Commission, responsibility for review and approval of performance expectations for the General Counsel and legal department staff. Legal department staff will report to the General Counsel.

(2) External Relations Senior Director. The External Relations Senior Director will report jointly to the Commission President and the Executive Director. The Commission President and the Executive Director will have responsibility for review and joint approval of performance expectations for the External Relations Senior Director and External Relations Department staff and will each provide direct input for the External Relations Senior Director performance review. Decisions regarding hiring, firing, or re-positioning the External Relations Senior Director will receive concurrence from the Commission President and the Executive Director. External Relations will have direct accountability to both the Commission and the Executive Director's office and will independently execute judgment on external affairs strategies based on ethical and professional support of overall port objectives and the port's role as a public agency. External Relations department staff will report to the External Relations Senior Director.

(3) Internal Audit Director. The Commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director reports functionally to the Commission, delegated to the Audit Committee, and administratively to the Executive Director. The Audit Committee is charged with making recommendations to the Commission on the appointment, replacement, or dismissal of the Internal Audit Director; provides input to the Executive Director

on the Internal Audit Director's performance evaluation; oversees the Internal Audit Director's plans and activities; and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The Internal Audit Director will have direct accountability to both the Commission (through the Audit Committee) and the Executive Director and will independently execute judgment on internal audit affairs based on the scope of the audit function. The internal audit department staff will report to the Internal Audit Director.

(4) Commission Chief of Staff. The Commission Chief of Staff is appointed by the Commission pursuant to an employment agreement. The Commission Chief of Staff is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail.

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

B. Filling Vacant Positions and Transferring Positions and/or Employees. The Executive Director is hereby authorized to:

(1) Recruit and fill authorized positions (except that of Executive Director) up to the fulltime-equivalent number of positions authorized;

(2) Set salaries within pay ranges established below;

(3) Transfer positions and/or employees from one work unit to another and to reorganize functions to promote organizational effectiveness;

(4) Approve non-competitive placements in select circumstances;

(5) Establish additional positions, provided that funding is available in the Commission approved budget; and

(6) Establish an additional position on a temporary basis when an employee has given notice of termination or retirement in order to provide overlap and effective business continuity.

(Res. 3739, §2, 2017)

C. Graded Salary Range Structures. All non-represented jobs shall be assessed and assigned a pay grade according to their essential responsibilities, minimum qualifications, and other factors as explained in subsection (D). Each job will have a pay range that corresponds to its pay grade.

The following pay grades and pay ranges for non-represented jobs at the Port of Seattle are hereby established:

~~NON-REPRESENTED EMPLOYEE GRADED SALARY RANGE STRUCTURE~~
~~(Effective January 1, 20276)~~

Proposed 20276 Non-Represented Graded Salary Range Structure

Grade	Hourly	Annual

	Minimum	Market Reference Point	Maximum	Minimum	Market Reference Point	Maximum
50	$22.65	$24.65	$30.64	$47,120	$51,278	$63,751
51	$24.91	$27.11	$33.71	$51,833	$56,406	$70,126
52	$27.41	$29.83	$37.08	$57,015	$62,047	$77,138
53	$30.15	$32.81	$40.79	$62,717	$68,251	$84,853
54	$33.16	$36.09	$44.87	$68,989	$75,076	$93,337
55	$36.48	$39.70	$49.36	$75,888	$82,583	$102,671
56	$40.13	$43.67	$54.29	$83,476	$90,841	$112,938
57	$44.14	$48.04	$59.72	$91,823	$99,925	$124,232
58	$48.56	$52.84	$65.69	$101,005	$109,918	$136,654
59	$53.41	$58.12	$72.26	$111,107	$120,910	$150,321
60	$58.75	$63.94	$79.49	$122,217	$133,001	$165,353
61	$64.63	$70.33	$87.44	$134,438	$146,301	$181,888
62	$71.09	$77.37	$96.19	$147,882	$160,931	$200,078
63	$78.20	$85.10	$105.80	$162,672	$177,024	$220,084
64	$86.02	$93.61	$116.39	$178,939	$194,726	$242,093
65	$94.63	$102.98	$128.02	$196,832	$214,199	$266,301
66	$104.09	$113.27	$140.83	$216,516	$235,620	$292,933
67	$114.50	$124.60	$154.91	$238,166	$259,181	$322,225
68	$125.95	$137.06	$170.40	$261,983	$285,099	$354,448
69	$138.54	$150.77	$187.44	$288,182	$313,610	$389,893
70	$152.40	$165.85	$206.19	$317,000	$344,971	$428,882

*The hourly rates presented here represent only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

EXECUTIVE LEADERSHIP GRADED SALARY RANGE STRUCTURE
Effective January 1, 2027~~6~~)

Proposed 2027~~6~~ Executive Leadership Graded Salary Range Structure

	Hourly			Annual		
Grade	Minimum	Market Reference Point	Maximum	Minimum	Market Reference Point	Maximum
101	$99.80	$108.53	$134.73	$207,588	$225,751	$280,243
102	$109.78	$119.38	$148.20	$228,345	$248,327	$308,268
103	$120.76	$131.32	$163.02	$251,181	$273,160	$339,094
104	$132.83	$144.45	$179.32	$276,300	$300,474	$373,004
105	$146.11	$158.90	$197.26	$303,929	$330,523	$410,304
106	$160.73	$174.79	$216.98	$334,321	$363,574	$451,335
107	$176.80	$192.27	$238.68	$367,754	$399,932	$496,467

*The hourly rates presented here represent only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

(Res. 3841, 2026, Res. 3831, 2024, Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; *Res. 3739, §2, 2017)*

D. Job Assessment Process. It is the policy of the Commission to pay port employees based on the port's Total Rewards philosophy. It is also the policy of the Commission to establish a job assessment process that assesses jobs based on essential responsibilities and minimum qualifications, such as knowledge and skills, among other characteristics, of each job. Jobs shall be assessed on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job assessment process shall be considered in determining the appropriate pay grade for each job as well as the appropriate exempt or non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act (FLSA). The Senior Director of Human Resources, under the supervision of the Executive Director, shall have the final approval authority for all job assessment outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director. Job assessment outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director. This authority shall include re-assessment of existing jobs and establishment and assessment of new jobs. *(Res. 3823(AM), Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

E. Pay Practices.

(1) Pay Considerations. An employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time employee's work schedule is 80 hours each bi-weekly pay period. Full-time employees work between 8 and 10 hours each day and salaried, exempt, employees are expected to work the hours necessary to complete assigned work.

(2) Payroll. Employees shall be paid bi-weekly, typically on Friday. The port's payroll week shall begin Sunday at 12:01 a.m. and end Saturday at midnight. Employees are required to complete a direct deposit authorization form upon hire and to keep such information current so that electronic paycheck deposits can be made automatically to the employee's designated financial institution. The port shall have the right and obligation per the Washington State Constitution Article VIII, Section 7, to recover any amounts paid in error.

(3) Initial Pay Rates. 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 similar experience they bring the port. (*Res. 3823(AM))*

F. Pay Types.

(1) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime pay in accordance with prevailing state and federal laws.

~~(1)~~(2) Shift Differential. Hourly, non-exempt employees in eligible positions scheduled to work shifts designated as Swing or Graveyard may be eligible to receive shift pay.

(~~2~~3) Stand-by Pay. Hourly, non-exempt, employees who are required to be available during non-work hours to resolve problems or otherwise perform work during non-work hours may be eligible for stand-by pay.

(~~3~~4) Cost of Living Adjustment (COLA). The port may provide a compensation increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price Index.

(~~4~~5) Cost of Living Adjustment Plus (COLA Plus). The port may provide a compensation increase to certain employees with lower pay rates in addition to the COLA increases they may receive as defined in the Total Rewards Program Guide.

(~~5~~6) Multilingual ~~Premium~~Pay. Multilingual pay is additional compensation provided to employees who provide language access services to Port customers while performing their standard job duties. ~~The port may provide a multilingual pay premium to employees with proven proficiency in another language for language services to the port at the port's request.~~

(~~6~~7) Emergency Pay. In the event of an emergency (e.g. a major snow event, an earthquake, a significant power outage, etc.) that has an adverse impact on port operations, employees working in exempt jobs who are not eligible for overtime and are required to work more than their normal work schedule may be eligible for Emergency Pay.

(~~7~~8) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases and temporary assignment adjustments may be awarded to employees consistent with the Port Policy HR-21.

(~~8~~9) Special Pay Adjustments. The Executive Director, or Human Resources management under the supervision of the Executive Director, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed by port pay administration policies or procedures.

(~~9~~10) Provisional Pay. When unique circumstances (as determined by the Executive Director) result in a subset of port employees incurring an additional cost or liability that is associated with their assigned in-person work location, the port (at the Executive Director's discretion) may provide to that affected subset of port employees additional compensation in the form of a one-time lump sum payment or multiple periodic payments to minimize (but not necessarily completely offset) such additional cost or liability for the then-current calendar year, provided that such amounts are within the approved budget.

(1~~0~~) Pay for Performance. The Pay for Performance program is comprised of the two components, a base pay increase component and an incentive pay plan component. The incentive pay plan may be addressed in a separate resolution.

(a) Base Pay Component. This component permits eligible non-represented employees to earn increases to their compensation that are based on performance ratings earned during the previous performance review period. The amount of the base pay increases shall be approved by the Commission as part of the port budget process and administered according to a plan approved by the Executive Director and implemented by Human Resources management.

1. Consistent with the general delegation of authority, the Commission shall provide input to the executive director regarding performance of those employees that report directly to the executive director for the executive director's benefit in rating the performance of the executive director's direct reports. Such input shall be provided in executive session no later than the last Commission meeting in January.

(12~~1~~) Pay for the Executive Director. Pay and performance evaluation for the executive director shall be approved by the Commission in public session. The Commission shall have discretion in determining pay of the executive director.

(Res. 3820, §9, 2024, Res. 3807, §5, 2022, Res. 3765, §1, 2019; Res. 3739, §2, 2017)

G. Pay Rates and Pay Ranges for Non-Assessed Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-assessed jobs shall be as follows:

(1) High School, College, and Graduate Intern Positions. Pay rates and employment conditions for students employed under provisions of the Port of Seattle Intern Program shall be determined by human resources staff based upon state or local minimum wage regulations.

(2) Veteran Fellows & Port Pathway Intern Positions. Veteran fellowship and Port Pathway jobs are not assessed, and ranges shall be determined by human resources staff to facilitate appropriate pay administration based on the work performed and in accordance with the ~~Veteran Fellowship~~Talent Connections Program guidelines.

(3) Public Safety Management Positions. Human resources staff will establish pay grades and rates for non-represented Police and Fire positions, ensuring alignment with job scope and mitigating wage compression among supervisory relationships.

(4) Executive Director. This job is not assessed, and no pay range is established. The executive director's pay is established by the Port Commission.

(Res. 3841, 2026, Res. 3823(AM), Res. 3739, §2, 2017)

H. Amending Authorized Jobs, Pay Grades, and Pay Ranges. Pay ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes are the result of provisions contained in this policy directive. Exhibit A may be amended by human resources management when the changes are the result of provisions contained in this policy directive (e.g., on-going job assessments or technical errors). *(Res. 3739, §2, 2017)*

SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.

A. The Port Commission supports providing a competitive benefit package for employees and their families that assists the port in retaining and attracting employees with the skills and abilities essential to carry out the port's work. As such, the Commission authorizes the following benefits programs. *(Res. 3739, §3, 2017)*

B. Mandated Benefits. The port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following:

(1) Social Security (FICA) insurance

(2) Industrial insurance/Workers Compensation coverage

(3) Unemployment compensation

(4) Military leave (based on both federal and state requirements)

(5) Faith and Conscience Days

(6) Pregnancy disability leave.

(7) Family and Medical Leave Act (FMLA) of 1993

(8) The Family Care Act (FCA) of 2002

(9) State mandated, Long Term Care insurance program, the Long-Term Service and Supports Trust Act (LTSS)

(10) Washington State Paid Sick Leave

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3739, §3, 2017)

C. Additional Benefits for Employees. The following benefits shall be administered consistent with port eligibility requirements.

(1) Paid Leave. The following paid leave plans shall be administered.

(a) Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year.

(b) Sick Leave. Paid time away from work in the event of illness, injury, or other specified reasons.

(c) Holidays. The port shall observe the following 11 holidays:

1. New Year's Holiday

2. Martin Luther King, Jr., Day

3. Presidents Day

4. Memorial Day

5. Juneteenth

6. Independence Day

7. Labor Day

8. Thanksgiving Day

9. Native American Heritage Day, the day after Thanksgiving

10. Port Designated Floater (in lieu of Veterans Day)

11. Christmas Day.

(d) Personal Day. One full day each year based on the payroll calendar with no accrual and no carry forward.

(e) Bereavement Leave. Time off to attend or make arrangements for funeral or memorial services of a close family member.

(f) Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency.

(g) Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.

(h) Awarded Time. Paid time granted to salaried employees to recognize extra work hours necessary to meet critical deadlines, assure coverage, or otherwise accomplish port objectives.

(i) Shared Leave. Accrued leave donated by one employee to another to prevent the receiving employee from taking leave without pay due to a serious health condition.

(j) Paid Parental Leave. Fully paid time away from work following the birth, adoption, or placement for foster care of a new child.

(k) Port Paid Medical Leave. Partially paid time away from work for the employee's serious medical condition. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.

(l) Port Paid Family Leave. Partially paid time away from work for the employee to care for a family member with a serious medical condition, inclusive of the birth, adoption, or placement for foster care of a new child. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.

(Res. 3823(AM), Res. 3795, §5, 2021)

(2) Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired

employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS) or Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) based on their job responsibilities. Retirement benefits will be administered consistent with applicable Washington state laws.

(a) (Repealed by Res. 3831, Adopted 2024)

(b) Police Department employees in non-represented management jobs hired into LEOFF eligible positions who are excluded as stated in RCW 41.04.270 from LEOFF membership as a result of their previous employment will receive port contributions to an alternative plan. These port contributions will be equal to the contributions the port would have made to the LEOFF plan the Police Department employee would have been eligible to enroll in.

Any port retirement contributions made consistent with authority and prior to January 1, 2018, are hereby ratified and confirmed.

(c) Police and Fire Department non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.

(*Res. 3831, 2024, Res. 3823(AM), Res. 3795, §5, 2021)*

(3) Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:

(a) The port shall maintain at least two medical plan options.

(b) Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects.

(c) Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction.

(d) The port retains the right to modify or terminate healthcare benefits.

(4) Benefit Savings Accounts. Healthcare spending account, Flexible Spending Account, Healthcare savings account and Lifestyle spending account tax advantaged financial plans that help employees save for and cover eligible expenses.

(5) Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows:

(a) Life Insurance. Benefits paid to beneficiaries in the event of death. The port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.

(b) Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.

(c) Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.

(5) Flexible Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer work days combined with a non-work day each week or pay period, compressed work week arrangements. Teleworking is another form of flexible work arrangement. Flexible work arrangements and teleworking include a limited Teleworking Equipment Reimbursement Program in years that the reimbursement program is funded.

(6) Relocation. Reimbursement to newly hired salaried employees for pre-approved moving expenses related to their relocation to the Seattle area as a result of accepting a job with the Port of Seattle.

(Res. 3841, 2026, Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §3, 2017)

D. *Repealed by Resolution No. 3765.*

E. Benefits for the Executive Director. The Executive Director will be offered the same benefits package other eligible employees are offered as provided in subsections (B) and (C). The Port Commission may also authorize different or additional benefits for the Executive Director. *(Res. 3739, §3, 2017)*

SECTION 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.

A. In addition to pension benefits offered to Port of Seattle retirees, the Port Commission authorizes the following benefits and conditions for qualified retirees. *(Res. 3739, §4, 2017)*

B. Repealed by Resolution No. 3752.

C. Repealed by Resolution No. 3752.

D. Retiree Life Insurance. Retirees are eligible for enrollment in the retiree life insurance plan if they have at least five consecutive years of credited service in a non-represented position with the Port of Seattle immediately preceding retirement and are eligible to begin receiving a pension, based at least in part upon Port of Seattle employment, within one month following departure from the port. *(Res. 3752, §1, 2018; Res. 3739, §4, 2017)*

E. Retiree Parking. Retirees are eligible for free vacation parking at the north employee parking lot at SEA (the airport in SeaTac, WA owned and operated by the Port of Seattle). A valid retiree identification badge is required to access the north employee parking lot and can be obtained from the front desk at Pier 69. *(Res. 3795, §5, 2021; Res. 3739, §4, 2017)*

F. Authorization to Amend Benefits Offered to Port of Seattle Retirees. The port is authorized to amend the benefits in this section as necessary to comply with any changes in statutory regulations, to require retirees to contribute all or a portion of the premium, and to amend or terminate governing vendor or insurance contracts at any time for any reason. *(Res. 3765, §1, 2019; Res. 3739, §4, 2017)*

G. Voluntary Employee Beneficiary Association (VEBA) ~~Authorization to establish~~ Eligible Retirees are enrolled in the Voluntary Employee Beneficiary Association (VEBA) trust to administer a health reimbursement arrangement (HRA) plan, and provide tax-free, defined contribution account for participants to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the participants and their qualified dependents in accordance with Port policies and applicable law. (*Res. 3841, 2026)*

SECTION 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners.

A. Benefits contained in this section are available to port Commissioners. *(Res. 3739, §5, 2017)*

B. Healthcare. Port Commissioners shall have the same healthcare, medical, pharmacy, dental, and vision benefits choices offered to port employees.

(1) Medical and Pharmacy Benefits for Commissioners.

(a) Coverage for Commissioners. Port Commissioners are eligible to elect medical coverage effective on the first of the month following one calendar month as a Port Commissioner. They shall be eligible for healthcare coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored medical coverage must elect coverage via approved methods.

(b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect medical benefits for their dependents on the first of the month following one calendar month as a port Commissioner. Coverage for dependents shall be provided by the same medical plan that the Commissioner has chosen.

(2) Vision Benefits for Commissioners.

(a) Coverage for Commissioners. Port Commissioners are eligible to elect vision coverage effective on the first of the month following one calendar month as a Port Commissioner. They shall be eligible for vision coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored vision coverage must elect coverage via approved methods.

(b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect vision coverage for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same vision plan that the Commissioner has chosen.

(3) Dental Benefits for Commissioners.

(a) Coverage for Commissioners. Port Commissioners who so elect coverage shall receive these benefits effective the first of the month following one calendar month as a Port Commissioner. Dental coverage will be provided in such amounts and in such manner as the port has established with organizations providing or administering such benefits. The eligibility and other conditions of coverage are established with the organization selected by the port to provide such benefits.

(b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect dental benefits for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same dental plan that the Commissioner has chosen.

(4) Healthcare Premiums. Commissioners will be responsible for paying a share of their healthcare premiums by payroll deduction in the same manner as non-represented employees. Commissioners are responsible for notifying the port by an approved enrollment method of their coverage elections and eligible dependents. Any additional healthcare costs associated with a lack of notification shall be the Commissioner's responsibility.

(Res. 3752, §1, 2018; Res. 3739, §5, 2017)

C. Life Insurance. Commissioners shall be eligible to elect life insurance coverage as specified below.

(1) For Commissioners. Port Commissioners who so elect shall have coverage under a $50,000 basic life insurance policy and/or $100,000 business travel accident insurance policy on a self-paid basis on the first of the month following one calendar month as a Port Commissioner subject to provisions of contracts with organizations selected by the port to provide such benefits.

For purposes of optional, self-paid basic life insurance and business travel accident insurance benefits, Port Commissioners are included in the definition of eligible employee.

(a) For Commissioners Eligible for Retiree Life Insurance. A Commissioner is eligible for enrollment in the retiree life insurance plan if the service requirements listed in subsection (B)(1)(b) are satisfied and the Commissioner elected and was covered by the $50,000 basic life insurance policy immediately prior to the expiration of their term as a Port Commissioner.

(Res. 3739, §5, 2017)

D. Right to Modify or Terminate Coverage. The port retains the right to modify or terminate benefits and/or to modify the cost charged to Commissioners or dependents for such coverage. *(Res. 3739, §5, 2017)*

SECTION 5.5. Policy Regarding Special Programs and Commission Notification.

The Executive Director is authorized to establish and implement voluntary separation, furlough, or other similar programs deemed necessary to benefit the financial health of the port and amend benefits provided for in this policy directive as necessary to execute the provisions of these programs. The Commission shall be notified of any amendments to benefits prior to implementation of any special programs not currently provided for in this policy directive. The Commission shall be notified of any material changes in the administrative details of the programs authorized by this policy directive before changes are implemented. *(Res. 3739, §6, 2017)*

Revision History

November 18, 2025 — Resolution No. 3841 changed definition for temporary assignments; modified the graded salary range structure and the executive leadership graded salary range structure. Introduced two new pay grades for non-assessed public safety leadership roles, Chief of Police, Fire Chief, Deputy Chief of Policy and Assistant Fire Chief. Included Benefit Savings Account as benefit program offered to employees and authorization to establish a Voluntary Employee Beneficiary Association Trust to be included in benefits programs offered to Retirees.

November 19, 2024 — Resolution No. 3831 adjusted definitions of "Seasonal Employee" and "Pay Equity," and added the definition of "Similar Work Experience." It also modified the non-represented employee graded salary range structure and the executive leadership graded salary range structure. Section 5.2.C(2)(a) was repealed in its entirety, and technical edits were made throughout the document as necessary for general clean up.

June 11, 2024 — Resolution No. 3823(AM) changed definitions for 'at-will' and 'seasonal employee;' replaced grade salary range structure with non-represented employee graded salary range structure and added executive leadership graded salary range structure; changed 'job evaluation system' to 'job assessment process;' changed initial pay rates provision; removed chief of police, fire chief, deputy chief of police, and assistant fire chief from pay rates and pay ranges for non-assessed jobs; modified veteran fellows positions provision; removed reference to 'or family member's' from port paid medical leave and clarified port paid family leave. Adoption of Resolution No. 3823(AM) included a directive from the Commission through Order No. 2024-09 requiring the Executive Director to return to the Commission for approval of the second phase of the implementation of the Compensation Program.

March 12, 2024 — Resolution No. 3820 added a new Section 5.1.F, Provisional Pay, and renumber the remaining section in numeric order.

November 29, 2022 — Resolution No. 3807 adding new definition for 'Cost of Living Adjustments 'COLA'' and 'Pay Equity'; updating section title, striking language referring to Workplace Responsibility staff; adjusting the Graded Salary Range Structure by 4 percent and removing Grade 7 and 8; updating and/or modifying sections related to pay practices, initial

	pay rates, Information and Communication Technology Stand-by Pay; adding COLA and COLA Plus; adding Multilingual Pay and Emergency Pay; updating Other Pay Adjustments provision; adding 'Washington State Paid Sick Leave' reference, and removing reference to COVID-19 Vaccination Verification Incentive Day.
November 16, 2021	Resolution No. 3795 adding new definition for 'pay rate' and modify 'probationary employee;' adjusting graded salary range structure; amending mandated benefits, paid leave, and retirement; updating flex time and alternative work arrangement provisions; and making other general technical edits to the policy directive.
June 8, 2021	Resolution No. 3790 amended the definitions of "Probationary Employee" and "Probationary Period."
November 17, 2020	Resolution 3781 added the definition of "Project-related Temporary Assignment;" amended Section 5.1.A(3) relating to the Internal Audit Director; adjusted the graded salary range structure by 2 percent; and amended Section 5.2.C(c), holidays, to add Juneteenth to the list of port holidays.
November 19, 2019	Resolution 3765 added and removed definitions in Section 2, reorganized language on the port's right to modify or terminate benefits and policy in Sections 3 and 4 and removed several cross-references. In Section 5.1, salary ranges were updated and language about the job evaluation system was clarified. New provisions for paid medical and family leave were created in Section 5.2(C).
November 27, 2018	Resolution 3752 revised definitions of "at-will" and "probationary period"; updated the title of External Relations Senior Director; clarified administrative and functional reporting of the Internal Audit Director; revised the graded salary range structure; added a floating personal day to the port's holiday schedule; provided for separate medical, dental, pharmacy, and vision benefits; and repealed medical benefits for retirees and their dependents. A new exhibit listing port job titles by salary range was provided at this time also.
November 28, 2017	Resolution 3739 restated the salary and benefits program for the Port of Seattle for 2018. It provided no expiration date, thereby effectively establishing the first non-expiring Salary and Benefits Policy Directive of the Port of Seattle.