

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No.	<u>7C</u>
Date of Meeting	<u>March 15, 2022</u>

DATE: March 7, 2022

TO: Managing Members

FROM: John Wolfe, CEO

Sponsor: Jean West, Chief Human Resources Officer

SUBJECT: Master Benefit and Salary Resolution 2022-01

A. ACTION REQUESTED

Request authorization to adopt the Proposed 2022-01, which amends and supersedes Resolution 2021-03 Master Benefit & Salary Resolution.

This item is placed on the Consent Agenda as the requested action updates salary ranges (with no budgetary impact), the list of job titles, the addition of Juneteenth as a recognized holiday (with no budgetary impact) and updates definition of "Family Member" per RCW 50A.05.010 for Washington State Paid Medical and Family Leave.

B. SYNOPSIS

The Port Commissions are authorized by RCW 53.08.170 to create and fill positions, establish wages and salaries and establish benefits for its employees by resolution. The Managing Members are authorized by RCW 53.57 to fulfill the same duties for a Port Development Authority (PDA).

C. BACKGROUND

The current MBSR (2021-03) is where the Managing Members fulfil their responsibility, per RCW 53.08.170, to authorize pay and benefit programs for the NWSA employees.

As needed, the Human Resources Department, on behalf of the Chief Executive Officer, presents the MBSR to the Managing Members for approval.

Changes to the MBSR generally include technical adjustments to language, legally mandated changes to the NWSA's benefit plans and eligibility rules and substantive changes designed to add clarity and align the benefits and salary programs with the NWSA's current business goals and objectives.

The MBSR is also the mechanism by which the Managing Members approves staff-recommended changes to the NWSA's salary schedule.

D. SUMMARY OF CHANGES

1. Recommending a 3.0 percent adjustment to the salary ranges for the non-represented employees effective April 1, 2022.
2. Exhibit A is updated to state current job titles and respective proposed salary ranges based on 3.0 percent increase.
3. President Biden signed the Juneteenth National Independence Day Act on June 17, 2021, recognizing June 19, 2021, as a federal holiday. On May 13, 2021, HB 1016 was approved by the Washington Legislature and signed by Governor Jay Inslee establishing Juneteenth as a paid holiday for state employees beginning in 2022. Seeking approval to add Juneteenth as a recognized holiday.
4. Updated definition of "Family Member" per RCW 50A.05.010 for Washington State Paid Medical and Family Leave (WFML).

E. FINANCIAL IMPACT

There is no financial impact associated with the recommended changes to the salary ranges or the other recommended changes.

F. ATTACHMENT TO THIS REQUEST

Resolution 2022-01 with Exhibit A (redlined)
Resolution 2022-01 with Exhibit A (final draft with proposed changes)