

**THE NORTHWEST SEAPORT ALLIANCE**  
**MEMORANDUM**

**MANAGING MEMBERS**  
**ACTION ITEM**

<b>Item No.</b>	<u>5B</u>
<b>Date of Meeting</b>	<u>February 5, 2019</u>

**DATE:** January 27, 2019

**TO:** Managing Members

**FROM:** John Wolfe, CEO

**Sponsor:** Jean West, Chief Human Resources Officer

**Project Manager:** Loni Shorten, Human Resources Manager

**SUBJECT:** Master Benefit and Salary Resolution 2019-01, 1<sup>st</sup> Reading

**A. ACTION REQUESTED**

Request authorization to advance the Northwest Seaport Alliance (NWSA) Resolution number 2019-01, the Master Benefit and Salary Resolution ("MBSR"), to the second reading for final adoption.

**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.

**C. BACKGROUND**

The MBSR (2019-01) 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 approve staff-recommended changes to the Port's salary schedule.

#### **D. SUMMARY OF CHANGES**

Resolution 2019-01 proposes the following:

1. Updating the Leaves of Absence without Pay benefit to state that it will be granted consistent with state and federal laws.

2. Adding Washington Paid Family & Medical Leave:

This state mandated leave program will provide partial pay (up to a maximum of \$1,000 per week) for qualified employees to take time off for a serious medical condition, to take care of a family with serious medical condition, bonding after the birth or placement of a child under age 18 and certain military situations. The program is funded with employee and employer contributions which began on January 1, 2019 and benefits are available beginning January 1, 2020.

3. Recommending a 2.2 percent adjustment to the salary ranges for non-represented employees effective April 1, 2019.

#### **E. FINANCIAL IMPACT**

The estimated employer contribution for the Washington Paid Family & Medical Leave for 2019 is \$10,000.

There is no financial impact associated with the other requested changes.

#### **F. ATTACHMENTS TO THIS REQUEST**

- Resolution 2019-01 with Exhibit A
- Benefit and Salary PowerPoint Presentation