

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No.	<u>4E</u>
Date of Meeting	<u>April 2, 2019</u>

DATE: March 12, 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, 2nd Reading

A. ACTION REQUESTED

Request second reading for authorization to adopt Resolution Number 2019-01, the Master Benefit and Salary Resolution ("MBSR"), amending and superseding Resolution 2018-02 which concerns the Northwest Seaport Alliance's (NWSA) benefits and salary programs.

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 NWSA'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. Revised Section III – Administration of Salary Program for Non-Represented Employees to specify the main components of the Salary Program, how budgeted amounts are calculated and the approval process by Managing Members.
4. 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.

The total amount budgeted for Salary Program for Non-Represented Employees for 2019 is \$167,869.

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