

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No.	<u>5A</u>
Date of Meeting	<u>March 5, 2020</u>

DATE: February 21, 2020

TO: Managing Members

FROM: John Wolfe, CEO

Sponsor: Jean West, Chief Human Resources Officer

Project Manager: Michael Dehner, Labor & Employee Relations Manager

SUBJECT: Master Benefit and Salary Resolution 2020-01, 2nd Reading

A. ACTION REQUESTED

Request authorization to adopt the Northwest Seaport Alliance (NWSA) Resolution number 2020-01, the Master Benefit and Salary Resolution (“MBSR”), amending and superseding Resolution 2019-01 which concerns the NWSA’s 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. The Managing Members are authorized by RCW 53.57 to fulfill the same duties for a Port Development Authority (PDA).

C. BACKGROUND

The MBSR (2020-01) 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:

1. Technical adjustments to language,
2. Legally mandated changes to the NWSA’s benefit plans and eligibility rules,

3. Substantive changes designed to add clarity, and
4. Improved alignment between the NWSA's current business goals and objectives and its benefit and salary programs.

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 2020-01 proposes the following:

1. Updating the sections on vacation, sick leave, holiday schedule and personal leave without pay to incorporate changes approved for Total Rewards.
2. Adding definition of family member under the Washington Paid Sick Leave.
3. Updating information on Washington Family and Medical Leave.
4. Reformatting the MBSR for clarity and better flow of information such as stating eligibility first for each benefit prior to description of benefit.
5. Recommending a 3.0 percent (3%) adjustment to the salary ranges for non-represented employees effective April 1, 2020.

E. FINANCIAL IMPACT

The estimated employer contribution for the Washington Paid Family & Medical Leave for 2020 is \$10,000.

The cost of vacation payout is \$57,056.

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

F. ATTACHMENTS TO THIS REQUEST

- Resolution 2020-01 with Exhibit A
- Benefit and Salary PowerPoint Presentation