

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No. 9B
Date of Meeting March 7, 2023

DATE: February 17, 2023
TO: Managing Members
FROM: John Wolfe, CEO
Sponsor: Jean West, Chief Human Resources Officer
SUBJECT: Master Benefit and Salary Resolution 2023-03

A. ACTION REQUESTED

Request the Managing Members waive two readings and adopt Resolution 2023-03, the Master Benefit and Salary Resolution, which amends and supersedes Resolution 2022-01.

This action updates salary ranges (with no budgetary impact), the list of current job titles, and adds an extension of Washington State Paid Medical and Family Leave (WFML) benefits for a death of a child per SB 5649 effective June 9, 2022.

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 (2022-01) 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 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, 2023.
2. Exhibit A is updated to state current job titles and respective proposed salary ranges based on 3.0 percent increase.
3. Added extension of Washington State Paid Medical and Family Leave (WFML) benefits for a death of a child per SB 5649 effective June 9, 2022; up to seven calendar days.

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 2023-03 with Exhibit A (final draft with proposed changes)