

# COMMISSION AGENDA

Item No: 4B

Meeting: 03/15/2018

**DATE:** March 7, 2018  
**TO:** Port Commission  
**FROM:** John Wolfe, Chief Executive Officer  
Sponsor: Jean West, Chief Human Resources Officer  
Project Manager: Loni Shorten, Human Resources Manager  
**SUBJECT:** Master Benefit and Salary Resolution 2018-02-PT

## A. ACTION REQUESTED

Request adoption of Resolution Number 2018-02-PT, the Master Benefits and Salary Resolution ("MBSR:"), amending and superseding Resolution 2017-02-PT which concerns the Port of Tacoma's ("Port") benefits and salary programs.

## B. SYNOPSIS

The Port Commissioners 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

As needed, the Human Resources Department, on behalf of the Chief Executive Officer, presents the MBSR to the Commission for approval. Changes to the MBSR generally include technical adjustments to language, legally mandated changes to the Port's benefit plans and eligibility rules, and substantive changes designed to add clarity and align the benefits and salary programs with the Port's current business goals and objectives.

The MBSR is also the mechanism by which the Commission approves staff-recommended changes to the Port's salary schedule.

## D. SUMMARY OF CHANGES

The 2018 Resolution proposes the following:

1. Addition of Washington Paid Sick Leave Benefit (WPSL): On November 8, 2016, Washington voters passed Initiative 1433. The initiative amended Washington's Minimum Wage Act and requires all employers to provide paid sick leave to their non-exempt employees starting January 1, 2018.
2. Recommending a 2.1 percent adjustment to the salary structure for non-represented employees effective April 1, 2018.

**E. FINANCIAL IMPACT**

We estimate the WPSL accrual for the 25 relief positions will cost \$25,000/year.

**F. ATTACHMENTS TO THIS REQUEST**

- Resolution 2018-02-PT
- Benefits and Salary PowerPoint Presentation