

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6A
Meeting Date: 2/21/24

DATE: February 13, 2024

TO: Port of Tacoma Commission

FROM: Eric Johnson, Executive Director
Sponsor: Jean West, Chief Human Resources Officer - *Presenter*
Project Managers: Jeniann Kaelin, Manager, Human Resources - *Presenter*
Trisha Perez, Manager, Human Resources

SUBJECT: 2024 Master Benefits & Salary Resolution

A. ACTION REQUESTED

Request Commission approval of the Proposed Resolution 2024-02-PT, Master Benefits & Salary Resolution, which supersedes Resolution 2023-02-PT and all prior Master Benefit and Salary Resolutions.

Strategic Plan Initiative: OS-6.

B. BACKGROUND

The MBSR is the resolution in which the Commission charges the Executive Director with the administration and administrative details of the programs they authorize. Over time the MBSR has been used as a repository for details that should otherwise be included in policy and procedure documents (such as: when to take a holiday when it falls on a Saturday or Sunday). We are recommending that specific details be removed from the MBSR and instead included in Human Resources policies.

The MBSR is also the mechanism by which the Commission approves staff recommended changes to Port's salary schedule. A new salary schedule is being implemented, effective April 1, 2024, along with a new classification system for non-represented employees.

The current classification and compensation system has been in place for over 10 years and does not effectively meet the changes and challenges occurring in the labor market. The current system assigns one salary range to each classification. This prevents responding to changes in market pay for certain positions without also making changes in the classification, where in fact none was needed.

In 2023, a consultant was retained to review all job classifications and conduct market survey of salaries for our positions. We worked with the consultant to adopt a new classification and compensation system that separates the classifications from salary ranges. This will allow some

classifications to have more than one salary range dependent on market pay for positions within that classification. The new salary ranges are included in the MBSR.

We recommend a cost of labor adjustment of 3.0 percent for non-represented salary ranges effective April 1, 2024, which is based on current market salary data and trends for the Puget Sound Area.

C. SUMMARY OF CHANGES

The MBSR has been updated for Commissioners to authorize salary ranges and benefits for its employees per RCW 53.08.170 and no longer lists details of the benefits provided which will be stated in Human Resources policies and procedures.

Recommend a cost of labor adjustment of 3.0 percent to the salary ranges for non-represented employees effective April 1, 2024.

D. FINANCIAL SUMMARY

The 3% cost of labor adjustment to non-represented salary ranges has no financial impact.

E. ATTACHMENTS TO THIS REQUEST

- Resolution 2024-02-PT with Exhibit A (Clean)
- Redlined Resolution 2023-02-PT
- Reference – Information removed from MBSR to be placed in Port Policies and Procedures