

Item: 6A

Date: 2/21/24

2024 Master Benefits & Salary Resolution

Jean West

Chief Human Resources Officer

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Port of Tacoma Commission Meeting

Date: February 21, 2024



Action Requested

Adopt the Proposed Resolution 2024-02-PT which supersedes any and all Master Benefit & Salary Resolutions (“MBSR”) including Resolution 2023-02-PT.

Background



- The Port of Tacoma (“Port”) Commission is authorized by RCW 53.08.170 to create and fill positions, establish salary ranges and establish benefits for its employees by resolution.
- The MBSR is the resolution where the Commission charges the Executive Director with the administration of the benefit and salary programs for non-represented employees, including the administrative details.
- Over time, however, 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 that falls on a Saturday or Sunday).

Overview of Changes

- Remove administrative details from the MBSR and maintain in HR policies and procedures.
- Mandated Benefits by local, state, and federal law:
 - Remove program details and replaced with:
 - “The Port will comply with and offer access to all local, state and federal mandated benefits including, but not limited to, Washington Paid Sick Leave, Washington Paid Family Medical Leave, Military Leave, and Occupational Injury Leave. “
 - Mandated Benefits will be included in Port Policy and Procedures.

Overview of Changes (cont.)

- Definitions
 - Reorganized to include individual definitions of relevant terms such as: Employee, Full-time/Part-time, Regular/Temporary (these were previously combined in all manners under Employee Status).
 - Removed definitions for Chief Human Resources Officer, and Dependent Status
 - Added definitions for Exempt, Non-Exempt, and Non-graded Positions
 - Clarified the definition for Executive Director.

Classification and Compensation System



- Current classification & compensation system for non-represented employees utilized for over 10 years
- Each classification is assigned one salary range
- Unable to respond to changes in market salaries without having to change classification when not warranted

Classification/Compensation Study

- In 2023, a consultant was retained to review all job classifications and conduct market survey of salaries for our positions.
- Collaborated with the consultant to adopt a new classification and compensation system.
- New system separates the classifications from salary ranges.
- Allows for classifications to have more than one salary range to address differences in market pay for positions within the same classification.

Before & After Classification & Compensation Structures

4/1/2023	Current Annual Salary		
Classification	Minimum	Midpoint	Maximum
E84	\$195,180	\$253,728	\$312,264
E83	\$183,660	\$238,764	\$293,844
E82	\$174,468	\$226,812	\$279,132
D64	\$139,944	\$181,908	\$223,884
D63	\$128,436	\$166,980	\$205,608
D62	\$119,064	\$154,992	\$190,728
D61	\$110,052	\$143,052	\$176,028
C45	\$98,532	\$128,052	\$157,620
C44	\$84,636	\$110,004	\$135,348
C43	\$76,740	\$99,696	\$122,700
C42	\$70,896	\$89,472	\$110,112
C41	\$60,948	\$79,212	\$97,452

4/1/2024
Classification
MG4
MG3
MG2
MG1
PR5
PR4
PR3
PR2
PR1

4/1/2024	Proposed Annual Salary*		
Salary Grade	Minimum	Midpoint	Maximum
18	\$205,860	\$267,612	\$329,364
17	\$191,496	\$248,940	\$306,384
16	\$178,140	\$231,576	\$285,012
15	\$165,708	\$215,412	\$265,128
14	\$154,152	\$200,388	\$246,636
13	\$143,388	\$186,408	\$229,428
12	\$133,392	\$173,400	\$213,420
11	\$124,080	\$161,304	\$198,528
10	\$115,428	\$150,048	\$184,680
9	\$107,376	\$139,584	\$171,792
8	\$99,888	\$129,840	\$159,804
7	\$94,740	\$120,792	\$146,844
6	\$88,128	\$112,356	\$136,596
5	\$81,984	\$104,520	\$127,068
4	\$76,260	\$97,236	\$118,200
3	\$70,944	\$90,444	\$109,956
2	\$65,988	\$84,132	\$102,288
1	\$61,392	\$78,264	\$95,148

*Annual salaries include proposed 3% cost of labor adjustment

Cost of Labor Adjustment

Background:

- The salary ranges for non-represented employees are reviewed annually and adjusted based on current market salary data and trends.
- These annual adjustments enables the Port to maintain competitive wages for our workforce.

Recommendation

- Request a cost of labor adjustment of 3.0% to non-represented salary ranges effective April 1, 2024.
- There is no financial impact due to the adjustment in salary ranges.

Adopt Resolution 2024-02-PT Establishing Salaries and Benefits for Employees (Master Benefit and Salary Resolution) and superseding Resolution 2023-02-PT (Master Benefit and Salary Resolution) and all prior Master Benefit and Salary Resolutions.



Thank You

Questions & Discussion



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