

RESOLUTION 2024-02-PT

Master Benefit and Salary Resolution

STRATEGIC PLAN INITIATIVE: OS-6

A **RESOLUTION** of the Port of Tacoma Commission Establishing Benefits and Salaries for Employees (“Master Benefit and Salary Resolution”) and superseding Resolution 2023-02-PT and all prior Master Benefit and Salary Resolutions.

WHEREAS, the Port of Tacoma Commission (“Commission”) has authority pursuant to RCW 53.08.170 to create and fill positions, establish salary ranges, and establish other benefits of employment including, retirement, insurance, and similar benefits; and

WHEREAS, this Resolution applies only to all non-represented employees as defined in Section I herein, except where specified otherwise to apply to others including employees represented by a collective bargaining agreement (“CBA”); and

WHEREAS, to the extent that the language in any current CBA reflects different terms and conditions, those differences are subject to approval by the Commission under a separate authorization,

NOW, THEREFORE, be it resolved as follows:

I. **DEFINITIONS:** Except as otherwise provided, the following definitions apply to this Resolution:

- A. **At-will:** A designation indicating that the employment relationship may be terminated by the Port or the employee at any time and for any or no reason. All Port employees are employed on an at-will basis unless otherwise approved in writing by the Commissioners.
- B. **Employee:** An employee is anyone who performs personal services for the Port and receives a paycheck from the Port payroll system with employment taxes withheld. The following categories of employees are used for purposes of compensation and benefits:
 - 1. **Regular:** A person who is actively employed by the Port and is regularly scheduled to work at least 40 hours per week, excluding limited duration, temporary, on-call, and relief.
 - 2. **Limited Duration:** A person who is actively employed by the Port in a full-time position expected to last one (1) to three (3) years.
 - 3. **Temporary:** A person who is actively employed by the Port in a position that is expected to last less than six (6) months.

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4. **Non-represented:** A person in a position not within an existing collective bargaining unit.
 5. **Represented:** A person in a position within an existing collective bargaining unit.
 6. **Full-time:** A person who is actively employed by the Port and is regularly scheduled to work 40 hours per week.
 7. **Part-time:** A person who is actively employed by the Port and is regularly scheduled to work less than 40 hours per week.
 8. **Relief Employee:** A person who is actively employed by the Port in an on-call position with no guarantee of work.
 9. **Exempt:** An employee who is exempt from overtime compensation under the federal Fair Labor Standards Act (“FLSA”).
 10. **Non-Exempt:** An employee who is eligible for overtime compensation under the FLSA, including those paid on a salary basis.
 11. **Non-graded Positions:** Positions that are not included in the salary grade tables and salary is determined by other factors including, for example, the Executive Director, Interns, and other limited positions.
 12. **Executive Director (“ED”):** An employee appointed by the Commission and who is subject to the terms and conditions of this resolution. Terms or conditions of employment, adjustments to pay (including the result of an annual review), pay range, or benefits for the Executive Director must be adopted in open session by the Commission and shall prevail over any relevant conflicting or inconsistent terms and conditions in this resolution.
- C. Commissioner:** A person who is elected by Pierce County Citizens and is eligible for benefits as provided in the relevant sections of this resolution. Commissioners are not employees of the Port of Tacoma. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy on the Commission board.
- D. Immediate Family:** Except as otherwise specified and subject to any applicable Summary Plan Description, “immediate family” is limited to:
- a. Spouse or state registered domestic partner of the employee.
 - b. The parent, foster parent, sibling, child, foster child, grandparent, and grandchild of the employee or the employee’s spouse or state registered domestic partner.

II. ADMINISTRATION OF BENEFIT PROGRAM

- A. Authorization to Adjust Benefits Plan Components:** The ED is authorized to amend benefits as necessary to comply with any changes in statutory requirements with notification to the Commission. The ED and Chief Human Resources Officer are authorized to formulate rules, procedures, and adjustments consistent with the intent of each program and to ensure compliance with all federal, state, and local laws with notice to the Commission.
- B. Mandated Benefits:** The Port will comply with and offer access to all local, state and federally mandated benefits including, but not limited to, Washington Paid Sick Leave, Washington Paid Family Medical Leave, Military Leave, and Occupational Injury Leave.
- C. Health Care Benefits**
- 1. Health Benefits:** The Port provides health care coverage to eligible employees (including eligible Represented employees) and Commissioners, including medical, prescription, dental, and vision coverage. Plan participants must elect medical coverage to be eligible for dental and/or vision coverage.
 - 2. Post-Employment Defined Benefit Plan:** The Port provides access to a Port-paid post-employment medical benefit program for eligible employees hired before March 15, 2007. This plan was closed to new enrollees effective March 15, 2007.
 - a. Creation of a Trust:** The Port has established a trust sufficient to fund the Post-Employment Defined Benefit Plan. The Port Treasurer shall fund the trust from the Port's General Fund.
- D. Investment Programs**
- 1. Voluntary Employees' Beneficiary Association (VEBA):** The VEBA is a tax-free health reimbursement account. The plan reimburses eligible out-of-pocket health care costs incurred by eligible participants. This program is separate from the Port's medical plan program. Represented employees may be eligible for the VEBA program in accordance with their CBA.
 - 2. Deferred Compensation 457 ("457 Plan"):** Deferred compensation 457 is a plan that allows eligible employees to arrange an authorized portion of salary to be withheld and invested for

payment at a later date. Employees may elect pre-tax and/or post-tax deferrals. Annual maximum contributions to this 457 Plan are established by the Internal Revenue Service.

- 3. 401a Retirement Savings Plan (“401a Plan”):** This 401a Plan was closed to new participants effective November 1, 2015.

E. Leave Time

- 1. Vacation:** The Port offers a vacation accrual program for eligible employees.
- 2. Holidays:** The Port recognizes twelve (12) holidays.
- 3. Paid Parental Leave:** Eligible employees may take up to four weeks (28 calendar days) of paid parental leave for the birth, adoption, or foster placement of a dependent child.
- 4. Sick Leave:** Eligible employees shall accrue sick leave.
- 5. Leaves of Absence without Pay:** The Port may grant a leave of absence without pay for qualifying reasons to include non-occupational injury and disease and to reduce personal hardship. Such leave will be granted consistent with state and federal law.
- 6. Shared Leave:** On a voluntary basis, Port employees may donate accrued leave to benefit other Port or Northwest Seaport Alliance (“NWSA”) employees.
- 7. Bereavement Leave:** Employees may receive up to three (3) days of bereavement leave after the death of an immediate family member, in addition to up to four (4) days of accrued sick leave.
- 8. Jury Duty Leave:**
 - a. Jury Duty:** regular full-time employees who serve on jury duty shall receive full regular compensation for time actually spent fulfilling jury duty.
 - b. Subpoenaed Witness Leave:** When a regular full-time employee is subpoenaed as a witness under circumstances which are determined by the Chief Human Resources Officer to be related to and involve the Port, the same pay conditions listed for jury duty shall apply.

F. Salary Protection

1. **Life and Accidental Death and Dismemberment Insurance:** The Port provides life insurance and accidental death and dismemberment policies for eligible employees.
2. **Long Term Disability Insurance:** The Port provides employer-paid long-term disability insurance with a 90-day elimination period for eligible employees.

G. Employee Participation Fund

1. An employee participation fund is established to promote employee engagement activities and the Chief Human Resources Officer may authorize the use of this fund for employee events that promote employee participation, team building, productivity, or facilitate employee communications.
2. The fund may also be used to support other employee participation events, subject to the program criteria defined in the Employee Participation Fund Application.

III. ADMINISTRATION OF SALARY PROGRAM

- A. **Establishment of FLSA classifications, job classification levels, and salary ranges.** There is hereby established a classification schedule and graded salary ranges for Port positions, which shall include all positions not covered by signed CBA's:
 1. **FLSA Classification:** All Port positions are classified according to criteria of the FLSA as either exempt or nonexempt from overtime.
 2. **Evaluation:** The ED, in consultation with staff, shall periodically evaluate the work of non-represented employees to ensure proper classification level and compliance with the FLSA.
- B. **Job Classification Level:** Each graded job will be assigned a classification level based on several factors related to the duties and responsibilities of work being performed. These factors are related to supervisory responsibilities, complexity of duties, knowledge and skills required, level of responsibility, consequence of error, and other related issues.
- C. **Salary Ranges:** After a classification level has been determined, all positions, except non-graded positions, will be assigned to a numeric salary range utilizing a combination of labor market

information with consideration to the placement of other Port jobs. The ED is authorized to conduct salary surveys to ensure that the Port's salary ranges remain competitive within the general recruitment area and may also recommend an adjustment to salary ranges based on current market salary data and trends. Salary ranges may be adjusted by ordinary motion approved by the Commission at any regular or special meeting.

1. **Student Interns:** As non-graded jobs, salary rates and employment conditions for students employed under internships or foreign exchange programs are determined by the ED in consultation with staff and will be based in part upon the prevailing rates of pay and other conditions established by the program's sponsors.
2. **Salary Adjustments:** Individual salaries and job classification levels may be adjusted by the ED based on internal equity, market equity, reorganization, reclassification, job duty changes, performance, or promotions. These adjustments will be made in accordance with the guidelines and parameters as set forth in Port Policy.

Budget totals for salary increases, lump sum payments, and market adjustment increases shall be approved by the Commission as part of the annual budget process. Salary increases awarded to eligible employees are administered within the guidelines of the Performance Management Program. In addition, the ED may approve a discretionary performance payout in the form of a one-time lump sum for employees who have met the criteria of the Exceptional Lump Sum Award program. The ED also has discretion to approve market adjustment increases where appropriate given current market conditions and an employee's skills and experience in current position. The total amount awarded for salary increases, lump sum awards and market adjustments must not exceed budgeted totals.

- D. Authorization of a Cost of Labor Adjustment to Salary Ranges:** Based on current market salary data and trends the salary ranges for employees will be increased by 3.0 percent (3%) effective April 1, 2024. The following are the annual salary ranges by grade. A detailed table by job title is in **Exhibit A**.

Pay Grades	Annual Salaries		
	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

IV. EFFECTIVE DATE

This RESOLUTION remains valid and in effect from its adoption unless and until such time as a majority of the Commission adopt by vote, at an open public meeting, any subsequent

Master Benefit and Salary Resolution. The ED is authorized to take any necessary action to continue to keep effective all terms, provisions and conditions contained herein.

Subject to the Commission's approval, the Port reserves the right to amend or terminate any employee welfare plan and/or salary practice.

The intent of this Resolution is to administer pay and benefits in accordance with State and Federal law. Should any part of this Resolution require a change to pay or benefit administration practices by reason of any existing or subsequently enacted legislation, such change(s) will be incorporated without the need to amend this Resolution with notification to the Commission.

ADOPTED by a majority of the members of the Port of Tacoma Commission at a regular meeting held on **the 21st day of February 2024**, a majority of the members being present and voting on this resolution and signed by the Commission Officers in authentication of its passage this **21st day of February 2024**.

Kristin Ang, President
Port of Tacoma Commission

Dick Marzano, Secretary
Port of Tacoma Commission

EXHIBIT A TO MASTER BENEFIT AND SALARY RESOLUTION 2024-02-PT
 SALARY RANGES EFFECTIVE APRIL 1, 2024

Salary Grade	Classification Level	Min	Mid	Max
18		\$205,860	\$267,612	\$329,364
		No Applicable Job		
17		\$191,496	\$248,940	\$306,384
	MG3	Chief Financial & Administrative Officer	Chief, Strategic Projects & Commission Relations	
16		\$178,140	\$231,576	\$285,012
	MG3	Chief Human Resources Officer		
15		\$165,708	\$215,412	\$265,128
	MG2	Sr. Director, Information Technology		
14		\$154,152	\$200,388	\$246,636
		No Applicable Job		
13		\$143,388	\$186,408	\$229,428
	MG2	Sr. Director, Real Estate		
12		\$133,392	\$173,400	\$213,420
	MG1	Director, Government & Community Affairs		
11		\$124,080	\$161,304	\$198,528
	MG1	Director, Accounting & Port Auditor	Director, Equipment Maintenance	
		Director, Communications	Director, Facilities Maintenance	
		Director, Contracts and Purchasing	Director, Port Security	
10		\$115,428	\$150,048	\$184,680
	PR5	Sr. Engineering Project Manager	Sr. Manager, IT Infrastructure Services	
		Sr. Environmental Project Manager	Sr. Manager, IT Projects	
		Sr. Manager Real Estate Leasing & Acquisition	Sr. Manager, Labor & Employee Relations	
		Sr. Manager, Enterprise Applications	Sr. Risk Manager	

Salary Grade	Classification Level	Min	Mid	Max
9		\$107,376	\$139,584	\$171,792
	PR4	Engineering Project Manager II	Sr. IT Cloud Data Engineer	
		Manager, Cyber Security	Sr. IT Project Manager	
		Manager, Government Affairs	Sr. IT Solution Architect	
		Manager, Human Resources (Benefits & Recruitment)	Sr. IT Systems Analyst	
		Manager, Human Resources (Class & Comp)	Sr. Network Infrastructure Engineer & Security Analyst	
		Manager, IT Service	Sr. Systems Infrastructure Engineer & Security Analyst	
8		\$99,888	\$129,840	\$159,804
	PR4	Environmental Project Manager II	Manager, Community Relations & Workforce Development	
		Maintenance Manager (Swing)	Manager, Contracts & Purchasing	
		Maintenance Project Manager	Real Estate Property Manager	
		Manager, Accounting Operations	Manager, Financial Accounting & Deputy Auditor	
		Manager, Communications		
	PR3	Sr. Database Administrator	Sr. Software Engineer	
7		\$94,740	\$120,792	\$146,844
	PR3	Engineering Project Manager I	Network Infrastructure Engineer II	
6		\$88,128	\$112,356	\$136,596
	PR4	Records Program Manager	Sr. Financial Analyst & Deputy Treasurer	
		Sr. Financial & Budget Analyst		
	PR3	Environmental Project Manager I		
5		\$81,984	\$104,520	\$127,068
	PR3	Real Estate Analyst	Sr. Communications Specialist	
		Sr. Accountant	Sr. Contracts Administrator	
	PR2	Desktop Infrastructure Engineer	IT Systems Analyst	
		GIS Analyst	Network Infrastructure Engineer I	
		Human Resources Generalist	Systems Infrastructure Engineer I	

Salary Grade	Classification Level	Min	Mid	Max
4		\$76,260	\$97,236	\$118,200
	PR2	Commission Clerk	Project Controls Analyst	
		Community Relations Specialist	Project Systems Analyst	
		Contracts & Procurement Analyst	Records Analyst	
		Executive Assistant	Records Specialist	
		Facilities Management Specialist	Security Operations Analyst	
		Grants Administrator	Sr. IT Support Specialist	
		Operations Business Analyst		
3		\$70,944	\$90,444	\$109,956
	PR2	Accountant	Communications Specialist	
	PR1	IT Support Specialist		
2		\$65,988	\$84,132	\$102,288
	PR1	Contracts & Procurement Specialist	Real Estate Specialist	
		Environmental Specialist		
1		\$61,392	\$78,264	\$95,148
		No Applicable Job		