

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6B
Meeting Date: 3/19/24

DATE: March 13, 2024

TO: Port of Tacoma Commission

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

SUBJECT: 2024 Master Benefits & Salary Resolution

A. ACTION REQUESTED

Request Commission approval of the technically corrected Amended Resolution 2024-02-PT, Master Benefits & Salary Resolution.

Strategic Plan Initiative: OS-6.

B. BACKGROUND

On February 21, 2024, Commission voted to adopt Resolution 2024-02-PT, Master Benefit & Salary Resolution. Subsequently we found some technical corrections. In addition, we have also been working with the NWSA on their Master Benefit & Salary Resolution and propose additional changes to maintain alignment of the two resolutions.

C. SUMMARY OF CHANGES

Added "Commissioners" to the eligibility definitions of the following benefit programs:

- II.D.1. Voluntary Employees' Beneficiary Association (VEBA)
- II.D.2. Deferred Compensation 457 ("457 Plan")
- II.F.1. Life and Accidental Death and Dismemberment Insurance

Other Changes:

- II.A. Clarified that the ED is authorized to amend benefits as required by statutory requirements and that the ED and Chief Human Resources Officer will provide advance notice to Commission of any program changes.
- II.C.1. The eligibility clause for health care benefits was moved to HR Policy & Procedure. Added "eligible dependents" for clarity.
- II.C.2. Clarified when the opportunity to elect to remain with Post-Employment Defined Benefit Plan occurred and that it is closed to new participants. II.D.1. Added specific reference to the VEBA 5 Plan.

- II.D.3. Clarified eligibility dates of the 401(a) plan and that it's closed to new participants.
- II.E.1. Added language on payout of unused accrued vacation upon termination.
- II.E.4. Added language on payout of unused accrued sick leave upon termination.
- II.E.8.b. Included NWSA issues to reasons for Subpoenaed Witness Leave

D. **ATTACHMENTS**

- 2024-02-PT Master Benefits & Salary Resolution (clean)
- 2024-02-PT Master Benefits & Salary Resolution (red-line)