

Item: 6B

Date: 3/19/24

# 2024 Amended Master Benefits & Salary Resolution

**Jean West**

Chief Human Resources Officer

**Jeniann Kaelin**

Manager, Human Resources

**Trisha Perez**

Manager, Human Resources

Port of Tacoma Commission Meeting

Date: March 19, 2024



Adopt Resolution 2024-02-PT (as amended) which supersedes any and all Master Benefit & Salary Resolutions (MBSR) including Resolution 2024-02-PT.

# Background & Changes



- 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.
- Commission approved Resolution 2024-02-PT on February 21, 2024. Subsequently, inadvertent omissions were brought to our attention that are now included in the Amended Resolution 2024-02-PT.

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 & Dismemberment Insurance

# Overview of Changes (cont.)

## 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.

# Overview of Changes (cont.)

- 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

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# Thank You

## Questions & Discussion



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