

# COMMISSION AGENDA

Item No: 3A

Meeting: 03/16/17

**DATE:** March 2, 2017

**TO:** Port Commission

**FROM:** John Wolfe, Chief Executive Officer

Sponsor: Jean West, Chief Human Resources Officer

Project Managers: Christina Roberts, Human Resources Manager and Loni Shorten,  
Human Resources Manager

**SUBJECT:** Master Benefit and Salary Resolution 2017-02

## A. ACTION REQUESTED

Request adoption of Resolution Number 2017-02, the Master Benefits and Salary Resolution (“MBSR”), amending and superseding Resolution 2016-01 which concerns the Port of Tacoma’s (“Port”) benefits and salary administration programs.

## BACKGROUND

As needed, the Human Resources Department, on behalf of the Chief Executive Officer, presents the MBSR to the Commission for approval. Changes to the MBSR generally include technical adjustments to language, legally mandated changes to the Port’s benefit plans and eligibility rules, and substantive changes designed to add clarity and align the benefits and salary programs with the Port’s current business goals and objectives.

The MBSR is also the mechanism by which the Commission approves staff-recommended changes to the Port’s salary schedule.

## B. SUMMARY OF CHANGES

The 2017 Resolution proposes the following:

1. Updated benefit program language to require notification to the Commission prior to making any statutory changes to the benefits;
2. Updated shared leave language to allow Port of Tacoma employees to donate shared leave to NWSA employees, consistent with the Interlocal Agreement between the NWSA and Port regarding shared leave participation as adopted by managing members at the December 12, 2016 managing member meeting;
3. Added parental leave language as adopted by the managing members for NWSA during the December 12, 2016 managing member meeting (Resolution 2016-07);
4. Updated effective date of Long Term Disability to coincide with the benefit start date for other employee benefits;
5. Added “at-will” definition to further document this classification for non-represented employees;

6. Updated definition of Chief Executive Officer to be consistent with the language of the Northwest Seaport Alliance's MBSR;
7. Removed the "Director, Asia" classification throughout the document as the role no longer exists;
8. Corrected graded salary ranges to be adjusted based on Cost of Labor rather than Cost of Living which was approved in 2013;
9. Recommending a 2.8 percent adjustment to the salary structure for non-represented employees effective April 1, 2017; and
10. Made grammatical changes to provide consistency throughout the resolution;

### **C. NEXT STEPS**

Request adoption of Resolution Number 2017-02, the Master Benefits and Salary Resolution, amending and superseding Resolution 2016-01 which concerns the Port of Tacoma's benefits and salary administration programs.