

Port of Seattle Commission Policy Directive:

Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement

As Amended November 27, 2018

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SECTION 1. Purpose.

The Port of Seattle Commission has authority pursuant to RCW 53.08.170 to create and fill positions, fix wages, salaries, and establish other benefits of employment including retirement, insurance, and similar benefits. The intent of this policy directive is to administer pay and benefits in accordance with state and federal law. (*Res. 3739, §7, 2017*)

SECTION 2. Definitions.

Except as otherwise provided, the following definitions apply to this policy directive:

"At-will" means a designation given to some non-represented jobs or positions at the Port where the employment relationship may be terminated by the Port or employee at any time and for any or no reason. Employees hired as at-will are not subject to the Port's progressive discipline process. Jobs designated as at-will are noted with an asterisk in Exhibit A of this policy directive. When a job opening is posted for an at-will position, the at-will designation will be identified in the posted notice. An offer of employment made to a current employee or external candidate for an at-will position will state that the position is at-will and exempt from any progressive discipline policy. Employees hired, or appointed, into at-will jobs prior to January 1, 2014, are grandfathered as 'for cause' employees. However, any employee hired prior to January 1, 2014, who is transferred or promoted into an at-will position is no longer subject to the termination "for cause" standard and will be exempt from any progressive discipline policy.

"Commissioner" means an individual who is elected to the office of Port of Seattle Commissioner and is eligible for benefits as provided in the relevant provisions of Section 5.4. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

"DRS-retired employee" means an employee who is receiving a pension from any retirement plan administered by the State of Washington Department of Retirement Systems (DRS). Refer to the DRS web site or brochures for specific information about any limitations on working after retirement.

"Emergency hire employee" means an employee hired without a competitive hiring process whose initial employment is limited to three months and whose employment may be extended for no more than two additional months without a competitive hiring process.

"Employee" means an individual who performs personal services for the port and receives a paycheck from the port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not employees.

"Executive Director" means an employee who is appointed by the Commission and who is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail. This includes any terms, conditions, adjustments to pay, pay range, or benefits for the Executive Director adopted in open session by the Port of Seattle Commission.

"For cause" means a designation given to most non-represented Port of Seattle jobs and positions where the employment relationship can be terminated by the Port for reasons that conform to previously defined standards of unacceptable conduct or performance. Standards are defined in policies included in the Code of Conduct, most specifically in HR-18 – Standards of Performance and Conduct, Corrective Action and Discipline.

"Full-time employee" means an employee who is regularly scheduled to work 80 hours per biweekly pay period.

"Guided rating distribution" means the guideline for the distribution of employee performance review ratings across the Port. The guided distribution is not a forced ranking or distribution, rather a guideline to support consistent application of the various performance ratings, based on rating definitions, across the Port.

"Hourly employee" means an employee working in a non-exempt job, one that is eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

"Intern" means a temporary employee who is hired in accordance with the Intern Program Guidelines, is considered a student per the program guidelines and is performing duties in accordance with the student's course of study.

"Limited duration employee" means an employee who is hired for more than 90 days in a job with a planned end date.

"Non-represented employee" means a salaried or hourly employee not represented by a labor union.

"On-call employee" means an employee who does not have a regular work schedule and whose work hours can vary from week to week indefinitely.

"Part-time employee" means an employee who is regularly scheduled to work less than 80 hours per bi-weekly pay period.

"Probationary employee" means a newly hired or rehired employee who has not yet successfully completed the six-month probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment.

"Probationary period" means an extension of the hiring process, the period of time from the day a newly hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment.

"Regular employee" means an employee hired to perform a job without a specified end date.

"Salaried employee" means an employee working in an exempt job, one that is not eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

"Temporary assignment" means an assignment for a full-time or part-time employee that is generally expected to last no longer than six months. A temporary assignment may only be extended one time for a maximum of six additional months with the approval of Human Resources management.

"Temporary employee" means an employee hired to perform a job with a specified end date.

"Veteran fellow" means an employee who is hired and receives pay and benefits in accordance with the Veteran Fellowship Program.

(Res. 3752, §1, 2018; Res. 3739, §1, 2017)

SECTION 3. Scope and Applicability.

A. This policy directive pertains to Port employees not represented by a labor union. (*Res. 3739, 2017*)

B. The Port of Seattle reserves the right to amend or terminate any employee welfare benefit plan and/or pay practice. (*Res. 3739, §7, 2017*)

SECTION 4. Responsibilities.

A. The Executive Director is authorized to take necessary action to make effective all terms, provisions, and conditions contained within this policy directive. Should any part of this policy directive require a change to pay or benefit administration practices by reason of any existing or subsequently enacted local, state, or federal legislation, such change(s) will be incorporated without the need for Commission action. (*Res. 3739, §7, 2017*)

SECTION 5.1. Policy Establishing Jobs, Pay Grades, Pay Ranges, and Pay Rates.

- A. Reporting requirements for certain positions.
 - (1) General Counsel. The General Counsel will have a dual direct reporting relationship with the Executive Director and the Commission by way of the

Commission President. The Executive Director will have, in consultation with the Commission, responsibility for review and approval of performance expectations for the General Counsel and legal department staff. Legal department staff, including workplace responsibility staff, will report to the General Counsel.

- (2) External Relations Senior Director. The External Relations Senior Director will report jointly to the Commission President and the Executive Director. The Commission President and the Executive Director will have responsibility for review and joint approval of performance expectations for the External Relations Senior Director and External Relations Department staff and will each provide direct input for the External Relations Senior Director performance review. Decisions regarding hiring, firing, or re-positioning the External Relations Senior Director will receive concurrence from the Commission President and the Executive Director. External Relations will have direct accountability to both the Commission and the Executive Director's office and will independently execute judgment on external affairs strategies based on ethical and professional support of overall port objectives and the Port's role as a public agency. External Relations department staff will report to the External Relations Senior Director.
- (3) Internal Audit Director. The Commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director reports functionally to the Audit Committee and administratively to the Executive Director. The Audit Committee is charged with making recommendations to the Commission on the appointment, replacement, or dismissal of the Internal Audit Director; provides input to the Executive Director on the Internal Audit Director's performance evaluation; oversees the Internal Audit Director's plans and activities; and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The internal audit department staff will report to the Internal Audit Director.
- (4) Commission Chief of Staff. The Commission Chief of Staff is appointed to the Commission pursuant to an employment agreement. The Commission Chief of Staff is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail.

(Res. 3752, §1, 2018; Res. 3739, §2, 2017)

B. Filling Vacant Positions and Transferring Positions and/or Employees. The Executive Director is hereby authorized to:

(1) Recruit and fill authorized positions (except that of Executive Director) up to the fulltime-equivalent number of positions authorized;

- (2) Set salaries within pay ranges established below;
- (3) Transfer positions and/or employees from one work unit to another and to reorganize functions to promote organizational effectiveness;
- (4) Approve non-competitive placements in select circumstances;
- (5) Establish additional positions, provided that funding is available in the commission approved budget; and
- (6) Establish an additional position on a temporary basis when an employee has given notice of termination or retirement in order to provide overlap and effective business continuity.

(Res. 3739, §2, 2017)

C. Pay Ranges. All non-represented jobs shall be evaluated and assigned to a pay grade according to their relative skill requirements, responsibilities, and other factors as explained in subsection (\underline{D}). Each job will have a pay range that corresponds to its pay grade.

The following pay grades and pay ranges for non-represented jobs at the Port of Seattle are hereby established:

Grade	Hourly				Annual	
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$114.86	\$143.58	\$172.29	\$238,911	\$298 <i>,</i> 639	\$358,367
44	\$108.36	\$135.45	\$162.54	\$225 <i>,</i> 387	\$281,734	\$338,081
43	\$102.23	\$127.78	\$153.34	\$212,630	\$265,788	\$318 <i>,</i> 946
42	\$96.44	\$120.55	\$144.66	\$200,594	\$250,743	\$300 <i>,</i> 892
41	\$91.45	\$114.31	\$137.17	\$190,214	\$237,768	\$285,322
40	\$86.65	\$108.31	\$129.98	\$180,235	\$225,294	\$270,353
39	\$82.10	\$102.63	\$123.16	\$170,776	\$213,470	\$256,164
38	\$77.76	\$97.20	\$116.64	\$161,734	\$202,168	\$242 <i>,</i> 602
37	\$73.60	\$92.00	\$110.40	\$153,093	\$191,366	\$229 <i>,</i> 639
36	\$69.71	\$87.13	\$104.56	\$144,991	\$181,239	\$217,487
35	\$65.94	\$82.42	\$98.90	\$137,148	\$171,435	\$205,722
34	\$62.36	\$77.95	\$93.54	\$129,707	\$162,134	\$194,561
33	\$58.97	\$73.72	\$88.46	\$122,666	\$153,332	\$183 <i>,</i> 998
32	\$55.72	\$69.65	\$83.58	\$115,902	\$144,878	\$173 <i>,</i> 854

GRADED SALARY RANGE STRUCTURE (Effective January 1, 2019)

Grade	Hourly				Annual	
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
31	\$52.66	\$65.83	\$78.99	\$109,538	\$136,923	\$164,308
30	\$49.70	\$62.13	\$74.56	\$103 <i>,</i> 384	\$129,230	\$155,076
29	\$46.91	\$58.64	\$70.37	\$97 <i>,</i> 577	\$121,971	\$146,365
28	\$44.25	\$55.32	\$66.38	\$92,047	\$115,059	\$138,071
27	\$41.71	\$52.14	\$62.57	\$86,761	\$108,451	\$130,141
26	\$39.30	\$49.13	\$58.96	\$81,754	\$102,193	\$122,632
25	\$37.01	\$46.26	\$55.51	\$76,974	\$96,217	\$115,460
24	\$34.81	\$43.51	\$52.21	\$72,400	\$90,500	\$108,600
23	\$32.72	\$40.90	\$49.08	\$68,053	\$85 <i>,</i> 066	\$102,079
22	\$30.74	\$38.42	\$46.10	\$63 <i>,</i> 932	\$79 <i>,</i> 915	\$95 <i>,</i> 898
21	\$28.81	\$36.02	\$43.22	\$59 <i>,</i> 933	\$74,916	\$89,899
20	\$27.56	\$34.45	\$41.34	\$57,326	\$71,657	\$85 <i>,</i> 988
19	\$26.37	\$32.97	\$39.56	\$54,857	\$68,571	\$82,285
18	\$25.25	\$31.56	\$37.87	\$52,510	\$65 <i>,</i> 637	\$78,764
17	\$24.19	\$30.24	\$36.29	\$50,318	\$62 <i>,</i> 898	\$75 <i>,</i> 478
16	\$23.16	\$28.95	\$34.75	\$48,181	\$60,226	\$72,271
15	\$22.14	\$27.68	\$33.22	\$46,058	\$57 <i>,</i> 573	\$69,088
14	\$21.23	\$26.54	\$31.85	\$44,164	\$55,205	\$66,246
13	\$20.38	\$25.47	\$30.57	\$42,390	\$52 <i>,</i> 987	\$63,584
12	\$19.52	\$24.40	\$29.28	\$40,599	\$50 <i>,</i> 749	\$60,899
11	\$18.73	\$23.42	\$28.10	\$38,965	\$48,706	\$58,447
10	\$17.96	\$22.44	\$26.93	\$37,348	\$46,685	\$56,022
9	\$17.24	\$21.55	\$25.85	\$35,851	\$44,814	\$53,777
8	\$16.55	\$20.69	\$24.83	\$34,426	\$43,033	\$51,640
7	\$15.90	\$19.87	\$23.85	\$33,070	\$41 <i>,</i> 338	\$49,606

(Res. 3752, §1, 2018; Res. 3739, §2, 2017)

D. Job Evaluation System. It is the policy of the Commission to pay Port employees based on the Port's Total Rewards philosophy. It is also the policy of the Commission to establish a job evaluation system that evaluates jobs based on required skill level, responsibility, effort required, and working conditions, among other characteristics, of each job. Jobs shall be evaluated on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job evaluation system shall be considered in determining the appropriate pay grade for each job as well as the appropriate exempt or non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act (FLSA). The Senior Director of Human Resources, under the supervision of the Executive Director, shall have the final approval authority for all job evaluation outcomes and title changes except for that of the Executive Director. This authority shall include re-evaluation of existing jobs and establishment and evaluation of new jobs. (*Res. 3739, §2, 2017*)

- E. Pay Practices.
 - (1) Compensation Considerations. An employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time employee's work schedule is 80 hours each bi-weekly pay period. Fulltime employees work between 8 and 10 hours each day and salaried, exempt, employees are expected to work the hours necessary to complete assigned work.
 - (2) Payroll. Employees shall be paid bi-weekly, typically on Friday. The Port's payroll week shall begin Sunday at 12:01 a.m. and end Saturday at midnight. Employees are required to complete a direct deposit authorization form upon hire and to keep such information current so that electronic paycheck deposits can be made automatically to the employee's designated financial institution. The Port shall have the right and obligation per the Washington State Constitution Article VIII, Section 7, to recover any amounts paid in error.
 - (3) Initial Pay Rates. Pay rates shall normally be based on skill, knowledge, and experience and set between the minimum and midpoint of the pay range for employees hired or otherwise moving into a non-represented job. Under special conditions and with appropriate documentation, human resources management may authorize pay above the midpoint of the pay range for employees possessing exceptional qualifications or experience, or for internal/external equity reasons.
 - (4) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime compensation in accordance with prevailing state and federal laws.
 - (5) Information and Communications Technology (ICT) Stand-by Pay. Hourly, nonexempt, ICT employees who are required to be available during non-work hours to respond to issues or solve problems will be eligible for ICT stand-by pay as specified in Port Policy HR-21 – Pay Administration.
 - (6) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases, completion-of-probation increases, six-month increases, and temporary assignment adjustments shall be administered consistent with Port Policy HR-21 Pay Administration.

- (7) Special Pay Adjustments. The Executive Director, or Human Resources management under the supervision of the Executive Director, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed by Port pay administration policies or procedures.
- (8) Pay for Performance. The Pay for Performance program shall be administered in accordance with Port Policy HR-21 – Pay Administration. The Pay for Performance program is comprised of the two components, a base pay increase component and an incentive pay plan component. The incentive pay plan may be addressed in a separate resolution.
 - (a) Base Pay Component. This component permits eligible non-represented employees to earn increases to their base pay that are based on performance ratings earned during the previous performance review period. The amount of the base pay increases shall be approved by the Commission as part of the Port budget process and administered according to a plan approved by the Executive Director and implemented by Human Resources management.
 - Consistent with the general delegation of authority, the Commission shall provide input to the Executive Director regarding performance of those employees that report directly to the Executive Director for the Executive Director's benefit in rating the performance of the Executive Director's direct reports. Such input shall be provided in executive session no later than the last commission meeting in January.
- (9) Pay for the Executive Director. Pay and performance evaluation for the executive director shall be approved by the Commission in public session. The Commission shall have discretion in determining pay of the Executive Director.

(Res. 3739, §2, 2017)

F. Pay Rates and Pay Ranges for Non-Evaluated Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-evaluated positions shall be as follows:

- (1) High School, College, and Graduate Intern Positions. Pay rates and employment conditions for students employed under provisions of the Port of Seattle Intern Program shall be determined by human resources staff based upon state or local minimum wage regulations.
- (2) Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief. These jobs are not evaluated, and ranges are established based on local market rates for

similar work to facilitate appropriate pay administration for employees in these jobs.

- (3) Veteran Fellows Positions. Veteran fellowship jobs are not evaluated, and ranges are established to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.
- (4) Executive Director. This job is not evaluated and no pay range is established. The executive director's pay is established by the Port Commission.

(Res. 3739, §2, 2017)

G. Amending Authorized Jobs, Pay Grades, and Pay Ranges. Pay ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes are the result of provisions contained in this policy directive. Exhibit A may be amended by human resources management when the changes are the result of provisions contained in this policy directive (e.g., on-going job evaluations or technical errors). *(Res. 3739, §2, 2017)*

SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.

A. The port commission supports the Port's providing a competitive benefit package for employees and their families that assists the port in retaining and attracting employees with the skills and abilities essential to carry out the Port's work. As such, the Commission authorizes the following benefits programs. (*Res. 3739, §3, 2017*)

B. Mandated Benefits. The Port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following:

- (1) Social Security (FICA) insurance
- (2) Industrial insurance/Workers Compensation coverage
- (3) Unemployment compensation
- (4) Military leave (based on both federal and state requirements)
- (5) Faith and Conscience Days
- (6) Pregnancy disability leave.
- (7) Family and Medical Leave Act (FMLA) of 1993

(8) The Family Care Act (FCA) of 2002

(Res. 3739, §3, 2017)

C. Additional Benefits for Employees. The following benefits shall be administered consistent with eligibility requirements and other details included in Port Policy HR-5 – Leave – or Port Policy HR-31 – Employee Benefits for Non-Represented Employees – as applicable.

- (1) Paid Leave. The following paid leave plans shall be administered consistent with Port Policy HR-5 Leave and the Addendum to Port Policy HR-5 Leave.
 - (a) Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year.
 - (b) Sick Leave. Paid time away from work in the event of illness, injury, or other specified reasons.
 - (c) Holidays. The port shall observe the following 10 holidays as specified in the Total Rewards Program Guide:
 - 1. New Year's Holiday
 - 2. Martin Luther King, Jr., Day
 - 3. Presidents Day
 - 4. Memorial Day
 - 5. Independence Day
 - 6. Labor Day
 - 7. Thanksgiving Day
 - 8. Native American Heritage Day the day after Thanksgiving
 - 9. Port Designated Floater (in lieu of Veterans Day)

10. Christmas Day.

(d) Personal Day. One full day each year based on the payroll calendar with no accrual and no carry forward, based on the payroll calendar.

- (e) Bereavement Leave. Time off to attend or make arrangements for funeral or memorial services of a close family member.
- (f) Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency.
- (g) Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- (h) Awarded Time. Paid time granted to salaried employees to recognize extra work hours necessary to meet critical deadlines, assure coverage, or otherwise accomplish port objectives.
- (i) Shared Leave. Accrued leave donated by one employee to another to prevent the receiving employee from taking leave without pay due to a serious health condition.
- (j) Parental Leave. Paid time away from work following the birth, adoption, or placement for foster care of a new child.
- (2) Retirement. Pension benefits that provide vested employees with postretirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS) or Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) based on their job responsibilities. Retirement benefits will be administered consistent with applicable Washington state laws, and supplemental information contained in Port Policy HR-31 – Employee Benefits for Non-Represented Employees.
 - (a) Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.
 - 1. Employees hired in otherwise eligible positions under RCW 41.40, who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits

similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.

2. Police Department employees in non-evaluated, non-represented management jobs hired into LEOFF eligible positions who are excluded as stated in RCW 41.04.270 from LEOFF membership as a result of their previous employment will receive port contributions to an alternative plan. These Port contributions will be equal to the contributions the Port would have made to the LEOFF plan the Police Department employee would have been eligible to enroll in.

Any Port retirement contributions made consistent with authority and prior to January 1, 2018, are hereby ratified and confirmed.

- 3. Police and Fire Department non-evaluated, non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.
- (3) Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements and as specified in Port Policy HR-31 – Employee Benefits for Non-Represented Employees shall be as follows:
 - (a) The Port shall maintain at least two medical plan options.
 - (b) Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects.
 - (c) Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction.
 - (d) The Port retains the right to modify or terminate healthcare benefits.
- (4) Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows:
 - (a) Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.

- (b) Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
- (c) Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- (5) Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer work days combined with a non-work day each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- (6) Relocation. Reimbursement, as specified in port policy HR-24 Relocation to newly hired salaried employees for pre-approved moving expenses related to their relocation to the Seattle area as a result of accepting a job with the Port of Seattle.

(Res. 3752, §1, 2018; Res. 3739, §3, 2017)

D. Authorization to Amend Benefits Programs. The Executive Director is authorized to amend benefits as necessary to comply with any changes in statutory requirements. All policies are subject to approval by the Executive Director. The Port retains the right to modify or terminate any benefits and/or modify the cost charged to employees or dependents for benefits coverage at any time for any reason. (*Res. 3739, §3, 2017*)

E. Benefits for the Executive Director. The Executive Director will be offered the same benefits package other eligible employees are offered as provided in subsections (<u>B</u>) and (<u>C</u>). The Port Commission may also authorize different or additional benefits for the Executive Director. (*Res. 3739, §3, 2017*)

SECTION 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.

A. In addition to pension benefits offered to Port of Seattle retirees, the Port Commission authorizes the following benefits and conditions for qualified retirees. *(Res. 3739, §4, 2017)*

- B. Repealed by Resolution No. 3752.
- C. Repealed by Resolution No. 3752.

D. Retiree Life Insurance. Retirees are eligible for enrollment in the retiree life insurance plan if they have at least five consecutive years of credited service in a non-

represented position with the Port of Seattle immediately preceding retirement and are eligible to begin receiving a pension, based at least in part upon Port of Seattle employment, within one month following departure from the port. (*Res. 3752, §1, 2018; Res. 3739, §4, 2017*)

E. Retiree Parking. Retirees are eligible for free vacation parking at the north employee parking lot at Sea-Tac airport. A valid retiree identification badge is required to access the north employee parking lot and can be obtained from the front desk at Pier 69. (*Res. 3739, §4, 2017*)

F. Authorization to Amend Benefits Offered to Port of Seattle Retirees. The Port is authorized to amend the benefits in this section as necessary to comply with any changes in statutory regulations, to require retirees to contribute all or a portion of the premium, and to amend or terminate governing contracts at any time for any reason. (*Res. 3739, §4, 2017*)

SECTION 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners.

A. Benefits contained in this section are available to Port Commissioners. (*Res. 3739, §5, 2017*)

B. Healthcare. Port Commissioners shall have the same healthcare, medical, pharmacy, dental, and vision benefits choices offered to Port employees.

(1) Medical and Pharmacy Benefits for Commissioners.

- (a) Coverage for Commissioners. Port Commissioners are eligible to elect medical coverage effective on the first of the month following one calendar month as a Port Commissioner. They shall be eligible for healthcare coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect Port-sponsored medical coverage must elect coverage via approved methods.
- (b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect medical benefits for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same medical plan that the Commissioner has chosen.
- (2) Vision Benefits for Commissioners.

- (a) Coverage for Commissioners. Port Commissioners are eligible to elect vision coverage effective on the first of the month following one calendar month as a Port Commissioner. They shall be eligible for vision coverage in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Commissioners who elect Port-sponsored vision coverage must elect coverage via approved methods.
- (b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect vision coverage for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same vision plan that the Commissioner has chosen.
- (3) Dental Benefits for Commissioners.
 - (a) Coverage for Commissioners. Port Commissioners who so elect coverage shall receive these benefits effective the first of the month following one calendar month as a Port Commissioner. Dental coverage will be provided in such amounts and in such manner as the Port has established with organizations providing or administering such benefits. The eligibility and other conditions of coverage are established with the organization selected by the Port to provide such benefits.
 - (b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect dental benefits for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same dental plan that the Commissioner has chosen.
- (4) Healthcare Premiums. Commissioners will be responsible for paying a share of their healthcare premiums by payroll deduction in the same manner as nonrepresented employees. Commissioners are responsible for notifying the Port by an approved enrollment method of their coverage elections and eligible dependents. Any additional healthcare costs associated with a lack of notification shall be the Commissioner's responsibility.

(Res. 3752, §1, 2018; Res. 3739, §5, 2017)

C. Life Insurance. Commissioners shall be eligible to elect life insurance coverage as specified below.

(1) For Commissioners. Port Commissioners who so elect shall have coverage under a \$50,000 basic life insurance policy and/or \$100,000 business travel accident insurance policy on a self-paid basis on the first of the month following one calendar month as a port commissioner subject to provisions of contracts with organizations selected by the Port to provide such benefits. For purposes of optional, self-paid basic life insurance and business travel accident insurance benefits, Port Commissioners are included in the definition of eligible employee.

(a) For Commissioners Eligible for Retiree Life Insurance. A Commissioner is eligible for enrollment in the retiree life insurance plan if the service requirements listed in subsection (B)(1)(b) are satisfied and the Commissioner elected and was covered by the \$50,000 basic life insurance policy immediately prior to the expiration of their term as a Port Commissioner.

(Res. 3739, §5, 2017)

D. Right to Modify or Terminate Coverage. The Port retains the right to modify or terminate benefits and/or to modify the cost charged to Commissioners or dependents for such coverage. (*Res. 3739, §5, 2017*)

SECTION 5.5. Policy Regarding Special Programs and Commission Notification.

The Executive Director is authorized to establish and implement voluntary separation, furlough, or other similar programs deemed necessary to benefit the financial health of the Port and amend benefits provided for in this policy directive as necessary to execute the provisions of these programs. The Commission shall be notified of any amendments to benefits prior to implementation of any special programs not currently provided for in this policy directive. The Commission shall be notified of any material changes in the administrative details of the programs authorized by this policy directive before changes are implemented. *(Res. 3739, §6, 2017)*

Revision History

- November 27, 2018 Resolution 3752 revised definitions of "at-will" and "probationary period"; updated the title of External Relations Senior Director; clarified administrative and functional reporting of the Internal Audit Director; revised the graded salary range structure; added a floating personal day to the port's holiday schedule; provided for separate medical, dental, pharmacy, and vision benefits; and repealed medical benefits for retirees and their dependents. A new exhibit listing port job titles by salary range was provided at this time also.
- November 28, 2017 Resolution 3739 restated the salary and benefits program for the Port of Seattle for 2018. It provided no expiration date, thereby effectively establishing the first non-expiring Salary and Benefits Policy Directive of the Port of Seattle.

EXHIBIT A TO SALARY AND BENEFITS POLICY DIRECTIVE SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS SALARY RANGES EFFECTIVE JANUARY 1, 2019 Annual Base Salary Range (Hourly equivalent in parentheses)¹

Minimum Midpoint Maximum Grade \$200,594 (\$96.44) \$250,743 (\$120.55) \$300,892 (\$144.66) 42 *Chief Operating Officer General Counsel/Chief Compliance Officer *Managing Director, Aviation \$285,322 (\$137.17) 41 \$190,214 (\$91.45) \$237,768 (\$114.31) *Managing Director, Economic Development **Chief Financial Officer** 40 \$180,235 (\$86.65) \$225,294 (\$108.31) \$270,353 (\$129.98) *Managing Director, Maritime *Senior Director, Human Resources *Senior Director, External Relations Senior Director, Capital Development \$161,734 (\$77.76) \$202,168 (\$97.20) \$242,602 (\$116.64) 38 *Senior Director, Environment & Sustainability **Chief Information Officer** \$229,639 (\$110.40) \$153,093 (\$73.60) \$191,366 (\$92.00) 37 *Senior Director, Labor Relations \$181,239 (\$87.13) \$144,991 (\$69.71) \$217,487 (\$104.56) 36 Chief Engineer/Director Engineering Services Director, Aviation Maintenance **Director**, Airport Operations Director, Aviation Project Management Group **Director, Aviation Facilities & Capital Programs** Director, ICT Infrastructure Services 35 \$137,148 (\$65.94) \$171,435 (\$82.42) \$205,722 (\$98.90) **Deputy General Counsel** Director, Human Resources - Organization and Talent Development Director, Accounting & Financial Reporting Director, Human Resources - Total Rewards **Director, Aviation Business Development** Director, ICT Technology Delivery **Director, Aviation Environmental Services** Director, Maritime Environmental & Planning Director, Aviation Finance & Budget Director, Real Estate & Economic Development Director, Seaport Project Management Group Director, Aviation Security Director, Central Procurement Office Senior Capital Program Leader Director, Customer Experience & Branding

34	\$129,707 (\$62.36)	\$162,134 (\$77.95)	\$194,561 (\$93.54)
	*Chief of Staff, Commission Services		Director, Internal Audit
	Assistant Engineering Director-Construction		Director, Maritime Operations & Security
	Assistant Engineering Director-Design		Director, Port Construction Services
	Director, Aviation Innovation		Director, Real Estate Asset Management
	Director, Corporate Finance		Director, Social Responsibility
	Director, Cruise Operations		Senior Manager, Aviation Facilities & Infrastructure
	Director, HR Talent Acquisition & Business Partner		Senior Port Counsel
	Director, Human Resources - Employee Health & Safety		

33	\$122,666 (\$58.97)	\$153,332 (\$73.72)	\$183,998 (\$88.46)
	*Executive Chief of Staff		Director, Public Affairs Communications
	AFR Asst. Director, Financial Reporting Revenue Services		Director, Seaport Finance & Budget
	AFR Asst. Director, General Accounting/Business Technology		Director, Tourism Development
	Capital Program Leader		Senior Manager, Airport Dining & Retail
	Director, Business Intelligence		Senior Manager, Airport Operations
	Director, Community Engagement		Senior Manager, Aviation Capital Programs
	Director, Government Relations		Senior Manager, Aviation Properties
	Director, Marine Maintenance		Senior Manager, ICT Product Development/Engineering

32	\$115,902 (\$55.72)	\$144,878 (\$69.65)	\$173,854 (\$83.58)
	Assistant Finance Director - Budget		Senior Manager, Civil Structural Design Services
	Aviation Capital Project Liaison		Senior Manager, Emergency Preparedness
	Aviation Facilities & Infrastructure Manager		Senior Manager, Employee Relations
	Director, Capital Project Delivery		Senior Manager, Environmental Programs
	GIS Architect		Senior Manager, Mechanical/Electrical Design Services
	Manager, Enterprise GIS		Senior Manager, Purchasing
	Manager, ICT Project Management		Senior Manager, Security Strategy & Intelligence

Grade	Minimum	Midpoint	Maximum
32 cont.	\$115,902 (\$55.72)	\$144,878 (\$69.65)	\$173,854 (\$83.58)
	Senior Construction Manager		Senior Manager, Security Operations
	Senior Manager, Aviation Planning		Treasury Manager
31	\$109,538 (\$52.66)	\$136,923 (\$65.83)	\$164,308 (\$78.99)
	AFR Manager Financial Systems & Lean Initiatives		Manger, Workforce Development
	Aviation Facilities & Infrastructure Principal Engineer		Organizational Development Manager
	Capital Project Manager V		Senior Controls Manager-Aviation Project Management Group
	Construction Manager		Senior Labor Relations Manager
	Design Program Manager		Senior Manager Federal & International Government Relations
	Director, Small Business Development		Senior Manager, Airport Building Department
	ICT Contract Vendor & IP Manager		Senior Manager, AV Finance & Budget
	Manager, Database Engineering		Senior Manager, Aviation Maintenance
	Manager, ERP		Senior Manager, Aviation Maintenance Assets & Logistics
	Manager, HR Information System		Senior Manager, Aviation Maintenance Custodial Services
	Manager, Internal Audit		Senior Manager, Construction Contracting
	Manager, Network Engineering		Senior Manager, Disbursements
	Manager, Security & Public Safety Technology		Senior Manager, Risk Management
	Manager, Server Engineering		Senior Manager, Service Agreements
	Manager, Software Development		Senior Manager, Workplace Responsibility
	Manager, Survey & Mapping Services		Talent Acquisition Manager
	Manager, Systems Engineering		Talent Development and Diversity Manager
			· · · · · · · · · · · · · · · · · · ·
	Manager, Windows Server Engineering		Total Rewards Manager
30	Manager, Windows Server Engineering	\$129.230 (\$62.13)	Total Rewards Manager
30	Manager, Windows Server Engineering \$103,384 (\$49.70)	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56)
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, Aviation Communications Marketing
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Principal Government Affairs Manager Regional Governmental Finance Manager Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, Aviation Communications Marketing Senior Manager, Fishing Vessel Services
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, Aviation Communications Marketing Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, Aviation Communications Marketing Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Operations Readiness & Activation
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager Local Government Relations Manager	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, Aviation Communications Marketing Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Operations Readiness & Activation Senior Manager, Recreational Boating
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager Local Government Relations Manager Manager, Air Cargo Operations and Development Manager, Air Services Development	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, AViation Communications Marketing Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Operations Readiness & Activation Senior Manager, Recreational Boating Senior Systems Architect
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager Manager, Air Cargo Operations and Development Manager, Air Services Development & Analysis	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, Aviation Communications Marketing Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Operations Readiness & Activation Senior Manager, Recreational Boating Senior Systems Architect State Government Relations Manager
30	Manager, Windows Server Engineering \$103,384 (\$49.70) AV Maintenance Manager, Capital Project Liaison Capital Project Manager IV Commission Policy Manager Data Scientist Design Project Manager Engineering Quality Manager Federal Government Relations Manager Financial Controls & Reporting Manager ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager Local Government Relations Manager Manager, Air Cargo Operations and Development Manager, Air Services Development	\$129,230 (\$62.13)	Total Rewards Manager \$155,076 (\$74.56) Manager, Regional Transportation Manager, Seaport PMG Program Controls Marine Maintenance Senior Program Manager Principal Design Engineer Regional Government Affairs Manager Resident Engineer V Seaport Environmental Finance Manager Senior Environmental Program Manager Senior Manager, AFR Revenue Services Senior Manager, AViation Communications Marketing Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Operations Readiness & Activation Senior Manager, Recreational Boating Senior Systems Architect

Aviation Facilities & Infrastructure Senior Engineer

\$97,577 (\$46.91)

29

\$121,971 (\$58.64)

\$146,365 (\$70.37)

Manager, ICT Business Services

Aviation Program Controls Manager Aviation Training & Development Manager **Business Intelligence Program Manager - Analytics** Business Intelligence Program Manager - Research Business Technology Consultant **Construction Labor Manager** Cost Estimating Manager **ERP** Administrator ERP Developer/Programmer **GIS Software Engineer** Human Resources Business Partner Lead Software Developer Manager, Editorial & Marketing Communication Manager, Airfield Operations Manager, Airline Scheduling Systems Manager, Airport Communications Center Manager, Airport Landside Operations

Manager, ICT Client Services & Support Manager, ICT Financial Services Manager, ICT Quality Assurance Manager, Maritime Operations Manager, PCS Construction Manager, Seaport Finance & Budget Manager, Terminal Operations Port Counsel Real Estate Development Manager **Resident Engineer IV** Senior Cost Engineer/Scheduler Supervisor Senior Database Engineer Senior Design Engineer - Structural Senior Infrastructure Systems Engineer - Conservation Senior IT Auditor Senior Manager, Maritime Marketing Senior Manager, Credentialing Center

Grade	Minimum	Midpoint	Maximum
29 cont.	\$97,577 (\$46.91)	\$121,971 (\$58.64)	\$146,365 (\$70.37)
	Manager, Airport Operations		Senior Manager, Marine Maint. Business Operations & Systems
	Manager, Airport Operations & Passenger Experience		Senior Manager, PCS Construction Operations
	Manager, Airport Parking Revenue		Senior Manager, Police Administrative Services & Communication
	Manager, Airport Wildlife		Senior Media & Public Relations Officer
	Manager, Aviation Maintenance		Senior Organizational Development Consultant
	Manager, Aviation Maintenance Business Systems		Senior Real Estate Manager
	Manager, Aviation Maintenance Logistics		Small Business Program & Policy Manager
	Manager, Aviation Maintenance Work Planning & Small Works		Strategic Planning Program Manager
	Manager, Aviation Safety Management Systems		Women/Minority Business Enterprise Manager
	Manager, Construction Safety Management		

28	\$92,047 (\$44.25)	\$115,059 (\$55.32)	\$138,071 (\$66.38)
	Accounting Manager		Manager, Corporate Facilities
	AFR Business Tech Consultant		Manager, Corporate Financial Analysis
	Airport Innovation and Systems Manager		Manager, Harbor Business and Operations
	Airport Operations Development Manager		Manager, PCS Controls & Support Services
	Aviation Communications Manager		Marine Maintenance Project Manager IV
	Aviation Community Relations Manager		Payroll Manager
	Aviation Property Manager 3		PMG System Admin/Cost Engineer
	Aviation Senior Cost Engineer / Scheduler		Principal Business Intelligence Analyst
	Capital Project Estimator		Purchasing Manager
	Capital Project Manager III		Resident Engineer III
	Construction Management Cost Estimator		Risk Claims Manager
	Contract Administration Manager		Senior Art Program Manager
	CPO Planning & Analysis Manager		Senior Business Manager, Airport Dining & Retail
	Environmental Program Manager		Senior Design Engineer
	Health & Safety Management Lead		Senior Linux Server Engineer
	ICT Project Manager		Senior Media Officer
	Information Security Manager		Senior Network Engineer
	Manager, Airport Employee Screening		Senior Systems Engineer
	Manager, Airport Facility Services		Senior Windows Server Engineer
	Manager, Airport Security Access		Terminal Operations Project Development Manager
	Manager, Construction Planning & Coordination		Workers Compensation Manager

\$86,761 (\$41.71)	\$108,451 (\$52.14)	\$130,141 (\$62.57)
Accounts Payable Manager		Information Security Senior Analyst
Accounts Receivable Manager		Manager, Airport Customer Service
Air Cargo Facilities Manager		Manager, Lease Administration & Utility Management
Air Cargo Operations Manager		Mapping Manager
Air Services Development Program Manager		Marine Maintenance Project Manager III
Airport Duty Manager		Marine Maintenance Regulatory Compliance Program Manager
Airport Media Officer		PC Systems Analyst
Aviation Airfield/Airspace Planner		PCS Construction Manager III
Aviation Facilities & Infrastructure Architecture Specialist		PCS RMM Construction Manager III
Aviation Facilities & Infrastructure Utility Program Manager		Process Improvement Program Manager
Aviation Facilities & Infrastructure Engineer		Public Affairs Environmental Engagement Program Manager

Aviation Facilities & Infrastructure Engineer

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Aviation Landside Planner Aviation PMG Cost Estimator Aviation Property Manager 2 **Aviation Terminal Planner** AVM CIP & Expense Project Liaison **Billing Manager** Business Intelligence Analyst III Business Manager, Airport Dining & Retail CAD Design Manager Cruise Facilities Maintenance Manager Database Engineer Emergency Preparedness Planning & Program Manager **Engineering Facility & Financial Manager** Erosion Control / Storm Water Engineer Facilities Maintenance Manager, Central Waterfront Facilities Maintenance Mgr, Cruise & Industrial Properties **Fire Protection Engineer**

Real Estate Manager Seaport Security Program Manager Seaport Senior Cost Engineer / Analyst Senior Business Analyst - ICT Senior Employee Relations Consultant Senior Financial Analyst Aviation Senior HR Business Technology Analyst Senior Internal Auditor Senior Marketing & Communications Manager Maritime Senior Planner - Maritime Senior Port Budget & Systems Analyst Senior Public Affairs Program Manager Software Developer Survey Crew Manager Telecommunications Infrastructure Engineer **Total Rewards Consultant** Utility Program Manager

Grade	Minimum	Midpoint	Maximum
26	\$81,754 (\$39.30)	\$102,193 (\$49.13)	\$122,632 (\$58.96)
	Accounting Supervisor		Learning/Development Consultant
	AFR Business Tech Analyst II		Manager, Public Affairs Events & Engagement
	AFR Records & Administration Manager		Marine Maintenance Asset Manager
	Airport Dining & Retail Project & Facilities Manager		Marine Maintenance Fleet Program Manager
	Audio Visual Services Manager		Maritime Operations Superintendent
	Aviation Maintenance Asset Manager		Network Engineer
	Aviation Maintenance Assistant Fleet Manager		Organizational Development Consultant
	Aviation Security Systems Manager		PCS Construction Manager II
	Aviation Security, Capital Project Liaison		PCS RMM Construction Manager II
	Aviation Training & Development Asst. Manager		Project Management System Analyst
	AVM Small Works Project Manager/Controls Coordinator		Public Affairs Program Manager
	Capital Project Manager II		Resident Engineer II
	Communications Project Manager-Public Affairs		Risk Management Specialist
	Construction Coordination Supervisor		Senior Business Development Analyst - Aviation
	Construction Labor Priority Hire Program Manager		Senior Buyer
	Construction Safety Manager 2		Senior Contract Administrator - Construction
	Custodial Operations Manager Night Shift		Senior Environmental Management Specialist
	Design Engineer III		Senior Financial Analyst Corporate
	Financial & Cost Recovery Manager		Senior Plans Exam/Bldg Inspector
	Financial Analyst III - Seaport		Senior Port Budget Analyst
	Financial Analyst III Corporate		Senior Talent Acquisition Representative
	Financial Reporting & Controls Analyst II		Social Media Program Manager
	Health & Safety Program Manager		Software Test Engineer
	Human Resources, Outreach Program Manager		Systems Engineer
	Indoor Navigation Program Manager		Tax Analyst
	Information Security Engineer / Analyst		Visual Communications Program Manager
	Infrastructure Operations Technology Supervisor		Windows Server Engineer
	International Business Protocol Liaison		

25	\$76,974 (\$37.01)	\$96,217 (\$46.26)	\$115,460 (\$55.51)
AF	R Business Tech Analyst I		ICT Service & Reporting Analyst
Air	rline Scheduling Systems Specialist		ICT Service Desk Supervisor
Air	rport Dining & Retail Program Manager		Information Security Analyst
Air	rport Parking Marketing Manager		Internal Auditor
Art	t Program Manager, Aviation		Investigation Specialist
Ass	sistant Manager, AVM Distribution Center		Labor Relations Analyst
Av	viation Conference Center Business & Marketing Manager		Landside Supervisor
Av	viation Conference Center Sales & Operations Manager		Landside Supervisor, Air Transit Operations
Av	viation Facilities & Infrastructure Intermediate Engineer		Manager, Signage & Graphics
Av	viation Lease Administration Manager		Marine Maintenance Project Controls Coordinator
Av	viation Maintenance Senior Business Systems Analyst		Marine Maintenance Project Manager II
Av	viation Project Management Group Systems Administrator		Marketing & Comm Project Manager
Av	viation Security Operations Supervisor		OSR Small and Disadvantaged Business Coordinator
Av	viation Senior Internal Controls Analyst		P-Card Administrator
Ba	ggage Systems Specialist		PCS Resident Construction Manager
Bu	uilding Inspector / Plan Examiner		Program Manager Airport Landside Operations

Business Intelligence Analyst II Commission Specialist Construction Inspector III CPO Systems Administrator Design Engineer II E911 CAD/GIS Systems Engineer Economic Development Analyst Emergency Preparedness Training & Exercise Coordinator Financial Analyst II SP GIS Analyst Harbor Operations Supervisor Health & Safety Technology Analyst ICT Desktop SCCM Administrator Public Disclosure Manager Real Estate Property Manager II Resident Engineer I Safety Management System Specialist Seaport Property Manager II Senior Accountant Senior Contract Administrator - Service Agreements Senior Survey Project Manager Total Rewards Analyst Utility Locate Manager Web Coordinator Wildlife Biologist

24	\$72,400 (\$34.81)	\$90,500 (\$43.51)	\$108,600 (\$52.21)
	Airline & Passenger Systems Specialist		Desktop Support Specialist
	Aviation Drawing & Data Systems Specialist		Economic Development Coordinator
	Aviation Facilities & Infrastructure Junior Engineer		Environmental Data Specialist

Grade	Minimum	Midpoint	Maximum	
24 cont.	\$72,400 (\$34.81)	\$90,500 (\$43.51)	\$108,600 (\$52.21)	
	Aviation Lost & Found Program Manager		Financial Analyst Corporate	
	Aviation Security Compliance Coordinator		Financial Analyst I - Aviation	
	Aviation Security Screening Supervisor		Financial Analyst I - Seaport	
	Central Procurement Office Data Analyst		Financial Reporting & Controls Analyst I	
	Central Procurement Office Planning Analyst		ICT Senior Mobile Device Specialist	
	Commission Clerk		Legal Administrator	
	Communications Specialist HR		Marine Maintenance Project Manager I	
	Construction Management Systems Analyst		Maritime Environmental Finance Specialist	
	Construction Safety Manager 1		Talent Acquisition Representative - Outreach Program	
	Contract Administrator - Construction		Telecommunications Specialist	
	Design Engineer I		WMBE Compliance Analyst	
23	\$68,053 (\$32.72)	\$85,066 (\$40.90)	\$102,079 (\$49.08)	
	Accountant III		Executive Assistant/Executive Office	
	Airport Noise Programs Coordinator		ICT Asset Management Analyst	
	Assistant Port Budget Analyst		Marine Maintenance Business Analyst	
	Assistant Resident Engineer		Marine Maintenance Procurement Supervisor	
	Assistant to Managing Director, Avaition		Marine Maintenance Regulatory Compliance Specialist	
	Assistant to Senior Director, CDD		Project Labor Agreement Specialist	
Aviation Capital Program Coordinator			Real Estate Property Manager 1	
Aviation Cost Engineer/Scheduler			Records Program Manager	
	Aviation Maintenance Business Systems Analyst		Senior Civil Engineering Technician	
	Business Intelligence Analyst I		Senior Commission Executive Assistant	
	Buyer		Senior Engineering Design Technician	
	Capital Project Manager I		Software Test Analyst	
	Construction Inspector II		Survey Data Specialist	
	Contract Administrator - Service Agreements		Survey Project Manager	
	Credentialing Center Supervisor		Travel Card & Concur Analyst	
	Credit Analyst		Utility Analyst	
	Environmental Management Specialist			
22	\$63,932 (\$30.74)	\$79,915 (\$38.42)	\$95,898 (\$46.10)	
	Aviation Lease Administration Coordinator		Construction Contract Specialist	
	Administrative Supervisor		Engineering Design Technician	
	Assistant Financial Analyst		ICT Infrastructure Operations Technician	
	Assistant Project Manager		ICT Mobile Device Specialist	
	Assistant to Managing Director, EDD		ICT Software Asset Analyst	
	Assistant to Managing Director, Maritime		Maintenance Planner / Coordinator - Aviation	
	Assistant to Senior Director, Human Resources		Marine Maintenance Business Operations Supervisor	
	Assistant to Senor Director, Labor Relations		Marine Maintenance Parks & Project Specialist	
	Assistant to Senor Director, Public Affairs		Marine Maintenance Site Representative	
	Aviation E-learning Specialist		Noise Program Specialist	
	Aviation Maintenance CMMS Administrator		PCS Construction Manager I	
	Aviation Maintenance Procurement & Inventory Supervisor		PCS RMM Construction Manager I	
	Aviation Maint. Senior Time Admin/Process Coordinator		Risk Analyst	
	Aviation Maintenance Systems Analyst		Risk Claims Specialist	

Aviation Regulatory Training Specialist CAD Standard Review Technician Commission Executive Assistant

Survey CAD Technician Talent Acquisition Representative

21	\$59,933 (\$28.81)	\$74,916 (\$36.02)	\$89,899 (\$43.22)
	Accountant II		Marine Maintenance Contract Compliance Specialist
	Airline Statistical Specialist		Marine Maintenance Fleet Asset Specialist
	Airport Dining & Retail Specialist		Passenger Experience Analyst
	Assistant to Director Aviation Facilities & Capital Programs		Public Affairs Planner/Project Assistant
	Aviation Operations Internal Communications Specialist		Seaport Project Specialist
	Aviation Project Controls Analyst		Senior Building Permit Coordinator
	Aviation Revenue Controls Analyst		Senior Ground Transportation Controller
	Construction Management Assistant		Senior Harbor Facilities Coordinator
	Cost Recovery Specialist I		Signing & Graphics Designer Specialist
	Environmental Finance Invoice Systems Specialist		Total Rewards Specialist
	Executive Assistant / Airport Directors Office		Workers Compensation Specialist
	Marine Maintenance CMMS Administrator		

Grade	Minimum	Midpoint	Maximum
20	\$57,326 (\$27.56)	\$71,657 (\$34.45)	\$85,988 (\$41.34)
	Accounts Payable Lead		Fire Deptartment System Administrator
	Assistant Commission Clerk		ICT Asset Management Contract Specialist
	Aviation Document Control Specialist		Lead Senior Lease Administration Specialist
	Aviation Training Systems Specialist		Marine Maintenance CAD Asset Records Specialist
	Building Permit Coordinator		Paralegal/Intake Specialist
	Civil Engineering Technician		Project Assistant - Engineering
	Construction Inspector I		Public Disclosure Specialist
	Construction Safety Specialist		Senior Administrative Assistant
	Department Contract Specialist		Tourism Project Specialist
19	\$54,857 (\$26.37)	\$68,571 (\$32.97)	\$82,285 (\$39.56)
	Accountant I		Marketing Assistant, Harbor Services Group
	Assistant Buyer		Payroll Analyst
	Background Compliance Specialist		Project Controls Support Specialist
	Ground Transportation Controller		Public Affairs Event Specialist
	Harbor Facilities Coordinator		Talent Acquisition Assistant
	Harbor Moorage Coordinator		Utility Locate Technician
	ICT Service Desk Technician		
18	\$52,510 (\$25.25)	\$65,637 (\$31.56)	\$78,764 (\$37.87)
	Administrative Assistant		Maritime Billing & Administrative Specialist
	Aviation Lease Administration Specialist		Records Management Specialist
	Aviation Maintenance Fiscal Specialist II		Senior Lease Administration Specialist
	Lead Airport Customer Service Representative		Senior Utilities & Lease Specialist
	Marine Maintenance Business Systems Specialist		
17	\$50,318 (\$24.19)	\$62,898 (\$30.24)	\$75,478 (\$36.29)
	Accounts Payable Specialist		Invoice & Contract Support Specialist
	Airport Dining & Retail Marketing Coordinator		Legal Assistant
	Assistant Civil Engineering Technician		Marina Operations Specialist
	Billing Specialist - Landside Operations		Marine Maintenance Employee Liaison
	Facilities Coordinator		Marine Maintenance Purchasing Specialist
	Harbor Customer Service Specialist		Payroll Specialist
	Harbor Operations Specialist		PCS Purchasing Specialist
16	\$48,181 (\$23.16)	\$60,226 (\$28.95)	\$72,271 (\$34.75)
	Airport Customer Service Representative		Marine Maintenance Business Systems Support Specialist
	Aviation Receiving Dock Operations Coordinator		Marine Maintenance Dispatcher
	Bus Driver Trainer		Marine Maintenance Work Order Intake Specialist
	Contract Document Specialist		Revenue Service Support Specialist
	Fiscal Specialist I		Senior Administrative Staff Assistant
	Lease Administration Support Specialist		Time Reporting Administrator - Fire Dept
15	\$46,058 (\$22.14)	\$57,573 (\$27.68)	\$69,088 (\$33.22)
	AOB Facilities Specialist		Lead Lost & Found Customer Service Representative
	Conference Center Assistant		Marine Maintenance Material & Inventory Clerk
	Conforance Contor Assistant/On Call		Training Support Specialist Aviation

Conference Center Assistant/On Call Lead Customer Research Field Worker

Training Support Specialist - Aviation

14	\$44,164 (\$21.23)	\$55,205 (\$26.54)	\$66,246 (\$31.85)	
	Administrative Staff Assistant	Ν	Aarine Maintenance Accounts Clerk	
	Commission Staff Assistant	C	Dn-Call Administrative Staff Assistant	
	Customer Service Specialist, Landside Operations			
13	\$42,390 (\$20.38)	\$52,987 (\$25.47)	\$63,584 (\$30.57)	
	Facilities Specialist	L	ost & Found Customer Service Representative	
11	\$38,965 (\$18.73)	\$48,706 (\$23.42)	\$58,447 (\$28.10)	
	Customer Research Field Worker	S	ecurity Duty Officer	
9	\$35,851 (\$17.24)	\$44,814 (\$21.55)	\$53,777 (\$25.85)	
	AOB Mail & Facilities Specialist			

Grade 7		Minimum \$33,070 (\$15.90)	Midpoint \$41,338 (\$19.87)	Maximum \$49,606 (\$23.85)
,	Interoffice Mail Speci		, 10, CI F	Office/Maintenance Clerk
			Non-Evaluated Jobs	
Grade		Minimum	Midpoint	Maximum
94		\$151,378 (\$72.78)	\$189,222 (\$90.97)	\$227,067 (\$109.17)
	Chief of Police			Fire Chief
93		\$137,616 (\$66.16)	\$172,020 (\$82.70)	\$206,424 (\$99.24)
	Assistant Fire Chief			Deputy Chief of Police
02		\$46,395 (\$22.31)	\$52,645 (\$25.31)	\$58,885 (\$28.31)
92	Creducto Intern	340,393 (322.31 <i>)</i>	\$52,045 (\$25.51)	\$20,002 (\$20.31)
	Graduate Intern			
91		\$38,085 (\$18.31)	\$46,405 (\$22.31)	\$54,725 (\$26.31)
	College Intern			
90		\$34,955 (\$16.81)	\$34,955 (\$16.81)	\$34,955 (\$16.81)
	High School Intern			

LEAVE POLICY AND PROCEDUR and K-Joily

For Non-Represented Employees

HR-5 as of 1/1/2018

Original Date (Policy): 11/1/81 Revisions: 7/21/08; 8/17/05; 12/20/98; 2/22/94; 2/4/85; 2/17/84; 3/1/16 Original Date (Procedure): 11/1/81 Revisions: 10/31/08; 7/21/08; 8/17/05; 12/20/98; 2/22/94; 2/4/85; 2/17/84

POLICY STATEMENT:

Leave programs provide time away from work, often with pay, for employees rest and relaxation, to recover from an injury or illness, to spend time with family and friends, or take care of personal business. Leave programs are an important element of the Port's Total Rewards Program and support employee engagement by providing time away from work to recharge. Competitive and sustainable leave programs support the Port's ability to retain and attract highly gualified and high performing employees.

Providing a leave program is consistent with the Port's Total Rewards philosophy, which states:

- Benefits offerings should provide choices to meet diverse employee needs at different life stages
- The benefit package will provide a level of financial security in the event of unforeseen events
- The Port recognizes that work-life balance is important for employees and the organization

PURPOSE:

To describe paid leave programs and authorized periods of time off without pay available to non-represented employees subject to this policy. Refer to the Addendum to the HR-5 Leave Policy for details and procedures related to leaves mandated by federal, state or local legislation.

In all cases, compensated leave will be charged and/or paid according to the employee's regular work schedule.

This policy supports:

- Fair and equitable treatment of employees in administering the Leave Program
- The mechanism for timely processing of leave requests

SCOPE:

This policy contains information on the following types of Port Leave:

- Paid Time Off (PTO)
- Sick Leave (SL) and Washington Paid Sick Leave (WPSL)
- Holidays
- Bereavement
- Civic Duty
- Awarded Time
- Shared Leave
- Paid Parental Leave
- Military Leave
- Supplemental Pay during Workers Compensation Time Loss
- Leave Without Pay

I. <u>Eligibility</u>

A. Eligible Employees

Regular and Limited Duration employees regularly scheduled to work 21 or more hours each week are eligible for Port sponsored leave programs with limited exceptions as noted in each section.

B. Ineligible Employees

Temporary employees (Emergency Hire, Veteran Fellow, Interns) and regular employees regularly scheduled to work less than 21 hours each week are ineligible for Port leave programs with limited exceptions as noted in each section.

II. Types of Leave

A. Paid Leave

Leave compensated at the employee's regular pay rate at the time the leave is taken and based on the employee's regular work schedule.

1. Paid Time Off (PTO)

Employees accrue PTO based on their straight time hours paid and length of tenure. Accrued days (as shown below) are based on a full time employee working 80 hours per pay period; part time employees earn a proportional share of PTO hours. PTO may be used for vacation, appointments, illness, etc.

a) Accrual Rates

(1) Up to 19.6 days (156.8 hours maximum) may be earned annually between the start of employment and the end of the third year of employment. During this period eligible employees accrue 0.07538 hours per straight-time hour paid.

- (2) Up to 24.6 days (196.8 hours maximum) may be earned annually between the beginning of the fourth year and the end of the seventh year of employment. During this period eligible employees accrue 0.09462 hours per straight-time hour paid.
- (3) Up to 27.1 days (216.8 hours maximum) may be earned annually between the beginning of the eighth year and the end of the 11th year of employment. During this period eligible employees accrue 0.10423 hours per straight-time hour paid.
- (4) Up to 29.6 days (236.8 hours maximum) may be earned annually between the beginning of the 12th year and the last day of employment. During this period eligible employees accrue 0.11385 hours per straight-time hour paid.
- (5) The Executive Director may offer modified PTO to newly hired members of the executive team as necessary for attraction purposes.

b) Accumulating and Taking Paid Time Off

All eligible employees shall be allowed and encouraged to take at least two work weeks of PTO each year.

Paid Time Off may be taken up to the available balance, after the employee has completed their probationary period and received approval from the manager. Some Port groups may have a formal time off request process that must be followed before PTO may be used.

c) Maximum Accumulation and Automatic Cash-out

Maximum PTO accumulation for employees is 480 hours. Accruals will cease when this limit is reached and will resume only when the balance is below 480 hours.

(1) Grandfathered Employees Hired Prior to 12/20/1998

PTO balances over the 480 hour limit will be cashed out at the employee's current hourly rate during the first pay period of the payroll year. Subsequent accruals over the limit will be cashed out quarterly at the employee's hourly rate at the time of cash-out.

d) Voluntary Cash-out of PTO Hours While an Active Employee

PTO cash-out lump sums are paid at the employee's base hourly rate at the time of the payment and are subject to applicable taxes and deductions taken on earnings (Federal Withholding, FICA, etc.).

(1) Cash-out of PTO hours earned during the upcoming year

This benefit requires an annual advance election to avoid a 10% forfeiture. This process conforms to IRS regulations and there will be no exceptions to this process. Elections will not carry over from one calendar year to the next calendar year.

Prior to the last business day in December employees will have the opportunity to submit an irrevocable request for a cash-out of PTO hours that will be accrued (earned) in the following year. PTO cash-out elections cannot exceed the PTO earned during the year of the payment and the employee must have a minimum of two weeks PTO in their PTO bank as of the last paycheck of December (of the year the request is made) when the request is made.

(2) Cash-out of PTO hours previously accrued

PTO may be cashed out at any time from banked (already accrued/earned) hours as long as the employee has a minimum of two weeks PTO in their PTO bank after the cash-out. These requests will be subject to a 10% forfeiture.

e) Payment of Paid Time Off at Termination

An employee who has successfully completed their probationary period will receive 100% of his or her accrued Paid Time Off balance at the employee's hourly rate at termination.

Employees who have not been terminated for cause have the option of receiving their Paid Time Off hours:

- (1) As a lump sum,
- (2) As service time after the last day worked (during the calendar year in which the employee terminates), or
- (3) As a combination of cash and service time.

If no choice is provided to HR on or before the last day of work, the PTO shall be paid as a lump sum.

Employees who have been terminated for cause will receive a lump sum payment of 100% of their accrued Paid Time Off balance. In these situations, employees are not eligible to use Paid Time Off as service time after their last day worked unless authorization is received from Human Resources Leadership.

Employees who do not complete their probationary period will not be eligible to receive a cash-out of their accrued Paid Time Off.

f) Partial Day Absences for Salaried Non-Represented Employees

Salaried employees (those working in exempt jobs) are paid for the work they perform rather than the hours they work. Full-time salaried employees are expected to work a 40 hour per week schedule, and may be required to work additional hours to complete their work. While personal appointments should be scheduled outside work hours whenever possible, the Port recognizes this is not always possible. As a result, the Port supports occasional reasonable partial day absences for salaried employees. When a salaried employee requires a partial day absence to take care of personal business, they are not required to charge partial day absences (time away from work) to PTO as long as the absence is four (4) hours or less. Managers have discretion in approving partial day absences and these absences must be approved in advance. In the event a salaried employee requires more than four (4) hours away from work due to illness or the need to take care of personal business and does perform some work during that day, the hours away from work that exceed four (4) hours in one day shall be charged to PTO or Sick Leave, as appropriate.

When a salaried employee is away from the office for a full day due to vacation, illness or the need to take care of personal business, hours for the entire day shall be charged to PTO or Sick Leave, as appropriate.

2. Sick Leave (SL)

Sick Leave is accrued based on an employee's hours paid. Accrued days as shown below are based on a full-time employee working 80 hours per pay period; part-time employees earn a proportional share of hours. Accrued Sick Leave may be used for employee or family member illness, injury or disability. See below for further information. Reasonable notice must be provided for the use of Sick Leave if the situation is foreseeable, and prior to the start of the employee's shift, if practicable.

a) Eligibility

Full or part-time, regular or limited duration employees who are regularly scheduled to work 21 or more hours per week.

b) Accrual Rates

Eligible employees normally accrue Sick Leave at the rate of 0.027 hours accrued per hour paid (2.15 hours per 80 hour pay period or approximately 7 days per year). Sick Leave may accumulate with no maximum or limit.

c) Accumulating and Taking Sick Leave Time Off

Sick Leave up to the accrued balance may be used after employment of at least 30 days of Port employment.

Sick Leave can be used for an absence resulting from an employee or family member's mental or physical illness, injury, or health reason; to accommodate a need for medical diagnosis, procedure, care or treatment; or need for preventative medical care. In addition, Sick Leave may be used for:

- a qualifying FMLA or FCA absence,
- for absences that qualify for leave under the Domestic Violence Leave Act,
- when the employee's work location has been closed by order of a public official for any health-related reason,

• or, when an employee's child's school or place of care has been closed for a health related reason (not weather related).

Employee's Manager may require a physician or health care provider's statement to justify use of Sick Leave after an absence exceeding three (3) days. A physician's release is required prior to the return to work by a salaried (exempt from the overtime provisions of the FLSA) employee who has experienced inpatient hospitalization of any kind that requires an absence from work, or who has suffered an absence longer than two weeks due to illness, surgery, or an accident.

Family member, for Sick Leave purposes, is defined as a spouse or domestic partner and the parents or children of the employee or their spouse or domestic partner; as well as the employee's siblings, grandparents or grandchildren.

For the purpose of the benefits provided by the HR-5 and HR -31, an employee and their domestic partner must complete an Affidavit of Marriage/Domestic Partnership. Refer to HR-31 for more information on the affidavit.

d) Payment of Sick Leave at Termination

Upon termination immediately following five consecutive years of active employment with the Port of Seattle, an eligible employee shall be compensated for 50% of his or her Sick Leave accrued balance at the employee's hourly rate in effect at termination.

e) Reinstatement of Sick Leave Upon Rehire or Transfer into a Sick Leave Eligible Job

Unused, accrued Sick Leave will be reinstated upon rehire within 12 months.

f) Washington Paid Sick Leave (WPSL) for Ineligible Employees

(1) Eligibility

Non-Represented Employees of the Port of Seattle who are: On-call, Emergency Hire, Veteran's Fellows or Interns; otherwise defined in section I.B. above as Ineligible Employees are eligible for a modified paid sick leave plan.

(2) Accrual Rates

Employees will accrue one (1) hour for every 40 hours worked at a rate of 0.025 hours per hour worked.

(3) Carryover and Maximum Accruals

The Port's Washington Paid Sick Leave plan is based on a calendar year. Employees can accrue as much as they earn during a calendar year but a maximum of 40 hours can be transferred from one year to the next.

(4) Accumulating and Taking Sick Leave Time Off

Washington Paid Sick Leave up to the accrued balance may be used after at least 90 (ninety) days of Port employment.

Washington Paid Sick Leave can be used for an absence resulting from an employee or family member's mental or physical illness, injury, or health reason; to accommodate a need for medical diagnosis, care or treatment; or need for preventative medical care. For more details regarding eligible uses of Sick Leave, please see section II.A.2.c of this policy.

(5) Payment of Washington Paid Sick Leave at Termination

Washington Paid Sick Leave for these employees is not eligible for cash-out upon termination.

(6) Reinstatement of Washington Paid Sick Leave Upon Rehire or Transfer into a Sick Leave Eligible Job

Unused, accrued Washington Paid Sick Leave will be reinstated upon rehire within 12 months.

If an employee in this category is hired (or rehired) into a Sick Leave eligible job, their full accrued balance of Sick Leave will be converted to Sick Leave and available for use as long as the employee has been employed at least 30 days total.

g) Partial Day Absences for Salaried Non-Represented Employees

Salaried employees (those working in exempt jobs) are paid for the work they perform rather than the hours they work. Full time salaried employees are expected to work a 40 hour per week schedule, and may be required to work additional hours to complete their work. While personal appointments should be scheduled outside work hours whenever possible, the Port recognizes this is not always possible. As a result, the Port supports occasional reasonable partial day absences for salaried employees. When a salaried employee requires a partial day absence due to illness, they are not required to charge partial day absences (time away from work) to Sick Leave as long as the absence is four (4) hours or less. Managers have discretion in approving partial day absences and these absences must be approved in advance. In the event a salaried employee requires more than four (4) hours away from work due to illness and does perform some work during that day, the hours away from work that exceed four (4) hours in one day shall be charged to Sick Leave, as appropriate.

When a salaried employee is away from the office for a full day due to illness, hours for the entire day shall be charged to Sick Leave, as appropriate.

3. Holidays

The Port of Seattle offers 10 paid holidays each year. These include:

New Year's Day Martin Luther King, Jr. Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Day Native American Heritage Day (day after Thanksgiving) Christmas Port Designated Floating Holiday in lieu of Veterans Day (generally the day before or after Christmas, determined annually by the calendar and Human Resources)

a) Eligibility

Full-time employees, not in an ineligible period (defined below), are eligible to receive holiday pay based on their regular pay rate and regularly scheduled hours.

Part-time and on-call employees are eligible to receive holiday pay based on their regular pay rate and a pro-rata share of a full time schedule. When an employee works an irregular schedule (not the same number of hours each pay period), their holiday pay will be based on the average number of hours worked over the two pay periods preceding the holiday.

Unless hired and actively working at least 30 calendar days prior to a holiday, ineligible employees (including but not limited to Intern and Emergency Hire employees) are not eligible for pay on holidays not worked.

b) Employees on Approved Leaves of Absence

Employees on unpaid leave of absence or otherwise receiving Leave Without Pay, are ineligible for holiday pay. However, to the extent that Sick Leave, Paid Time Off or straight time hours are paid during the holiday week for the day immediately preceding and following the holiday, holiday pay does apply.

(1) Employees receiving workers comp time loss benefits should contact the Workers Compensation Program Manager for details on their specific situation.

c) Terminating Employees

Employees who are receiving PTO as service time must have a fully paid day before and after the holiday to be eligible to receive holiday pay for a designated holiday. d) If a holiday falls on Saturday, the Port will observe the holiday on the preceding Friday. If a holiday falls on Sunday, the Port will observe the holiday on the following Monday.

4. Bereavement

Bereavement leave may be granted for the death of family members; defined as the death of an employee's spouse or domestic partner, the employee's (or employee's spouse or domestic partner's) parent, child, step-child, sibling, grandparent, grandchild, aunt, uncle; or a sibling's spouse, domestic partner or child.

a) Eligibility

Employees who have been continuously employed for at least 30 days and are eligible for PTO/Sick Leave benefits are eligible for up to one (1) work week of bereavement leave.

b) Guidelines

Managers have discretion in granting bereavement leave, including how much leave to grant and if it can be taken intermittently. Considerations in granting bereavement leave include; the employees relationship to the deceased family member, travel to/from services, the employee's involvement in making funeral and/or burial arrangements and involvement in closing out the estate of the deceased family member.

5. Civic Duty

a) Leave for Jury Duty

Eligible employees (does not include: On-Call, Emergency Hires, Veteran Fellows, or Interns) who serve on jury duty shall receive their full, regular Port compensation less any compensation from the court. Employees reimburse the Port for Jury Duty pay received from the court, excluding mileage and meal reimbursement, by personal check.

Ineligible employees are not prohibited from serving on Jury Duty. They are not, however, paid by the Port and are not required to reimburse the Port for compensation received from the court.

b) Subpoenaed Witness Leave

When an eligible employee is subpoenaed as a witness under circumstances which are determined by Human Resources leadership to be related to or involve the Port, the same pay conditions listed for jury duty shall apply.

6. Awarded Time
Circumstances may require salaried (exempt, non-represented) employees to work more than 80 hours in a pay period in order to achieve Port objectives. Awarded Time gives managers a way to recognize these commitments and to allow managers to award additional time off for post-probationary employees in recognition of extra hours worked to ensure important goals and deadlines are met or to otherwise accomplish Port objectives. Awarded Time is not "comp time." It doesn't compensate employees on an hour-for-hour basis for hours worked beyond their regular work schedules. Awarded Time is not intended to extend an employee's regular work schedule on an extended or regular basis.

a) Guidelines for Administering Awarded Time

- (1) Salaried employees are paid for the work they perform and occasionally working up to eight (8) (10%) additional hours per pay period is to be expected.
- (2) Managers grant Awarded Time in advance and are encouraged to alert their group's time administrator, as well as the employee receiving awarded time. Employees are to record Awarded Time using the appropriate time reporting code.
- (3) Awarded Time is intended to give employees time away from work for rest and rejuvenation following a recent rigorous work period. Therefore, the Awarded Time should normally be awarded to the employee during the same period in which the work was performed and the employee should use the Awarded Time as soon as possible thereafter. In no event shall the employee use Awarded Time more than three months after it is awarded.
- (4) Awarded Time will not be cashed out. Retiring or terminating employees may not use Awarded Time after their last day worked.

7. Shared Leave

a) Definition/Eligibility

The Port of Seattle Shared Leave Program allows employees to support fellow Port employees by donating accrued leave hours to employees who are suffering from a serious illness, injury, or other condition not related to a Workers' Compensation claim and that has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment. This includes the disability portion of a maternity. It may also include time off needed by the employee to care for a child, spouse or domestic partner, parent, or the parent of a spouse or domestic partner who is suffering from a serious illness, injury, or other medical condition. Non-Represented employees are eligible to participate in the Shared Leave Program if they are eligible for the Port's PTO/Sick Leave plans. Represented employees are eligible if Shared Leave is a stated benefit in their CBA.

b) Guidelines

Requests for Shared Leave will be generated by Human Resources in consultation with the employee and/or his or her work unit and leadership. Shared Leave hours are donated to address a specific medical condition for a specific employee. Shared Leave hours which are no longer needed will be returned to the donors' accrued leave balances on a pro-rata basis as determined by HR procedures (see the Total Rewards Program Guide). Shared Leave hours may not be "banked" or used for reasons other than the situation they were donated for. Shared Leave hours are not payable to an employee's estate and cannot be cashed out.

An employee may donate any amount of Paid Time Off or Sick Leave hours, provided the employee retains a minimum balance of two work weeks of combined PTO and/or Sick Leave accruals for his or her own use. However, it is not the intention of the Shared Leave program to allow employees who have announced their plans to leave the Port to donate their unused Sick Leave upon their termination. Donations of PTO and/or Sick Leave are not tax-deductible for the donor.

Shared Leave will be paid at the recipient's own base pay rate. For example, a recipient who earns \$20 per hour and receives four (4) hours of PTO from a donor who earns \$15 per hour will be eligible to use the four (4) hours of donated PTO at \$20 per hour.

Employees will not accrue Paid Time Off and Sick Leave hours on Shared Leave hours paid. Shared Leave hours paid will be reported as taxable income on the recipient's Form W-2. Shared Leave must be recorded on time logs using the appropriate time reporting code. It is the responsibility of the receiving employee, or their designee, to coordinate with the Total Rewards staff in Human Resources to track the employee's available Shared Leave balance. Shared Leave received is not subject to PERS or LEOFF contributions, and service credit for pension calculations will not accrue on Shared Leave hours.

8. Paid Parental Leave

Paid Parental Leave provides up to four weeks of paid time off to be taken in one consecutive block of time following a qualifying event (the birth, placement for adoption, or foster care placement of a child). The four weeks of Paid Parental Leave must be completed by the end of the 12th calendar month following the birth or placement. Paid Parental Leave will be paid based on the employee's regular straight-time pay at the time of the birth or placement. The intent of Paid Parental Leave is to allow new parents important time for bonding and is in addition to any accumulated Paid Time Off or Sick Leave the employee may choose to use.

a) Details

- (1) Employees must successfully complete their Probationary Period with the Port and have a qualifying event, births or placements for adoption or foster care on or after January 1, 2016.
- (2) Paid Parental Leave is limited to one four (4) week period every 12 calendar months beginning with the qualifying event.
- (3) Paid Parental Leave can only be used once the child has been placed in the home and may not be used for the preparation stages of adoption or foster placement.
- (4) Paid Parental Leave must be used concurrently with FMLA Bonding Time if available and applicable.

b) Guidelines for Administering Paid Parental Leave

If a single qualifying event applies to two eligible Port employees, both employees are eligible for Paid Parental Leave. The employees are not required to use the Paid Parental Leave at the same time, however both must use the time within the same eligibility time period.

Employees must submit a Paid Parental Leave Request form to Human Resources prior to using Paid Parental Leave.

Once an employee begins Paid Parental Leave, eligibility for Shared Leave related to the qualifying event ends.

Employees are responsible for payment of any premiums owed for insurance coverage provided during the leave period.

c) The Port reserves the right to recover the value of the Paid Parental Leave from the employee if the employee fails to return to work following his or her leave of absence.

9. Military Leave

With appropriate military orders, employees called for <u>active training duty</u> in the military (including weekend reserve drills for employees who normally work weekends) shall be allowed up to 21 working days of Paid Military Leave each Federal fiscal year (October through September) as provided in and limited by RCW 38.40.060.

Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. For absences that exceed 21 working days, employees may use PTO, and Leave Without Pay, prior to the exhaustion of PTO, shall be allowed at the employee's request.

In some situations, Port Supplemental Military Pay is available after the 21 days of paid military leave are exhausted to make up the difference between an employee's Port base pay and their military pay. Supplemental pay is available when an employee's guard or reserve unit is activated as a result of a Presidential Order or of a declared state of emergency at the State or National level.

In all cases, the Uniformed Services Employment and Reemployment Rights Act (USERRA) provides the minimum definition of benefits guaranteed to employees called for active duty

10.Supplemental Pay During Periods of Workers Compensation Time Loss

An employee may use Sick Leave or Washington Paid Sick Leave during approved workers' compensation time-loss periods to supplement time-loss payments. Sick Leave or Washington Paid Sick Leave supplements can be paid in amounts sufficient to bring the total pay up to the normal bi-weekly rate when possible. When Sick Leave or Washington Paid Sick Leave is exhausted, Paid Time Off leave may be used in the same manner as described for Sick Leave or Washington Paid Sick Leave to bring total pay up to the normal bi-weekly pay when possible. Employees may not use Sick Leave, Washington Paid Sick Leave or Paid Time Off leave that exceeds supplementing their regular straight-time pay (the difference between their Temporary Total Disability (TTD) benefits, Loss of Earning Power (LOEP) benefits and regular straight-time pay).

B. Unpaid Leave

 All Paid Time Off or Sick Leave or Washington Paid Sick Leave must be exhausted prior to the use of unpaid leave. Unless LWOP is requested in conjunction with Paid Time Off, requests for LWOP may not be approved until all appropriate paid leave balances are exhausted. If the leave is for personal reasons, all Paid Time Off must be exhausted. If the leave is due to a medical condition, all Sick Leave, and Paid Time Off leave must be exhausted. Exception: if the leave is due to Military Leave exceeding 21 days the employee may use LWOP regardless of PTO availability.

2. Leave Without Pay

When an employee requests leave without pay in conjunction with any other leave, the requests should be combined so the employee's manager may assess the consequences of the entire period of time off being requested.

If LWOP is requested in conjunction with Paid Time Off, compensation may be arranged to be paid over the entire leave period at a reduced amount or schedule. This arrangement requires advance notice and a Request for Personnel Action form to advise Human Resources and Payroll of the change in schedule.

Exception: suspensions or unpaid time for disciplinary reasons will result in LWOP while an employee still has payable leave balances.

If no, or an insufficient amount of, Paid Time Off is used to satisfy benefit eligibility requirements in conjunction with the LWOP, all healthcare insurance

coverages will end the last day of the month in which the LWOP begins, unless the LWOP is related to a medical disability, or unless the employee is in their ACA stability period and the employee pays any required premiums. In these situations each case will be addressed individually and based on the specific situation by Human Resources. The employee may elect to self-pay for insurance coverage(s) in accordance with the provisions of the applicable insurance contract and the Consolidated Omnibus and Reconciliation Act of 1985 (COBRA).

Approval of a leave under the conditions and limits stated in this section provides for the employee's right to reinstatement in the same position and pay held before the leave. However, if a reduction in force should occur during a period of leave, the returning employee would be subject to the action which would have taken place if the employee had remained at work. Refer to HR-10 Policy for Reductions in Work Force of Non-represented Employees. Refer to HR-06 for disability related Leave Without Pay.

a) Personal Leave Without Pay

A department director within the conditions and limits indicated within this policy may authorize a Personal Leave Without Pay.

A Personal Leave Without Pay is a request for time off work without pay for non-military or non-medical reasons will be considered a request for personal leave without pay. Approval of personal leave is not automatic. Port management considers leaves extending beyond an employee's accrued Paid Time Off as a special consideration to be granted only after careful evaluation. A request for personal leave without pay should be made only when an employee intends to return to work for the Port following such leave. Each request for personal leave will be considered on its own merits, and the factors to be considered by the department director shall include:

- The purpose and length of the requested leave
- The effects of the requested leave on the operational efficiency of the department
- The employee's length of service

A personal leave without pay where there is mutual benefit for the Port and the employee would receive greater priority, than a request with limited or no benefit to the Port. After such an evaluation, a manager who is willing to accommodate the employee's request may authorize up to a six week Personal LWOP if the employee's performance and attendance are satisfactory. Leave in excess of 6 weeks shall only be granted upon the recommendation of the employee's manager and with the approval of Human Resources.

(1) Personal Leave Without Pay Exceeding Maximum Time

Personal unpaid leave in excess of six weeks are administered by the employee's manager, with the approval of Human Resources

Leadership. The decision of Human Resources Leadership shall be based upon the special circumstances of the case, including tenure, the employee's performance record, and the mutual benefit to the Port and the employee.

(2) Personal Leave Without Pay During Probationary Period

Personal leave without pay is generally not available to employees who have not completed their probationary period. If an authorized (personal) leave without pay is in excess of two weeks, the employee's probationary period shall be extended by the time period in excess of two weeks.

Approval of the Leave Without Pay shall be made at the discretion of the employee's manager, after consultation with Human Resources. In no case shall Personal Leave Without Pay in excess of six (6) weeks be approved for employees who have not completed their probationary period.

In some circumstances (like negotiated time off when hired) personal leave without pay, typically of two weeks or less, may be granted at the discretion of the employee's manager.

(3) Procedures Required for Administering Personal Leave Without Pay

(a) Before Leave Without Pay is Granted

A written request for leave without pay shall be made as early as possible by the employee. If the employee is unable to submit a written request due to extenuating circumstances beyond the control of the employee (e.g., illness or injury), the leave request may be initiated by the employee's manager and submitted to Human Resources Leadership before the end of four weeks of continuous absence.

(b) During a Leave Without Pay Extending Beyond 30 Calendar Days

A personnel action form shall be submitted by the employee's department for any leave without pay that will extend beyond 30 days and FMLA has been exhausted or was not requested.

Any employee seeking or requiring an unpaid leave of more than 30 days should check prospectively with the Total Rewards staff regarding continuance of insurance coverage. It may be necessary for the employee to pay for part or all of the premiums for insurance benefits he or she wishes to continue without interruption. The employee is responsible for paying his or her share of the premium, if any. When an employee elects not to pay the premiums for one or all insurance benefits, a signed statement from the employee is required stating which coverages are not desired during the leave. The employee makes this decision at the time the leave is being arranged. The Port's premiums for any insurance benefits the employee waives during a period of leave without pay will resume coinciding with or on the first day of the month following return from such approved leave.

(c) When Leave Without Pay is Completed

When the employee returns to work within the agreed upon time allowance, a personnel action form is submitted, by the employee's department, placing that employee back on active employment status if the employee's leave was greater than 30 days.

Barring an unforeseen circumstance, if an employee does not return within the agreed time and does not notify the Port of the reason nor request an extension, a termination personnel action form shall be prepared by the employee's department following final communication with the employee and concurrence between the employee's manager and Human Resources Leadership.

b) Special Considerations

(a) Service Credit

Partial or no retirement system service credits are earned while an employee is on leave without pay since the State of Washington Department of Retirement Systems awards service credit based on the number of hours worked each month.

(b) Affordable Care Act Implications

Leaves without pay, unless in conjunction with an approved medical leave or disability, do not count toward hours worked in determining eligibility for medical benefits based on the Affordable Care Act hours requirement. Variable hour employees may lose eligibility for medical benefits the following year based on the amount of LWOP they take and the hours they work during the measurement period.

If employees are in their stability period (as defined in HR-31) after qualifying for coverage based on the Affordable Care Act, taking LWOP does not affect their current medical benefit eligibility; however, the employee will need to pay premium contributions.

III. Responsibility

Human Resources is responsible for updating, coordinating and monitoring policies and procedures for the leave program, and limitations thereto.

IV. Comments

Additional information related to this policy may be available in:

HR-5 Addendum HR-6 Disability Case Management Procedure HR-25 Employee Attendance Procedure HR-31 Employee Benefits Total Rewards Program Guide Holiday Pay Guide

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Questions on any aspects of the Leave Program including Workers Compensation claims or Reasonable Accommodations should be directed to Human Resources staff or the Legal Department.

PAY ADMINISTRATION FOR NON-REPRESENTED EMPLOYEES

A 2 25/2016

HR-21 as of 05/26/16

Original (Policy): 6/1/83 Revisions: 03/01/16; 2/22/08; 2/03/03; 2/22/94 Original (Procedure): 6/1/83 Revisions: 2/03/03; 4/12/99; 2/22/94

I. POLICY STATEMENT

Pay is a key component of the Port's Total Rewards Program and includes all forms of pay that employees receive in exchange for the work they perform. Competitive, consistent, and sustainable pay programs and procedures help the Port to attract and retain highly qualified and high performing employees, create a dynamic work culture that encourages employee engagement with the organization's mission and values, and reward employees for the valuable contributions they make to accomplish the Port's overall goals. The Port is committed to developing and administering pay programs that provide equitable compensation to employees based on their job and their individual work performance.

II. <u>PURPOSE</u>

This policy reflects the Port's commitment to align its pay programs and practices with the Total Rewards Philosophy, the Port's Pay Strategy, and the Salary and Benefit Resolution. The Port will develop and administer pay programs in coordination with other port policies and in compliance with all applicable local, state and federal laws.

III. RESPONSIBILITY FOR ADMINISTRATION

In coordination with the Port's Chief Executive Officer, the Human Resources Department has the authority to administer pay programs and procedures, and to communicate compensation plans to department directors, managers, supervisors and employees. Department directors, together with managers and supervisors, have the responsibility for implementing the programs.

IV. PAY ADMINISTRATION

A. Pay Grades and Pay Ranges

1. Jobs Are Connected to Pay Grades and Pay Ranges

Each non-represented job at the Port is assigned a pay grade and a corresponding pay range. (See **the Salary and Benefit Resolution**).

2. Minimum, Midpoint, and Maximum of a Pay Range

The pay range establishes the minimum and maximum pay that an employee can receive for performing a job assigned to that particular pay grade and pay range. The midpoint of the pay range is an approximation of the market rate for jobs assigned to the pay grade.

3. Review of Pay Ranges

The Human Resources Department (HR) reviews pay ranges at least annually to evaluate the Port's competitive position in the labor market. If Port pay ranges are not in proper alignment with appropriate markets, HR will recommend adjustments to the non-represented graded pay range structure to align the ranges with the appropriate market. Generally, such recommendations will occur as part of the annual Salary and Benefit Resolution update.

4. When an Employee's Pay Falls Outside the Range

a. Changes to Pay Ranges

If an employee's pay falls below the minimum of the pay range for their job after a pay range adjustment, their pay shall automatically be increased to the new minimum of the pay range.

b. Voluntary Movement to a Lower-Graded Job

An employee who, through a competitive hiring process or other voluntary action, moves to a job with a lower pay grade will be paid within the range for the lower graded job. If the employee's pay exceeds the maximum of the range for the new job, their pay rate will be reduced to the maximum of the new job's range effective when the employee begins the new job.

c. Involuntary Movement to Lower-Graded Job

An employee who involuntarily moves to a lower graded job, typically as a result of a re-organization or a job re-evaluation, and whose pay rate is above the maximum of the new range, will have their pay frozen ("red circled") for six months after the job change. Employees whose pay is "red circled" will be eligible to receive any earned Pay for Performance increase as a lump sum payment. After six months, the employee will have their pay rate adjusted to the maximum of the new range.

Employees whose pay rate is "red circled" due to a job re-evaluation, reorganization or reduction in force may be eligible to leave the organization under **Port Policy HR-10, Reduction in Work Force of Non-represented Employees** in lieu of having their pay reduced. Refer to Port Policy HR-10 for additional information.

B. Job Evaluations

As set forth in the Salary and Benefits Resolution, the Port uses a job evaluation process to determine appropriate pay grades and pay ranges for non-represented jobs.

1. <u>New Jobs</u>

When a new job is defined, Human Resources Department (HR) staff will evaluate the job using information supplied by the hiring department (typically the manager who will be overseeing the new job) and the Port's job evaluation system, together with any available published market data. HR staff will review the results of the evaluation with the hiring manager, answer any questions the manager may have about the outcome, and finalize the pay grade, pay range, job title and Fair Labor Standards Act (FLSA) classification.

2. Job Re-evaluations

When an employee's duties and responsibilities change significantly, the employee's manager may request a re-evaluation. The job will be re-evaluated by HR staff following the same process as the evaluation of a new job. Any changes to the pay grade, pay range, job title, FLSA classification, or an employee's pay rate within the appropriate pay range will be effective the date the job evaluation documentation is received by HR. With appropriate supporting documentation, HR Leadership may approve an earlier effective date.

3. Job Evaluation 'Refresh' Projects

On a regular basis, the HR staff evaluates all non-represented jobs within a department or job family to ensure that the job documentation, pay grade and pay ranges are appropriate based on updated internal and external job evaluation factors and conditions. This process usually occurs every 5-7 years. Budget guidelines or department re-organizations can cause HR staff to modify the frequency of 'job evaluation refresh' projects.

C. Initial Pay for Non-Represented Employees

Pay rates shall normally be based on skill, knowledge and experience and set between the minimum and the midpoint of the pay range for employees hired or otherwise moving into a non-represented job. Under special conditions and with appropriate documentation, Human Resources Leadership may authorize pay above midpoint of the pay range for employees possessing exceptional qualifications or experience, or for internal/external equity reasons.

D. Pay Increases and Other Pay Adjustments

1. Pay for Performance (PfP)

The Port supports collaboration and dialogue between employees and their managers about performance planning and review. To facilitate this collaboration, the Port maintains a formal performance planning and review process, called PerformanceLink. All components of Pay for Performance are based on performance ratings achieved during the PerformanceLink process.

The Pay for Performance Program is comprised of two components, a base pay increase component and a lump sum incentive pay plan component.

The Chief Executive Officer may modify or suspend the Pay for Performance base pay increase program in response to extraordinary adverse economic or financial conditions.

Detailed information about Pay for Performance base pay increases, including employee eligibility, and the performance review program called PerformanceLink can be found in **The Total Rewards Program Guide**. The current Pay for Performance base pay increase matrices can be found on the **Human Resources Department Compass Page.**

a. Pay for Performance (PfP) Base Pay Increases

The primary method eligible non-represented employees earn base pay increases is through the Pay for Performance base pay increase program. Pay for Performance base pay increases reward employees for achieving results that help the Port accomplish its goals and objectives. PfP base pay increases, one aspect of the Pay for Performance program, are increases to the employee's base pay rate and are based on an employee's PerformaceLink performance rating.

For employee eligibility and other details about Pay for Performance base pay increases, see the **Total Rewards Program Guide**.

b. Completion of Probation Increases (For New or Rehired employees)

The probationary period consists of the first six months of continuous employment as a new hire or a rehire in an eligible position, and is an extension of the hiring process.

Completion of probation base pay increases are linked to the performance review rating an employee receives at the conclusion of their probationary period. Increases are made based on the Completion of Probation Pay for Performance Matrix that is in effect at the time the employee completes their probationary period, or that was in effect at the time the employee started their probationary period, whichever is most beneficial to the employee.

If an employee takes an approved leave of absence of two weeks or longer during their probationary period, their probationary period will be extended by the time period in excess of two weeks. See **HR-5 Leave Policy for Non-Represented Employees** for guidance.

For employee eligibility and other details about Completion of Probation Increases, see the **Total Rewards Program Guide**. The current Pay for Performance for Completion of Probation Increase Matrix can be found on the **Human Resources Department Compass Page**.

c. Six-Month Increases (For Current Employees)

A six month increase is a performance-based base pay increase that may apply to promoted employees after they have worked the first six months in their new job. The amount of the increase is linked to the performance review rating an employee receives at the conclusion of six months in their new job.

A six-month increase is based on the increase matrix and guidelines that are in effect at the time the employee completes six months in their new job, or that were in effect at the time the employee started their new job, whichever is more beneficial to the employee.

For employee eligibility and other details about Six-Month Pay for Performance Increases, see the **Total Rewards Program Guide**. The current Pay for Performance for Six-Month Increase Matrix can be found on the **Human Resources Department Compass Page.**

d. Incentive Pay Plan

In addition to the Pay for Performance Base Pay increase program, the Pay for Performance Program includes a self-funding lump sum Incentive Pay Plan. The Incentive Pay Plan includes a financial goal and Commission established nonfinancial goals. Eligible employees earn lump sum awards when the Port's results are sufficient to fund payouts and at least two non-financial goals are met. Goals for each plan year will be established as part of the Salary and Benefits Resolution and communicated prior to the beginning of each plan year.

To reinforce the performance aspect of the Incentive Pay Plan, individual employee performance as indicated by PerformanceLink ratings will be considered when determining earned individual Incentive Pay Plan awards in years when goals are met and the plan pays awards.

For employee eligibility and other Incentive Pay Plan details see the **Incentive Pay Plan Document**.

2. Other Pay Increases and Adjustments

a. Promotional Increases:

A promotion occurs when an employee moves to a job with a higher pay grade and range, or when the employee's job is assigned to a higher grade and range. Promotions may result from a competitive hiring process, a job re-evaluation, or normal career progression. Promotional increases will be based on the Promotional Increase Matrix that is in effect at the time the employee is promoted.

An employee's performance review must be current before a promotional increase can be determined.

For employee eligibility, the current matrix, and other details about Promotional Increases, see the **Total Rewards Program Guide**.

b. Equity Adjustments

An equity adjustment is a pay increase based on how an employee's pay compares to other Port employees performing the same, similar, or closely related work, as well as how the employee's skills and experience relate to the minimum and preferred requirements of their job. An equity adjustment is not a performance-based increase, though the employee's performance history is a factor when the possibility of an equity adjustment is explored.

Equity adjustments are initiated by an employee's manager providing supporting documentation to Human Resources staff, or by Human Resources staff through an equity review analysis.

For additional information about Equity Adjustments see the **Total Rewards Program Guide**.

c. Special Pay Adjustments

The Chief Executive Officer, or Human Resources Leadership under the supervision of the Chief Executive Officer, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed in Port pay administration policies and procedures.

E. Impact of Adverse Economic or Financial Conditions on Pay Administration

The Chief Executive Officer may modify or suspend pay increase programs in response to extraordinary adverse economic or financial conditions.

F. Temporary Situations

1. Emergency Hires

Pay for a non-represented emergency hire employee is established at the beginning of his/her assignment in consultation with Human Resources staff and does not change during the assignment.

2. Limited Duration Employees

See **The Total Reward Program Guide** for Limited Duration Employees' eligibility for pay programs.

3. Associate Level Jobs

Associate level jobs create development opportunities by relaxing the minimum knowledge, skills, and/or abilities requirements of a job. Employees are hired into associate level jobs when they do not fully meet the minimum requirements or possess the full complement of required knowledge, skills and abilities for the regular-level job. Associate level jobs are administered two grades/ranges below the regular grade/range for the job.

At the successful completion of the associate level development period (typically six to eighteen months), the employee will be promoted into the regular level job following the normal career progression process.

An Associate Level Job opportunity is only available to current Port employees.

Additional information about eligibility and other details of Associate Level Jobs can be found in the **Total Rewards Program Guide**.

4. Temporary Assignment Pay

A Temporary Assignment occurs when, in coordination with Human Resources staff, managers request that an employee temporarily perform responsibilities that are at a higher level to help meet business needs. Such assignments, made with the mutual consent of the affected employee, often provide intensive development of the employee's skills and abilities.

Temporary Assignments last a minimum of 30 days, and generally will not exceed six months. With approval from Human Resources Leadership, Temporary Assignments may be extended one time for six additional months. Completing a Temporary Assignment does not guarantee the employee meets the minimum qualifications of that position, in the event the position is posted.

An employee may be awarded a temporary pay increase if the Temporary Assignment will be at least 30 days in duration. The amount of the increase is determined by Human Resources staff to ensure consistency across the Port. The amount of the increase takes into account not only the higher level work the employee will be doing, but also how much of their regular job they will continue to perform.

Additional information on eligibility, amount and timing of increase, and other details of Temporary Assignments and Temporary Assignment Pay can be found in the **Total Rewards Program Guide**.

5. Temporary Job Codes

Employees may temporarily be placed in a job with a temporary job code until their job can be evaluated and the appropriate pay grade and pay range established. When an employee is in a temporary job code, their position in range (compa-ratio) cannot be determined. As such, no Pay for Performance awards can be processed until the employee's pay grade and pay range are finalized. Once final, the Pay for Performance increase, and the corresponding performance review rating will be processed retroactive to the original effective date.

6. Internal Internships

Upon mutual agreement and in coordination with Human Resources staff, managers may work together to authorize and coordinate transfers of employees for the purpose of cross-training, development, and the fulfillment of organizational goals. During the internship, the benefits and FLSA status of the employee's regular job are typically maintained, and their pay is administered as if there was no change to their grade.

Internal internships are designed to be a minimum of 6 months in length and last no more than one year. However, HR Leadership may, with appropriate documentation, approve an internal internship for more than one year.

Additional information on eligibility and other details of Internal Internships can be found in the **Total Rewards Program Guide**.

7. Other Internships

A student intern (high school, college or graduate intern) is hired to learn and perform a specific set of responsibilities for a specified period of time. Pay is set for the internship period as the internship is based on a specific body of work for a defined period of time. As such, interns are not eligible for Pay for Performance or other types of pay increases during their internship.

Additional information on Internships can be found in the **Total Rewards Program Guide**, and in the current Intern Guidelines.

8. Veterans Fellowship Program

The Veterans Fellowship Program assists veterans transitioning from active duty to civilian employment. The Port's program is designed to offer opportunities that match veterans' skills, experiences and career interests and expose each Fellow to practices and functions common in civilian employment. Veteran Fellows receive pay commensurate with the work they perform as well as basic benefits. The pay range for each Fellowship is established prior to recruiting.

Additional information on the Veterans Fellowship Program can be found in the **Total Rewards Program Guide**, and in the current Veterans Fellowship Program Guidelines.

G. Additional Pay For Hourly (Non-Exempt) Employees

1. Overtime

Full-time and part time employees whose jobs are classified as "hourly" (non-exempt) shall receive overtime compensation at the rate of one and one-half times their straight-time hourly rate of pay for hours worked in excess of their regularly scheduled work week (maximum of 40 hours) within the Port payroll week (Sunday through Saturday).

Overtime must be pre-authorized by the employee's supervisor or manager. Employees who work unauthorized overtime may be subject to disciplinary action.

Port-designated holiday hours will be counted as "hours worked" for purposes of calculating overtime in the event the employee does not work on the holiday.

Paid Time Off, Extended Illness or any other type of paid leave are not "hours worked" and are not considered when calculating overtime.

Overtime will be paid in accordance with federal, state and local law, and will be paid based on the Port payroll week.

Overtime pay will be based on the rate the employee would have received, including any shift differential, if the need for overtime had not become evident. This will apply to time worked either before or after a regularly scheduled shift.

2. Shift Differentials

Recognizing that time worked outside of day shifts can cause extra challenges for employees, the Port provides for shift differentials. A shift differential provides extra compensation for hourly employees who are regularly scheduled to work swing or night shifts. All hourly employees shall receive a shift differential of 7.5% over their regular pay when required to work Swing Shift and 10% over their regular pay when required to work Swing Shift and 10% over their regular pay when required to work Swing Shift and 10% over their regular pay when required to work Graveyard Shift.

Swing Shift shall be a regularly scheduled work shift which ends after 10:30 p.m. and no later than 2:00 a.m.

Graveyard Shift shall be a regularly scheduled work shift which starts before 2:00 a.m. and ends later than 2:00 a.m.

Hourly employees shall receive shift differential pay when using PTO, EI or Shared Leave, and/or Holiday pay in lieu of time worked. Shift differential pay shall not be paid

when PTO is used as service time after an employee's last day at work. Cashed out PTO, EI, or Holiday pay in addition to time worked (when no holiday day off is taken) are not eligible for shift differential pay.

3. Daylight Savings

Those employees working the Graveyard shift when Daylight Savings Time begins (Spring) work one hour less because the clocks are set ahead one hour at 2:00 am. This hour can be accounted for by having the employee use an hour of PTO or LWOP to account for the hour not worked, or the employee's manager approving a schedule adjustment during the time change week so that the employee works the hour missed with the clock change. Those employees working the Graveyard shift when Daylight Savings Time ends (Fall) work an extra hour because the clocks are set back one hour at 2:00 am. This additional hour can be accounted for by paying employees working the additional hour when the clocks change overtime for the additional hour worked, or the employee's manager can approve an adjustment to the employee's schedule during the time change week so that the employee works their schedule during the time change week so that the employee for the additional hours.

4. ICT Standby Pay

Some employees in the Information and Communication Technology (ICT) Department are required to be available by pager or phone and available to come to work during the evening, on a weekend, or on a holiday to solve an issue. Hourly ICT Employees will be compensated at a rate of \$2.50 per hour for all required stand-by time. In addition, they will be compensated at their regular overtime rate for time worked solving problems via telephone or remote connection (in quarter-hour increments) or for time worked in person at a Port location (with a two hour minimum).

H. Related Policies and Other Resources:

HR-3 Employee Performance and Development: Planning and Reviews HR-5 Leave Policy for Non-Represented Employees and the Addendum to HR-5 HR-8 Talent Acquisition Policy HR-10 Reductions in Work Force of Non-represented Employees Policy and Procedures The Total Rewards Program Guide Salary and Benefits Resolution

For further information contact the Human Resources Department / z-PP-Comp

BENEFITS FOR NON-REPRESENTED EMPLOYEES

HR-31 as of 05/14/18

Original: 01/01/18, 03/01/16

I. POLICY STATEMENT

Benefits are plans and programs that enhance employee wellbeing, and are a key component of the Port's Total Rewards Program. Providing a competitive, comprehensive, and sustainable benefits package enhances the Port's ability to attract and retain highly qualified and high performing employees. At the Port, benefits will be offered to eligible employees with the goal of:

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- providing a total benefits package that is competitive;
- offering inclusive choices that meet diverse employee needs at different life stages;
- making programs available that encourage and support healthy lifestyles;
- offering a benefits package that provides at least a minimum level of financial security in the event of unforeseen events;
- encouraging and supporting employees in taking an active role in understanding and utilizing their benefits responsibly, and
- having employees share in the cost of healthcare plans and other benefits.

To balance the Port's commitment to employees with the Port's responsibilities to the organization as a whole and the community at large, benefits plans and programs will be developed and administered in a fiscally responsible and sustainable manner.

II. PURPOSE

This policy reflects the Port's commitment to align its benefits programs and practices with the Total Rewards Philosophy and the Salary and Benefit Resolution. The Port will develop and administer benefits programs in continuous compliance with all applicable local, state and federal laws.

Paid and unpaid leave benefits are important components of employee benefits and Total Rewards, and are covered in a separate policy. For information about Leave Benefits for Non-Represented Employees, see Port Policy HR-5 Leave, and the Addendum to Port Policy HR-5-Leave.

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III. ADMINISTRATION

The Human Resources Department, under the direction of the Executive Director, will administer the Port's benefits plans and programs.

IV. BENEFITS PLANS AND PROGRAMS

A. Mandated Benefits

The following benefits are provided to employees as required by law, beginning on date of employment. The Port will make these and all benefits required by federal, state or local laws available to employees and ensure they are administered consistent with the governing laws.

1. <u>Federal Insurance Contributions Act (FICA)</u>: FICA requires employers to withhold taxes from employee earnings to fund Social Security and Medicare programs. Employee and employer contributions and the wage base (annual earnings subject to the Social Security portion of FICA) shall be the amounts designated by law. Police and Fire Department non-represented management staff participate in Medicare, but do not participate in Social Security.

2. <u>Industrial Insurance or Other Duty Disability Benefits:</u> All Port employees are covered by medical and disability benefits outlined in the Washington State Department of Labor and Industries Self-Insured Program. Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability; to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued sick leave or paid time off leave as a supplement to Workers' Compensation is provided as established in **Port Policy HR-5, Leave Benefits for Non-Represented Employees**.

3. <u>Unemployment Compensation</u>: Port Employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for Employees residing in other states to the extent that coverage is available and that Port Employees are eligible.

B. Port-Sponsored Benefits

Eligibility and other conditions of coverage are established between the Port and the organizations selected to provide such benefits, and/or in accordance with applicable federal, state, and local laws and regulations.

In situations where a spouse or domestic partner is eligible for benefit coverage, an Affidavit of Marriage/Domestic Partnership must be on file with the Human Resources Department if required by the benefit plan. This affidavit requires them to declare that they:

- Share the same regular and permanent residence;
- Have a close personal relationship with each other;
- Are jointly responsible for "basic living expenses";
- Are not married to anyone;
- Are each 18 years of age or older;
- Are not related to each other by blood closer than would bar marriage in the State of Washington;
- Were mentally competent to consent to contract when the domestic partnership began, and;
- Are each other's sole life partner and are responsible for each other's common welfare.

For information regarding enrollment, start date of coverage, and other administrative information regarding port-sponsored benefits, see *The Total Rewards Program Guide*.

1. <u>Healthcare Benefits</u>

a. <u>Medical Coverage for Employees</u>: Medical coverage shall be offered to eligible employees in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Employee premium costs shall be paid by payroll deduction, or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

If an employee does not elect a medical plan option, or does not elect to waive coverage, the employee will be enrolled in Employee-Only coverage for the plan with the lowest employee cost.

b. <u>Medical Coverage for Dependents of Employees</u>: Medical coverage shall be offered for eligible dependents of eligible employees in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Coverage for dependents, if elected, shall be provided by the same medical plan that the employee has chosen. Employee premium costs shall be paid by payroll deduction, or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

If an employee does not elect a medical plan, the dependents shall have no coverage.

In no case shall the Port be responsible for more than two regular adult premiums (employee and spouse or domestic partner) for an employee's family unit. The Port will cover employees only once: as an employee or as a dependent on another employee's plan, but not both. Children of two Port employees may be covered by both employees.

c. <u>Individuals Eligible for Medical Coverage</u>: (a) Regular non-represented Full-time and Part-time employees and Limited Duration employees regularly scheduled to work at least 21 hours per week, (b) Veteran Fellows, (c) Emergency Hires scheduled for 30 or more hours per week, (d) certain represented employees in accordance with terms of the applicable collective bargaining agreements, and (e) dependents of such employees are eligible for coverage.

Interns who work an average of 30 hours per week for at least 90 days will be eligible for coverage in an applicable plan on the first of the month following date of hire plus sixty days.

Eligible employees may elect coverage for their spouse or domestic partner, as well as for dependent children through the month in which dependent children turn age 26.

On-call non-represented employees are not eligible for coverage, unless they meet federal Affordable Care Act (ACA) eligibility during a standard measurement period that is defined by the Port.

An on-call non-represented employee who works an average of 30 or more hours per week during the Port's Standard Measurement Period (Oct 3 - Oct 2) will be eligible for medical benefits during the following Port Standard Stability Period (Jan 1 - Dec 31). Average hours worked per week by an on-call non-represented employee will be evaluated after their first 90 days and annually thereafter for medical benefit eligibility.

d. <u>Vision Coverage for Employees</u>: Vision coverage shall be offered to eligible employees in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Employee premium costs, if any, shall be paid by payroll deduction, or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

The Port currently offers vision coverage only as part of the medical plan.

e. <u>Vision Coverage for Dependents of Employees</u>: Vision coverage shall be offered for eligible dependents of eligible employees in such amounts and in such manner as the Port has established with organizations selected to provide or administer

such benefits. Coverage for dependents, if elected, shall be provided by the same vision plan that the employee has chosen. Employee premium costs, if any, shall be paid by payroll deduction, or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

If an employee does not elect a plan, the dependents shall have no coverage.

f. <u>Individuals Eligible for Vision Coverage</u>: (a) Regular non-represented Full-time and Part-time employees and Limited Duration employees regularly scheduled to work at least 21 hours per week, (b) Veteran Fellows, (c) Emergency Hires scheduled for 30 or more hours per week, (d) certain represented employees in accordance with terms of the applicable collective bargaining agreements are eligible for coverage, and (e) dependents of such employees are eligible for coverage.

Interns who work an average of 30 hours per week for at least 90 days will be eligible for coverage only through the High Deductible Health Plan, if such medical plan coverage is elected, on the first of the month following date of hire plus sixty days.

On-call non-represented employees are not eligible for coverage, unless they meet ACA eligibility for medical benefit coverage during a standard measurement period as defined by the Port.

Eligible employees may elect coverage for their spouse or domestic partner, as well as for dependent children through the month in which dependent children turn age 26.

g. <u>Dental Coverage for Employees</u>: Dental coverage shall be offered to eligible employees in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Employee premium costs shall be paid by payroll deduction, or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

If an employee does not elect a plan, the employee shall have no coverage.

h. <u>Dental Coverage for Dependents of Employees</u>: Dental coverage shall be offered for eligible dependents of eligible employees in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Coverage for dependents, if elected, shall be provided by the same dental plan that the employee has chosen. Employee premium costs shall be paid by payroll deduction , or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

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If an employee does not elect a plan, the dependents shall have no coverage.

i. <u>Individuals Eligible for Dental Coverage</u>: (a) Regular non-represented Full-time and Part-time employees and Limited Duration employees regularly scheduled to work at least 21 hours per week, (b) Veteran Fellows, (c) certain represented employees in accordance with terms of the applicable collective bargaining agreement, and (d) dependents of such employees are eligible for coverage.

Emergency Hires, Interns and On-call non-represented employees are not eligible for dental coverage

Eligible employees may elect coverage for their spouse or domestic partner, as well as for dependent children through the month in which dependent children turn age 26.

j. <u>Modification or Termination of Benefits</u>: The Port retains the right to modify or terminate insurance benefits and/or to modify the cost charged to employees or dependents for such coverage.

For further, detailed information regarding Healthcare Benefits, see the **Total Rewards Program Guide**.

2. Flexible Spending Accounts (FSAs)

a. <u>Healthcare Flexible Spending Account:</u> Healthcare FSAs provide the opportunity for eligible employees to set aside pre-tax income up to a predetermined limit to spend on qualified healthcare-related expenses.

Changes to the availability of Healthcare FSAs, the annual pre-tax set-aside limit, rollover amount (if any), eligibility, and other rules regarding Healthcare FSAs may be made by the Port as permitted or required by agencies of the federal government.

b. <u>Dependent Care Flexible Spending Account:</u> Dependent Care FSAs provide an opportunity for eligible employees to set aside pre-tax income up to a predetermined limit to spend on qualified child care expenses (day care) for dependent children under age 13, or other expenses related to the care of a person who qualifies as an employee's dependent under IRS guidelines if they are physically or mentally incapable of self-care and such care is needed in order for an employee to come to work.

Changes to the availability of Dependent Care FSAs, the annual pre-tax set-aside limit, rollover amount (if any), eligibility, and other rules regarding FSAs may be made by the Port as permitted or required by agencies of the federal government.

c. <u>Individuals Eligible for Flexible Spending Accounts:</u> (a) Full-time and Part-time non-represented employees regularly scheduled to work at least 21 hours per week for at least five months per year at the time of hire, and (b) represented employees if specified in their collective bargaining agreement and regularly scheduled to work at least 20 hours per week for at least five months per year at the time of hire.

For additional information regarding FSAs, please see the **Total Rewards Program Guide**.

3. Health Savings Accounts (HSAs)

The Port offers employees who enroll in the Port-sponsored High Deductible Health Plan (HDHP) the option of establishing a Health Savings Account. Eligibility for an HSA can be found in <u>IRS Publication 969</u>. Employees can fund an HSA with pre-tax payroll deductions and use these funds to pay eligible healthcare expenses.

Changes to the availability of HSAs, eligibility and other rules regarding HSAs may be made by the Port as permitted or required by agencies of the federal government.

For additional information regarding HSAs, please see the **Total Rewards Program Guide**.

4. Life and Disability Insurance

For current coverage amounts and other details regarding Port-sponsored Life and Disability Insurance, please see **The Total Rewards Program Guide**.

a. Basic Life Insurance for Employees and Dependents

Basic Life Insurance provides a benefit to the insured's beneficiary (or beneficiaries) upon the insured's death as described in the plan document.

The premium for Basic Life Insurance for the employee is paid by the Port.

b. Voluntary Life Insurance for Employees and Spouses/Domestic Partners

Voluntary Life Insurance provides a benefit to the insured's beneficiary (or beneficiaries) upon the insured's death as described in the plan document.

Eligible employees and their spouses/domestic partners may elect additional, voluntary life insurance coverage in such amounts and in such manner as are provided in contracts with organizations selected by the Port to provide such

benefits. This additional, voluntary life insurance premium will be paid by the employee by payroll deduction, or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

c. <u>Basic Accidental Death and Dismemberment (AD&D) Insurance for Employees</u> and Dependents

Basic AD&D Insurance provides a benefit for an insured's bodily dismemberment or death due to an accident as described in the plan document.

The premium for Basic AD&D Insurance for the employee is paid by the Port.

d. Voluntary AD&D Insurance for Employees and Eligible Dependents

Voluntary AD&D Insurance provides a benefit for an insured's bodily dismemberment or death due to an accident as described in the plan document.

Eligible employees and eligible dependents may elect voluntary AD& D Insurance coverage in such amounts and in such manner as are provided in contracts with organizations selected by the Port to provide such benefits. This additional, voluntary AD&D Insurance premium will be paid by the employee by payroll deduction or by personal check if it is not possible for the Port to take a scheduled deduction from a paycheck.

e. Long-Term Disability Insurance for Employees

Long term disability insurance provides replacement income for the employee for a defined period of time due to a qualifying illness or injury, in such amounts and in such manner as described in the plan documents provided by the organization the Port contracts with to provide this benefit.

The premium for Long Term Disability Insurance for the employee is paid by the Port.

f. <u>Individuals Eligible for Life and Disability Insurance</u>: (a) Regular nonrepresented Full-time and Part-time employees and Limited Duration employees regularly scheduled to work at least 21 hours per week, and (b) certain represented employees as provided by collective bargaining agreements.

Emergency Hires, Interns, Veteran Fellows and On-call employees are not eligible.

An eligible employee's spouse or domestic partner, and dependents satisfying the age requirements of the life insurance and accidental death and dismemberment insurance contracts are eligible.

5. Business Travel Accident Insurance for Employees

Business Travel Accident Insurance provides a benefit to the employee's beneficiary (or beneficiaries) upon accidental death or dismemberment while traveling on Port business as described in the insurance plan documents.

The premium for Business Travel Accident Insurance is paid by the Port.

Individuals Eligible for Business Travel Accident Insurance: (a) Regular Full-time and Part-time employees and Limited Duration employees regularly scheduled to work at least 21 hours per week, and (b) certain represented employees as provided by collective bargaining agreements are eligible.

Emergency Hires, Interns, Veteran Fellows, On-call employees, police officers, firefighters and security guards are not eligible.

6. Retirement

a. Washington State Public Employees Retirement System (PERS)

(See also: The Salary and Benefit Resolution)

As employees of a public agency, most non-represented Port employees are required to participate in the Washington State Public Employees Retirement System (PERS). Eligibility, contributions (which include both an employer and employee contribution), and other rules and requirements for this retirement plan are set by the Washington State Department of Retirement Systems (DRS), and by applicable law.

Information about how the Port administers PERS can be found in **The Total Rewards Program Guide**. Additional information about PERS, including eligibility rules, can be found on the Washington State <u>DRS website</u>.

b. <u>Washington State Law Enforcement Officers' and Firefighters' Retirement</u> System (LEOFF).

The Police and Fire Department non-evaluated, non-represented management staff are required to participate in the Washington State Law Enforcement Officers' and Firefighters' Retirement System (LEOFF). Eligibility, contributions (which include both an employer and employee contributions), and other rules and requirements for this retirement plan are set by the Washington State Department of Retirement Systems (DRS), and by applicable law. Additional information about LEOFF, including eligibility rules, can be found on the Washington State <u>DRS website</u>.

c. The 457(b) Deferred Compensation Plan

Employees can save for retirement by using the Port's 457(b) Deferred Compensation Plan. This is a voluntary tax-deferred savings plan. Rates of return are dependent on the types of investments an employee selects.

The maximum contribution levels and other rules regarding the Port's 457(b) plan are subject to change based on guidelines provided by agencies of the federal government. For waiting periods, and other information about this plan, please refer to **The Total Rewards Program Guide**, and to the **U.S Government's Internal Revenue Service website**, and/or contact the vendor selected by the Port to administer the plan.

Non-represented employees, other than Emergency Hires, Interns, Veteran Fellows and On-call employees, are eligible to participate in the plan. Represented employees are eligible as specified in their collective bargaining agreement.

d. 401(a) Supplemental Savings Plan

Non-represented employees, other than Emergency Hires, Interns, Veteran Fellows and On-call employees, who choose to participate in and make contributions to the 457(b) Deferred Compensation plan are eligible for enrollment in the 401(a) plan and will receive a pre-determined amount of matching funds contributed by the Port into their 401(a) Supplemental Savings Plan account upon completion of the employment probationary period.

The Port may suspend or eliminate contributions to the 401(a) plan at any time, for any reason.

Waiting periods, current schedule of matching funds, and other information about how the Port administers the 401(a) Supplemental Savings Plan can be found in **The Total Rewards Program Guide**. Additional information about 401(a) plans can be found on the **U.S. Government's Internal Revenue Service website**, and/or by contacting the vendor selected by the Port to administer the plan.

7. Commuter Benefits

The Port offers benefits to provide flexibility in commuting options, and potentially reduce commuting time and costs for employees. (See also **HR-15**, **Alternative Work Arrangements**.) Several of these benefits also support the goals of the Port's Commute Trip Reduction (CTR) Program (See also **HR-14 Commute Trip Reduction Program**).

Full time, part time, on-call and temporary employees, including Interns, Veteran Fellows, and Emergency Hires are eligible for the following Commuter Benefits. Contract employees and consultants are not eligible for the Port's Commuter Benefits.

The Port will add the value of commuter benefits to employees' taxable income as required by federal tax law.

a. The One Regional Card for All ("ORCA Card") Program

The Port offers ORCA cards to eligible employees at a substantially reduced cost for transportation on multiple regional transit systems. Employees who participate in the ORCA card program may also be eligible for additional subsidized transportation services. The availability of the ORCA program, annual cost, potential tax consequences for employees, and other provisions are subject to change based on guidelines provided by agencies with whom the Port contracts for the ORCA program benefits, IRS requirements, as well as the Port's discretion.

For current information about the ORCA Card Program, please see **The Total Rewards Program Guide** and the **Total Rewards Compass Page**.

b. Ferry Reimbursement

Employees who use the Washington State Ferry System for all or part of their work commute are eligible for reimbursement of ferry commuting costs up to a monthly maximum. This monthly maximum reimbursement amount is determined by the Port.

For details regarding current reimbursement requirements, amounts and procedures, please refer to the **Total Rewards Program Guide** and the **Total Rewards Compass Page**.

c. <u>Subsidized Parking</u>

i. The Port provides subsidized parking for eligible employees at their primary work location, and at other Port locations when employees are on official Port business. For current details on subsidized parking and how parking subsidies may be utilized by employees, see The Total Rewards Guide.

ii. Managers are responsible for understanding this policy and approving parking garage access card requests for their direct reports, as appropriate. Managers must also approve all requests for changes to existing parking garage access.

iii. Parking garage access cards are to be used only while on official Port business in the general parking areas (excluding fourth floor access). For limited exceptions to this provision, see **Section C.1. of this Policy:** "**Employee Vacation and Incidental Use Parking**".

Parking access cards are non-transferrable. The access card may only be used by the authorized Port employee to whom the card is assigned. Unauthorized use may be grounds for disciplinary action, up to and including termination of employment.

iv. Lost cards will be replaced with a new card having the same access as the lost card, and a replacement fee will be charged to the employee via payroll deduction. Access cards reported stolen to the police, and defective access cards may be replaced at no charge to the employee.

v. Upon termination of employment, the employee must return their parking garage access card to the Port as specified in the parking card user agreement. If the access card is not returned, a fee may be deducted from their final paycheck.

vi. All Port employees must request parking access cards or make changes to their existing cards through the Port's **Parking Application Form** in order to ensure all cards are properly registered and tracked by the Port.

vii. Employees traveling on Port business (e.g. an off-site training or conference), may park their personal vehicle in a Port-owned garage on a space available basis. Refer to the **Vacation/Business Parking Request** page on Compass for more information.

For additional details regarding the Subsidized Parking Commuter Benefit, please refer to the **Total Rewards Program Guide** and the **Total Rewards Compass Page**.

d. Electric Vehicle Charging

The Port provides electric vehicle charging stations at the Sea-Tac Airport Parking Garage and North Employee Parking Lot that are available to employees on a first come, first serve basis. Use of the charging stations is available free of charge. The permitted use of and cost of electric vehicle charging stations is subject to change at any time.

C. Additional Port Benefits

1. Employee Vacation and Incidental Use Parking

<u>Eligibility:</u> Full time, part time, on-call and temporary employees, including Interns, Veteran Fellows, and Emergency Hires are eligible for Employee Vacation and

Incidental Use Parking. Contract employees and consultants are not eligible for this benefit.

a. Employee Vacation Parking

The Port allows eligible employees to use the Bell Street Pier Garage or the Sea-Tac Airport Parking Garage for personal vacation parking on a space-available basis in general parking areas only. Employees may be directed to the North Employee Parking Lot (NEPL) or other airport parking locations if the airport garage is not available due to heavy customer use or other reasons.

Pre-approval and registration for vacation parking is required for both locations. If an employee's request for vacation parking has not been pre-approved, the employee may be liable for all parking fees incurred upon return.

Employee vacation parking is a privilege on a space-available basis. Such parking is available for eligible Port employees only and is non-transferable. This vacation parking policy may be changed or discontinued by the Port at any time, for any reason.

Refer to the **Vacation/Business Parking Request** page on Compass for more information on employee vacation parking.

b. Incidental Use Parking (*revised 5/14/18)

Incidental use of Port of Seattle owned parking garages is defined as short-term (less than 24 hours), occasional use for employees' personal parking needs. Incidental use includes parking in a Port-owned parking garage following an employee's regular work shift for personal purposes as well as short-term parking on days employees do not work.

Incidental use of parking in Port owned garages is available to employees, including full-time and part-time employees, Interns, Veteran Fellows, on-call and Emergency Hire employees on a space-available basis consistent with current request and approval processes. Incidental use parking is available for Port employees' personal use only and cannot be transferred to another individual. Incidental use parking is at the discretion of the Port and may be restricted for operational needs at any time without notice. Incidental use parking benefits are available to eligible employees regardless of what parking access cards the employee may have assigned to them and apply to general parking areas only. General parking areas at the SeaTac Airport Garage exlude 4th floor parking.

2. Spirit and Wellness Program

As an integral component of the Port's health care strategy and Total Rewards philosophy, the Spirit and Wellness Program offers employees and their families tools and resources to engage in healthy living. When combined with making informed health care delivery choices, healthy living will lower healthcare expenses both for employees and the Port.

a. <u>Wellness Rewards Program</u> - The Wellness Rewards Program is a component of the Spirit and Wellness program. This annual program offers medical plan costsaving incentives to employees who fulfill the requirements and are enrolled in a Port-sponsored medical plan.

Current information about the Spirit and Wellness Program, and the Wellness Rewards Program including eligibility and other requirements can be found on the **HR Compass Page**.

3. Employee Assistance Program (EAP)

The Port offers a referral service for professional assistance with personal or work concerns for all Port employees and household family members. The plan is administered in such manner as the Port has established with organizations selected to provide or administer such benefits.

Current information about EAP including eligibility and other requirements can be found on the **HR Compass Page**.

V. RELATED POLICIES AND RESOURCES

HR-5-Leave Policy, and the Addendum to HR-5-Leave HR-14- Commute Trip Reduction Program HR-15- Alternative Work Arrangements The Total Rewards Program Guide The Salary and Benefits Resolution

FOR ADDITIONAL INFORMATION CONTACT: Claudia Kay, Tammy Woodard,

Jeniann Kaelin, or Anika Klix



Total Rewards Program Guide

Total Rewards is everything the Port offers to you and your family as a result of your contribution to the Port's mission.

The Total Rewards Philosophy provides a framework that guides decisions the Port makes about the total rewards programs you receive

Overarching Principles of the TR Philisophy

- Total Rewards must *align* with the Port's mission, values and long-term business strategy, nurture our unique culture, and grow our business.
- Total Rewards must *support* employees performing their best, as well as their development and wellbeing.
- Total Rewards must be managed in a fiscally *responsible* way that is sustainable over time, and decisions must recognize the financial impact on our organization, customers and community.
- Total Rewards must be applied *consistently* throughout the Port to support one organization working to accomplish overall Port goals.
- Total Rewards will *reflect* the Port's commitment to Equity, Diversity, and Inclusion.
- Total Rewards should support the **retention and attraction** of employees who have the skills and talents necessary to achieve the Port's mission.

This Guide supplements what is included in Port policy. It is a resource for employees to understand how the plans and programs that comprise the Total Rewards Program are administered.

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Pay

Pay is a key component of the Port's Total Rewards program and includes all forms of pay that employees receive in exchange for the work performed.

The Total Rewards philosophy includes the following core principles related to pay:

- Pay structures will reflect market pay rates
- Pay increases will be market competitive and consider cost of living changes
- Comparable work will be paid similarly

Please refer to <u>HR-21</u> *Pay Administration for Non-Represented Employees* for more information on the Pay Policy.

Grades and Pay Ranges

The Port's non-represented jobs are evaluated based on the skills, responsibilities, and other factors the job requires as explained in the *Salary and Benefits Policy*_Directive. Each non-represented job will have a pay range that corresponds to its pay grade, and employees' pay will be within that pay range. See Exhibit A_of the Salary and Benefit Policy Directive for current jobs and their associated grade. Please refer to <u>Resolution</u> <u>3752</u> for updates to the S&B Policy Directive as approved by the Commission on November 27, 2018.

Work Week and Annual Hours

The standard work week for non-represented Port of Seattle employees is 40 hours or 80 hours per pay period. This standard equates to 2080 hours per year.

Fair Labor Standards Act (FLSA)

Jobs are classified as either salaried (exempt) or hourly (non-exempt) based on the job's primary duties and/or responsibilities and the criteria within the FLSA regulations. Employees in salaried (exempt) jobs are paid for the body of work they perform rather than the amount of time it takes to complete the work. Employees in hourly (non-exempt) jobs are paid for the hours they work. Employees whose jobs are classified as hourly (non-exempt) must be paid overtime if they work more than their standard weekly hours. For more information on what qualifies a job for salaried (exempt) status please see the <u>Department of Labor (DOL)</u> website.

Reporting hours for Employees in Hourly (Non-Exempt) Jobs

All time spent performing work-related activities (at the office or elsewhere) is compensable and must be reported on employees' time sheets. This includes time spent checking Port email at home or on a mobile device during non-work hours.

Daylight Saving Time

Employees working the graveyard shift when Spring Daylight Saving Time begins work one hour less than their regularly scheduled work-day hours. Since non-exempt employees are paid for the hours they actually work, an employee in this situation may use one hour of PTO to be "made whole" for the shift. The employee must code their time appropriately and inform their supervisor. The supervisor may also require that the employee work the "lost" hour if an operational need exists.

Employees working the graveyard shift when Fall Daylight Saving Time ends work an additional hour. In this situation, employees will be paid overtime for any time worked in excess of their regularly scheduled work week (maximum of 40 hours) within the payroll week (Sunday through Saturday).

Partial day Absences for Salaried Non-Represented Employees

Salaried employees (working in exempt jobs) are paid for the work they perform rather than the hours they work. Full-time salaried employees are expected to work a 40-hour per week schedule, and may be required to work additional hours to complete their work. While personal appointments should be scheduled outside work hours, the Port recognizes this is not always possible. As a result, the Port supports occasional reasonable partial day absences for salaried employees, generally up to a maximum of 40 hours per year. When a salaried employee requires a partial day absence due to various circumstances, they are not required to charge partial day absences (time away from work) to PTO as long as the absence is four (4) hours, or less. Managers have discretion in approving partial day absences and these absences must be approved in advance. In the event a salaried employee requires more than four (4) hours away from work due to various circumstances, and has already performed some work during their regularly scheduled worday, the hours away from work that exceed four (4) hours shall be charged to PTO or Sick Leave, as appropriate.

When a salaried employee is away from the office for a full day due to illness, hours for the entire day shall be charged to Sick Leave.

Overtime Information

Overtime must be pre-authorized by the employee's supervisor or manager. Employees in hourly (nonexempt) jobs who work unauthorized overtime may be subject to disciplinary action. Overtime for nonrepresented, hourly (non-exempt) Port of Seattle employees is based on their standard work week. Eligibility for overtime payments is based on actual hours worked in excess of an employee's standard work week. This means that if an employee uses PTO during a week, the PTO hours are not considered in calculating overtime eligibility. Holiday pay, however, is treated as time worked when calculating overtime eligibility. (See the <u>Holiday Pay Guide</u> for more information)

Establishing Pay for Non-Represented Port Employees

Pay for a newly hired employee is typically based on the skill, knowledge, and experience he/she brings to the job, and is generally established between the minimum and midpoint of the pay range for the job. In

special conditions, and with appropriate documentation, Human Resources (HR) management may authorize pay above the midpoint of the pay range for those possessing exceptional qualifications or experience, or for internal/external equity reasons. To request a starting salary above the midpoint of the pay range, hiring managers must complete the <u>Pay Adjustment Request form</u> and email it to <u>Ann McClellan</u>, Total Rewards Manager. If you have additional questions, please contact a Total Rewards Analyst.

Job Evaluations

Job Evaluations are typically performed when a position has a significant change to its primary duties and responsibilities, when new jobs are created, and sometimes when departments restructure or reorganize. Requests must come from managers or directors and they should discuss the need for a job evaluation with the Total Rewards Manager. When a manager and HR decide that a job evaluation is appropriate, the employee completes a Job Evaluation Documentation form. When there is an incumbent in the job, the employee must complete the form and the manager will review it and provide feedback to the employee that could include recommended revisions. If the position is vacant or new, the manager will complete the form. The form should then be submitted to the JobEval mailbox to begin the process.

The job evaluation process consists of the following steps:

- After reviewing the job evaluation document, the assigned Total Rewards Analyst may meet with the incumbent or manager, or communicate via phone/email to ask clarifying questions to ensure a full understanding of the work.
- The analyst conducts an internal evaluation using the current system called JOBMEAS that measures factors determined by the Department of Labor to be present in every job, at every level (i.e. knowledge required, problem solving skills, job demands, physical effort/requirements, human relations skills, impact to the organization, etc.).
- The analyst will research the Port's third-party salary survey library for any appropriate benchmarks to conduct a market study of comparable jobs.
- Based on this information, the analyst will then discuss the recommended evaluation outcome with the Total Rewards team and make adjustments as needed before providing the recommended outcome (may include changes to grade, job title, etc.) to the requesting manager.
- Once the recommendation is approved and finalized, the analyst will complete a Personnel Action Form (PA) and request the manager to review, sign and submit it to the Employee Paperwork Mailbox for processing and implementation in HCM.
- Finally, the manager will notify the incumbent of the job evaluation outcome (if the job is not vacant or new).

The usual turn-around time for an individual job evaluation is 4-6 weeks, while job evaluation refresh projects that include multiple jobs can take up to several months. A job evaluation doesn't necessarily mean an increase in grade or pay. There are a number of factors to be considered and several outcomes that can occur. The grade could potentially go down, stay the same, or go up; the title could change, as well as the

FLSA status. When there is an incumbent in the job, that employee's pay will also be analyzed to determine if any changes to the job impact pay.

The effective date of any changes as a result of a job evaluation is typically the date that the job evaluation document is submitted to HR. Any approved changes to the job or to the employee's compensation will be retroactive to the effective date.

It is important to note that the job evaluation process evaluates the relative value of work at the Port and not the performance level of the individual performing the work. For more information about job evaluations, contact a member of the <u>Total Rewards Team</u> or refer to the <u>Job Evaluation Compass page</u>.

Pay Increases and Other Adjustments to Base Pay

Unless otherwise noted, the following employees are eligible for the pay increases described in this section: full-time and part-time, non-represented employees in regular jobs and those in temporary jobs hired for more than a year in jobs identified as limited duration. Veteran Fellows, interns, and emergency hire employees are not eligible.

Pay for Performance (PfP)

Pay for Performance Philosophy

Employees may be more successful in achieving their individual goals and objectives when the goals are clearly stated and aligned with those of the organization. When goals are aligned, the organization is more likely to achieve—or even exceed—its goals. Pay for Performance is designed to reward employees for achieving results that help the Port accomplish its goals and objectives, and performance-based increases are the primary way a non-union employee's pay progresses through his/her pay range.

PerformanceLink

PerformanceLink is the Port's performance management program. The program aligns the contributions of individual contributors to the goals and strategies of the Port of Seattle. The program rewards employees for achieving results that help the Port accomplish its goals and objectives. Pay for Performance that is aligned with PerformanceLink is the primary method by which an employee's pay progresses through their pay range.

The PerformanceLink performance management process is designed to bring the organization closer together as "One Port," working toward common goals and the Century Agenda. It also promotes "less writing, more talking" between managers and their direct reports throughout the year. Together we will:

- Align Port, team, and individual goals, supported by a common review date;
- Support more frequent, meaningful communication between managers and team members about their performance and talent development;

- Enable greater consistency among managers in assessing and rewarding performance, supported by an updated pay-for-performance rating scale;
- Utilize technology to plan for and document progress towards goals and career aspirations.

Accompanying the system is a new module within HCM called ePerformance, a tool to make both performance and development plans (and progress notes) easier to capture. ePerformance user guides for both employees and managers are available on <u>Compass</u>.

Determining Increases

When an employee's PerformanceLink Review is completed and the performance rating determined, a pay for performance increase will be decided on by the manager or supervisor in conjunction with the applicable <u>Pay for Performance Matrix</u>.

The range of increase options for each performance rating is designed to give managers some flexibility in granting increases. There is often a range of actual performance levels within each rating. For example, one employee may be performing at the low end of the "strong" rating while another is solidly achieving results in the same rating. The increase range will allow managers the ability to provide a pay for performance increase that is appropriate for both employees.

Pay for Performance While on Leave of Absence

When an employee is on an approved Leave of Absence, it may not be possible to complete a review within the designated timeframe. However, they will still receive their performance review and any applicable pay for performance increase. The Pay for Performance increase will be retroactive to March 1 of the review year.

Non-Military Leave – performance reviews and Pay for Performance increases should reflect the period of time the employee worked during the review period. If the employee did not work at all during the review period, the manager should consult with HR (Total Rewards and Employee Relations) to determine the appropriate course of action.

Military Leave – Managers should base performance reviews, performance ratings, and Pay for Performance increases on the amount of time the employee was actively at work during the review period. If the manager doesn't feel there was sufficient Port work performance to evaluate, or if the employee was on active duty for the entire performance review, to ensure the Port complies with provisions of USERRA, the employee will have the review period closed out with a rating of "no rating" and a Pay for Performance increase equal to the average Pay for Performance increase granted to all other Port employees for the review period.

Completion of Probation Increases

The probationary period is defined as the first six months of continuous employment at the Port as a newly hired or rehired employee in an authorized, eligible position and is an extension of the hiring process. A probationary employee has not yet successfully completed the six-month probationary period. Probationary

employees are expected to establish a consistently acceptable level of performance and behavior that is sufficient for their employment to continue.

No extension of the probationary period will be granted unless the employee is on an approved leave of absence for more than two weeks during his/her first six months of employment. If an employee takes an authorized leave of absence without pay during their probationary period, see <u>HR-5 Employee Leave Policy</u> for guidance.

Completion of probation increases are awarded when an employee has earned a performance rating of exceeding expectations during his/her probationary period and his/her pay at the completion of the probation period is at or below 105% of the midpoint of their pay range. Completion of probation increases will be based on the increase guidelines included in the Pay for Performance Matrix for Completion of Probation Increases that is in effect at the time the employee successfully completes the probationary period, or that was in effect at the time the employee was hired, whichever is more beneficial to the employee. See the <u>Compass Pay page</u> for current matrices.

In special circumstances and with proper documentation, the employee's manager may request a probationary increase that is more than the matrix allows if they feel that the resulting pay rate does not appropriately compensate the employee. Special circumstances may include the employee's exceptional qualifications or experience, or issues regarding internal equity. If you believe an adjustment may be appropriate for an employee, please complete and email the <u>Additional Pay Adjustment Request form</u> to Ann McClellan, Total Rewards Manager. If you have additional questions, please contact a <u>Total Rewards Analyst</u>.

Six-Month Pay for Performance Increases

A six month increase is a performance-based pay increase that may apply to promoted employees after they have worked their first six months in their new job. A six-month increase is based on the increase matrix and guidelines that are in effect at the time the employee completes six months in the new job, or that were in effect at the time the employee started the new job, whichever is more beneficial to the employee.

Promoted employees are eligible for a six-month increase when they have earned a performance rating of exceeding expectations following six months in their new job, provided their salary at the completion of six months in the new job is at, or below 105% of their pay range. Six-month increases are based on the increase guidelines included in the Pay for Performance Matrix for Six-Month Increases. See the <u>Compass Pay page</u> for current matrices.

In special circumstances and with proper documentation, the employee's manager may request a six-month increase that is more than the matrix allows if they feel that the resulting pay rate does not appropriately compensate the employee. Special circumstances may include the employee's exceptional qualifications or

experience, or issues regarding internal equity. If you believe an adjustment may be appropriate for an employee in your group or department, please complete and email the <u>Additional Pay Adjustment Request</u> <u>form</u> to Ann McClellan, Total Rewards Manager. If you have additional questions, please contact a <u>Total</u> <u>Rewards Analyst</u>.

No extension of the six-month period will be granted, and employees must be in the **same** job they were promoted to at the completion of the six-month period to be eligible for an increase. **Example**: An employee's job is evaluated, resulting in a 2 pay grade increase. Two months later, she applies for and is hired for a new job that is two more grades higher. She must complete 6-months in the new job to be eligible for a Six-Month Review. An employee who is involved in a job evaluation process when his/her six-month increase is due will have the increases postponed until the end of the job evaluation process to ensure eligibility.

Promotional Increases

A <u>promotional increase</u> is provided when an employee moves to a job with a higher pay grade and range, or when the employee's job is assigned to a higher grade and range. Promotions may result from a competitive hiring process, a job re-evaluation, a normal career progression, or an appointment. Managers, in consultation with Human Resources staff, have the discretion to determine an appropriate promotional increase. A promotional increase may not take an employee's pay to a level that exceeds 105% of the new pay range midpoint. Promotional increases take into account pay and performance comparisons with other Port employees performing the same or similar work and the extent to which the employee is prepared to perform the higher-level duties. Promotional increases must take the promoted employee's pay to at least the minimum of the new grade midpoint will require approval by HR Director – Total Rewards through the Additional Pay Adjustment Request process. This does not apply to promotional increases that are required to bring the employee's pay to the minimum of the new range.

Equity Adjustments

An equity adjustment is an increase based on how a non-represented employee's pay compares to other employees performing the same, similar, or closely related work as well as how the employee's skills and experience relate to the minimum and preferred requirements of their job. An equity adjustment is not a performance-based increase, though the employee's performance history is considered when the possibility of an equity adjustment is explored, and an employee's most recent PerformanceLink rating must be at least at the Strong Performance level for an equity adjustment to be considered.

Equity adjustments require documentation that support the increase and must be approved by Human Resources management. If you believe an adjustment may be appropriate for an employee in your group or department, please complete the <u>Additional Pay Adjustment Request form</u> and email to Ann McClellan, Total Rewards Manager. If you have additional questions, please contact a <u>Total Rewards Analyst</u>.

Special Pay Adjustments

The Executive Director or the Senior Director, Human Resources, under the supervision of the Executive Director, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed in Port pay administration policies and procedures. If you believe a special pay adjustment may be appropriate for an employee in your group or department, please complete the <u>Additional Pay Adjustment Request form</u> and email to <u>Ann McClellan</u>, Total Rewards Manager.

Temporary Situations

Temporary Assignment Pay (TAP)

Temporary assignments are typically created due to a vacancy, the extended absence of another employee, or project related. Employees who temporarily assume all or part of the responsibilities of a job with a higher grade and pay range have an opportunity to learn and develop skills associated with the higher level job. If the temporary pay increase is awarded, the increase will be processed after the employee has been performing the assignment for a minimum of 30 days, and will be retroactive to the day the assignment began.

TAP adjustments generally will not increase an employee's pay to more than the maximum of his/her current pay range. The amount approved for a TAP is relative to (and generally slightly less than) the promotional increase the employee would be eligible for if they were promoted to the temporary assignment position. In special situations, HR management may authorize a TAP that exceeds an employee's current range maximum. The rationale for the adjustment must be documented and approved by HR management.

TAP adjustments will be automatically removed by HR on the expected end date unless an extension to go beyond that date is requested by the employee's manager or supervisor (see information under TAP Time Limits).

If an employee's Pay for Performance increase is due while the employee is performing the temporary assignment, the Pay for Performance award will be calculated on the employee's rate prior to the temporary assignment adjustment. The temporary assignment percentage will then be reapplied to the new pay rate.

Requesting a TAP Adjustment

HR will analyze planned temporary work and determine an appropriate temporary pay adjustment for the work being performed that is consistent with other increases in situations similar to the temporary assignment information submitted on the TAP form.

Temporary assignments are requested by using the <u>Temporary Assignment Request form</u> and must be received from the employee's manager. After the form is completed, please email it as an attachment to the <u>Ann McClellan</u>, Total Rewards Manager.

TAP Time Limits

Temporary assignments last a minimum of 30 days and are generally expected to last no longer than six months. If the need for the temporary assignment exceeds six months, the manager should contact a member of the Total Rewards Team - Compensation to request an extension. Temporary assignment pay may generally not be extended more than 12 months from the date that the temporary assignment began. The request to extend the assignment should be submitted <u>Ann McClellan</u>, Total Rewards Manager, for approval prior to the end of the original assignment.

Temporary Job Codes

An employee whose job is assigned a temporary job code will not be eligible for a pay increase until his/her job has been evaluated and assigned to a grade and pay range. Pay for performance, six-month, and completion of probation increases cannot be processed in these situations as the employee's compa-ratio (actual pay relative to his/her range midpoint) is uncertain. Without this information, the pay increase matrices cannot be applied. Any pay increase will be retroactive to the eligibility date and processed after the job is assigned a regular job code.

Once a job in a temporary job code has been evaluated and assigned to a grade and pay range, if a promotional pay increase is applicable it will be effective on the date that the temporary job code was created.

Limited Duration Employees

A limited duration employee is one who is hired for more than 90-days with a planned end date. If a limited duration employee is subsequently hired into a regular job, the time spent in the limited duration job will apply to his or her probation and performance review periods. A limited duration employee is eligible for the same performance reviews and performance-based increases as regular, non-represented employees.

Emergency Hires

Non-represented, emergency hire employees are hired for no more than three months. A one-time extension may be approved by HR management for a maximum of two additional months. Pay for a non-represented emergency hire employee is established at the beginning of his/her assignment in consultation with HR and does not change during the assignment.

Emergency hire employees may be eligible for Port of Seattle sponsored medical <u>benefits</u>, and holiday pay.

If an emergency hire employee is subsequently hired into a regular Port of Seattle position, the time spent in the emergency hire status is not applied to the employee's probationary period, review period, or tenurebased benefits. To request an emergency hire position, please contact a member of the <u>Talent Acquisition</u> <u>Team</u>.

Associate Level Jobs

Associate level jobs create internal development opportunities by relaxing the minimum requirements, knowledge, skills, and/or abilities of a job. Associate level jobs are administered two grades below the regular grade for the job and are an option available to managers who feel that creating this type of opportunity supports their department's goals.

When selected for an associate level job, an employee and his/her manager create a development plan designed to aid the employee in gaining the required knowledge, skills, abilities, and/or experience to be promoted to the regular level job within a 6 to 18-month development period.

At the successful completion of the associate level development period, the employee will be promoted into the regular level job following the normal career progression process. Please contact a <u>Total Rewards Analyst</u> for assistance.

Personnel Action Forms

Personnel Action (PA) forms are used to hire employees, terminate employment, and change other information regarding an individual's employment at the Port of Seattle.

The <u>Personnel Action Form</u> and <u>Instructions</u> can be found on the <u>HR Forms page</u> on *Compass*. If you have any questions regarding filling out a PA, please contact a member of the <u>Total Rewards Team</u> or send an email to the <u>Employee Paperwork Mailbox</u>.

Personnel Action Form Deadlines

PAs must be processed before Payroll begins calculating and generating paychecks. To ensure that any changes are reflected on the next paycheck, completed PAs must be received in Human Resources by 4:30 *p.m. on Wednesday* of the week prior to the payday week.

Intern Pay

There are various internship programs at the Port of Seattle. For information on student internships, refer to the <u>HR Intern Program</u> page on *Compass*. You will find the most up-to-date program information including current pay structures and budgeting guidelines.

Student Internships

A student (high school, college, or graduate) intern's pay is set for the intern year as the internship is based on a specific body of work for a defined period of time. The "intern year" is June 1st of one year until May 31st of the next year.

Market analyses indicate that there is significant variation in intern salaries based on the student's academic field, the amount of education he or she has completed, and the amount of prior relevant work experience he or she brings to the Port.

Freshmen and sophomores often are still taking prerequisite courses and have less academic coursework in their field of study or desired field of study. Some may not have officially declared a specific major. As a result, freshmen and sophomores in all fields tend to be hired in the lower tiers of the pay range. Juniors and seniors are typically enrolled in a specific degree program and pay ranges differ depending on the student's academic field, experience, and relevant projects related to the internship. Please contact <u>Amberine Wilson, HR Outreach Program Manager</u> (787. 3661) for more information about student internships.

Internal Internships

Internal internships for eligible Port employees are designed to be a minimum of three months and no more than one year in duration. Upon mutual agreement and in coordination with HR staff, managers may work together to authorize and coordinate transfers of employees for the purposes of cross training, development, and the fulfillment of organizational goals. During the internship, no changes will be made to the employee's benefits, FLSA status, or pay. Please contact <u>Desiree Prewitt, Learning & Development Consultant</u> (787.3312) for more information.

Veterans Fellowship Program

The Veterans Fellowship Program assists veterans transitioning from active duty to civilian employment. The Port's program is designed to offer opportunities that match veterans' skills, experiences, and career interests, as well as expose each fellow to practices and functions common in civilian employment. Veteran fellows receive pay commensurate with the work they perform as well as basic benefits. The pay range for each fellowship is established prior to recruitment.

If a Veteran Fellow is subsequently hired into a regular Port of Seattle position, the time spent in the Veteran Fellow status is not applied to the employee's probationary period, review period, or tenure based benefits.

For more information about the program, please visit the <u>Veterans Fellowship Program</u> page on the Port of Seattle website. You also may contact <u>Amberine Wilson</u>, HR Outreach Program Manager (787.3661).

Benefits

Benefits are plans and programs that enhance the health, well-being, and financial security of you and your family.

The benefits core principles related to benefits are:

- The total benefits package will be slightly better than market
- Benefit programs will provide choices to meet the diverse needs of employees and their families at different life stages
- The Port will make information available to enable employees to take an active role in their benefit decisions
- The benefit package will provide at least a minimum level of financial security to employees and their families in the event of unexpected life events;
- Employees will share in the cost of their health care and other benefits
- The Port is committed to administering the benefits package in an inclusive way
- The Port will provide tools and resources to support healthy living for employees and their families.

Summary of Benefits

The Port of Seattle provides a competitive benefit package for employees, including medical and dental coverage, holidays and other paid time off, retirement, life and disability insurance, and more.

Healthcare Benefits

Union-represented employees who are not eligible for coverage under Port-sponsored plans may be offered medical, dental, and vision benefits through their union.

Medical

The Port sponsors a choice of three medical plans, with distinctive plan elements and broad networks of providers in the Puget Sound region.

For 2019 these plans include:

- The Aetna Deductible Plan—PPO
- The Aetna High Deductible Health Plan
- The Kaiser Permanente HMO

Current premiums and deductibles can be found on the Port of Seattle website.

In compliance with the federal Affordable Care Act (ACA), the Port uses a Standard Measurement Period of October 3 through October 2 (twelve months), and a Stability Period of January 1 through December 31. The Stability Period begins the year after the Standard Measurement Period ends. When an average of 130 eligible hours¹ per month is calculated for an employee during the Standard Measurement Period, Portsponsored medical coverage is provided for the duration of the Stability Period under most conditions while the employee is on the Port's payroll. The employee is responsible for the monthly premium payments, if any. Eligible employees may elect coverage for their spouses or domestic partners, as well as for their children through the month in which the children turn age 26. Port employees who are married to another Port employee may not cover each other simultaneously on their medical plans.

For regular full-time and part-time employees, and limited duration employees who are scheduled to work at least 21 hours per week, coverage begins the first day of the month following the date of hire, or immediately if hired the first day of the month, and shall remain eligible for coverage during the Stability Period if the average number of eligible hours is less than 130 hours, or an average of 130 eligible hours per month was calculated during the Standard Measurement Period. Regular and limited duration employees can elect medical coverage under any available plan. Regular and limited duration employees are eligible for Wellness Reward Incentives in regards to medical benefits.

Interns who work an average of 30 hours per week for at least 90 days will be eligible for coverage in the High Deductible Health Plan on the first of the month following date of hire plus sixty days. Interns are not eligible for Wellness Reward Incentives in regards to medical benefits. An intern who becomes a regular employee is then eligible for the Wellness Incentive and can choose a different medical plan.

Emergency Hire employees who work an average of 30 hours per week will be eligible for coverage on the first of the month following date of hire or immediately if hired the first day of the month. Emergency Hire employees are not eligible for Wellness Reward Incentives in regards to medical benefits. However, if an Emergency Hire employee becomes a regular employee then they become eligible for the Wellness Reward incentive, can choose a different medical plan, and may add dependents.

A limited duration employee who is scheduled to work less than 21 hours per week or an on-call nonrepresented employee is not eligible for medical coverage unless he or she has worked an average of 30 hours per week in the 90-day period that began with the date of hire or during the Standard Measurement Period. If the limited duration or on-call employee satisfies this criterion, he or she will have coverage through the end of the current Stability Period.

¹ Eligble hours consists of hours worked, time off with pay (e.g., holiday, PTO, Sick), and FMLA protected time off.

To enroll, employees, including interns, must choose one of the plans for which they are eligible within 30 days of hire. During the annual open enrollment period, employees only need to make a selection if they want to change coverage from the current plan year, or want to add or drop dependents. At any time other than open enrollment, or during the first month of employment, employees may only add dependents due to a qualifying event such as the birth of a child, adoption, marriage, or an eligible dependent's loss of health insurance. Depending upon the type of qualifying event, the employee has either 30 or 60 days to add the dependent(s). Dependents can be removed from coverage at any time.

Aetna

- Aetna Concierge: 1-855-788-5786 (refer to group #285742)
- <u>www.aetna.com</u>

Kaiser Permanente

- Pre-enrollment and current member customer service: 1-888-901-4636 (refer to group #1466000)
- <u>https://wa.kaiserpermanente.org/</u>

Dental

Dental coverage is provided to eligible employees, spouses or domestic partners, and dependents at relatively low cost to the employee. Employees hired after 2005 have two coverage options—Delta Dental PPO Plan, and Delta Dental PPO Enhanced Plan. Those hired during, or before 2005, have three coverage options: Delta Dental PPO Legacy Plan (formerly known as the Incentive Plan), Delta Dental PPO Plan, and Delta Dental PPO Enhanced Plan. However, should the employee elect to leave the Dental Dental PPO Legacy Plan or if coverage ends due to failure to make an election during open enrollment, the employee cannot return to that plan at a future date. Please see <u>plan documents</u> for details.

Dental coverage begins the first day of the month following the date of hire or immediately if hired the first day of the month. To enroll, employees must elect coverage within 30 days of hire. If no election is made, the employee and any family members will have no dental coverage. During the annual open enrollment period, employees only need to make a selection if they want to change coverage from the current plan year, or want to add or drop dependents. If a new election is not made by the employee, the employee and any family members will remain with the same coverage they have in the current plan year. Emergency hires, interns, and on-call non-represented employees are not eligible for dental coverage.

Delta Dental

- Customer service: 1-800-554-1907
- Refer to plan #00201 for the Delta Dental PPO Incentive Plan
- Refer to plan #09201 for the Delta Dental PPO Plan
- <u>www.deltadentalwa.com</u>

Vision

Vision coverage is available through VSP[®] Vision Care beginning in January 2019. Vision coverage is provided to eligible employees, spouses or domestic partners, and dependents at relatively low cost to the employee.

There are two plans to choose from: the Core Plan and the Enhanced Plan.

Vision coverage begins the first day of the month following the date of hire or immediately if hired the first day of the month. To enroll, employees must elect coverage within 30 days of hire. If no election is made, the employee and any family members will have no vision coverage. During the annual open enrollment period in 2018, employees need to make an election if they want to add vision coverage for 2019, but in future years only need to make an election if they want to change coverage from the current plan year, or want to add or drop dependents. Emergency hires, interns, and on-call non-represented employees are not eligible for dental coverage.

Spirit and Wellness: Wellness Reward Program

As an integral component of the Port's healthcare strategy and Total Rewards philosophy, the Spirit and Wellness Program offers employees and their families tools and resources to engage in healthy living. When combined with making wise health care delivery choices, healthy living will lower healthcare expenses both for employees and the Port.

The **Wellness Rewards Program** is a component of the Spirit and Wellness program. This annual program offers cost-saving incentives to employees who fulfill the requirements and are enrolled in a Port-sponsored healthcare plan.

Current information about the Spirit and Wellness Program, and the Wellness Rewards Program including eligibility and other requirements can be found on the <u>Spirit and Wellness webpage</u>. To log into your Wellness Rewards Program account, <u>click here</u>.

Flexible Spending Accounts (FSA)

FSAs allow employees to pay for child care, dependent adult care, and healthcare (medical, dental, vision) expenses with pre-tax income. Employees set aside this money through paycheck deductions, and then as expenses are incurred, they submit requests for reimbursement or use the issued debit card. Eligible employees may sign up for an FSA during open enrollment in the fall. Employees new to the Port have 31 days to enroll in an FSA for the current year. Changes to an FSA election can be made only within the thirty (30) day period following the occurrence of a qualifying event. Qualifying events are described in the Port's <u>Flexible Benefits Plan document</u>.

FSA Rollover

A minimum of \$45 to a maximum of \$500 of unused healthcare FSA funds will automatically roll over from one year to the next provided the employee continues to be employed by the Port through at least January 1st. The rollover applies only to healthcare FSAs, not dependent care FSAs.

More information about Flexible Spending Accounts may be found on the Port's Benefit webpage.

Health Savings Account (HSA)

Employees who enroll in the High Deductible Health Plan (HDHP) may also be eligible to establish an HSA. Eligibility information can be found in <u>IRS Publication 969</u>. Employees can use an HSA to pay healthcare expenses with pre-tax money by submitting a reimbursement request and/or using an issued debit card. Employees can fund an HSA with pre-tax payroll deductions. Post-tax contributions (with the option to take a tax credit) from an employee's personal bank account may be made electronically in certain situations. Contact <u>PayFlex</u> for more information.

PayFlex (FSA/HSA Administrator)

Customer service: 1-844-PAYFLEX (1-844-729-3539)

The Port will also make a contribution to an eligible employee's account if the employee completes the Port's Wellness Program. Current year contribution limits can be found on the <u>HSA page</u> on the Port of Seattle website. Eligible employees can enroll during open enrollment in the fall or at any time throughout the year.

More information about Health Savings Accounts may be found on the Port's Benefit webpage.

Time Off

The Port provides paid leave programs to most employees. The Port's leave program offers 10 annual paid holidays, plus accrued paid time off and sick leave banks for most non-represented employees. Eligibility and rules for using paid leave vary for different types of employees. For complete information on eligibility, please refer to the Port Leave Policy and Procedure HR-5.

Paid leave programs for represented employees are contained in the applicable <u>labor contracts</u> and include paid holidays and accrued leave banks. Accrual rates and rules for using leave vary by contract.

Port Holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Native American Heritage Day (day after Thanksgiving)
- Christmas Day
- Port-Designated Floating Holiday (*in lieu of Veteran's Day)

Paid Time Off (PTO)

Years of Service	Hours Accrued per Pay Period	Max # of Days per year
0 - 3	6.03	19.6
4 - 7	7.57	24.6
8 - 11	8.34	27.1
More than 12	9.11	29.6

PTO is paid leave which may be used for vacation, appointments, and other personal reasons and is accrued based on straight time hours paid. New employees who are eligible to accrue PTO per the Salary and Benefits Policy Directive or as provided by labor contracts may use PTO after the completion of the six-month probation period. Employees rehired after any period of time will accrue based on their rehire date. The maximum PTO balance is 480 hours. For employees hired before December 20, 1998, balances over the 480 hour limit at the end of each calendar quarter will be cashed out on the first paycheck of the next calendar quarter at the employee's rate as indicated in the Port's payroll system at the time of cash out. For employees hired after December 20, 1998, accruals will cease when the limit is reached and will resume only when the balance is below 480 hours. Eligibility and rules for using PTO are included in <u>Port Leave Policy and Procedure HR-5</u>.

Sick Leave (SL)

Employees who are eligible to accrue PTO per the Salary and Benefits Policy Directive and are working more than 21 hours per week, earn seven days of Sick Leave each year. Sick Leave is accrued based on all hours paid (with the exception of Shared Leave). Sick Leave may be used after 30 days of employment and before the completion of the probationary period and is eligible for reinstatement of any unused, unpaid hours if rehired within 12 months. Sick Leave can be used for an employee or family member's health related reason. Eligibility and rules for using Sick Leave are included in <u>Port Leave Policy and Procedure HR-5</u> and the <u>HR-5</u> Leave Addendum.

There is also a Paid Sick Leave plan for employees who are otherwise ineligible for the Port's leave plans (oncall, Emergency Hires, Interns and Vet Fellows). This plan is accrued based on hours worked, may be used after 90 days of employment and is eligible for reinstatement if an employee is rehired within 12 months. See Port Leave Policy and Procedure <u>HR-5</u> and the <u>HR-5</u> Leave Addendum for more information.

Personal Holiday

Employees who are eligible to accrue PTO per the Salary and Benefits Policy Directive and are working more than 21 hours per week, are eligible to receive one (1) Personal Holiday per payroll year successful completion of probation. Personal holidays must be used during the payroll year in which they are provided or will be forfeited. The personal holiday is not eligible for cash out.

Employees must request the use of a personal holiday with as much notice as practical and managers have discretion in approving its use, similar to PTO. The Personal Holiday is available for the first time as of 1/1/19.

Other Types of Leave

See <u>Port Leave Policy and Procedure HR-5</u> and the <u>HR-5</u> Leave Addendum for eligibility information. Unless noted otherwise, when the employee returns to work from one of the leave programs within this addendum, the Port of Seattle will restore the employee to the same job, or a similar job with similar pay, benefits, and other conditions of employment if the job and/or terms and conditions of such job remain available. The Port will continue the employee's health insurance under the same terms and conditions as if the employee had not taken leave if the employee wants to continue insurance coverages during the leave period, the employee is responsible for payment of any premiums owed during the leave period.

Family and Medical Leave Act (FMLA)

The FMLA provides eligible employees the right to take paid or unpaid leave for child bonding purposes as well as for medical reasons related to the employee or eligible family members. As permitted by the FMLA regulations, the Port requires use of paid leave concurrently with FMLA leave until it exhausts. Additionally, the Port may designate an employee's absence from work as FMLA leave when the circumstances of the employee's absence are determined to qualify for leave under the FMLA.

Eligibility for FMLA leave is explained in the <u>HR-5</u> Leave Addendum.

FMLA eligible employees may take:

(a) Up to twelve workweeks of leave in a 12 month period for:

- The birth of a child and to care for and bond with the newborn within one year of the child's birth;
- Placement of a child through adoption or foster care and to care for and bond with the child within one year of the placement;
- The care of the employee's spouse, child or parent who has a serious health condition (the Port includes care of a domestic partner);

The employee's own serious health condition that makes the employee unable to perform the
essential functions of his/her job; Any "qualifying exigency" arising when the employee's spouse,
son, daughter, or parent who is a member of the Regular Armed Forces,, National Guard or Reserves
and is on covered active duty in a foreign country or has been notified of an impending call or order
to covered active duty in a foreign county; OR

(b) Up to 26 workweeks of leave during a single 12-month period to provide care for certain service members or veterans with a qualifying serious injury or illness incurred or aggravated in the line of duty. The employee must be the spouse, child, parent, or next of kin of the service member or veteran.

FMLA Administration

The total leave an employee is eligible to take (number of weeks x 40 hours) will be prorated for less than full time (40 hour per week) employees;

- The Port elects to apply a rolling 12-month method, measured backward from the date an employee's first FMLA leave begins;
- As allowed by the FMLA regulations, the Port requires use of paid leave concurrently with FMLA leave until it exhausts;
- An employee must provide at least 30 days advance notice if the need for leave is foreseeable. If 30 days' notice is not practical, notice must be given as soon as both possible and practical. An employee must comply with the work unit's customary notice and procedural requirements for requesting leave, with the exception of unusual circumstances.
- As allowed by the FMLA, the Port requires certification from a health care provider when medical FMLA leave is requested. The certifications will be kept in confidential files, separate from personnel files, in Human Resources or with the Port's FMLA Administrator.
- The Port's FMLA Administrator will confirm receipt of certifications and verify the adequacy of the certification to the employee, manager, time administrator and Human Resources without disclosing specific health information.
- The Port may designate leave to be FMLA leave, even without the employee's request, if the circumstances clearly indicate that FMLA leave is justified.
- The FMLA allows employers to restrict the spouse or domestic partner, who are both employed by the same employer, to a combined total of 12 weeks of certain types of "Family Leave" during any 12-month period. However, the Port recognizes each employee individually for purposes of taking FMLA leave. Therefore, an employee and spouse or domestic partner (if both eligible, and both employed by the Port), may take 12 weeks of FMLA leave in a 12-month period simultaneously or consecutively with his or her spouse or domestic partner.
- When medically necessary, leave may be taken intermittently or on a reduced leave schedule.

- Leave taken on an intermittent or reduced leave schedule basis shall be accounted for by using a time reporting increment no greater than the shortest period of time that is used to account for other forms of leave, and shall not be more than the amount of leave actually taken.
- Leave taken on an intermittent basis shall reduce the amount of FMLA available, except in situations where employees are permitted to make up time away from work for FMLA purposes.
- The FMLA allows employers to require an employee to substitute paid leave for FMLA leave. The Port will continue its policy of requiring the exhaustion of appropriate paid leave before Leave Without Pay is authorized. Either Sick Leave or Paid Time Off can be used for "Family Leave". Union-represented employees must use paid leave in accordance with their collective bargaining agreement. An employee must use the appropriate time reporting code on time logs.
- A doctor's release to return to work is required by the Port for any employee who has been absent for two weeks or longer due to his or her own medical condition, or has been hospitalized as an inpatient.

FMLA notices are posted on bulletin boards around the Port. To request leave under the FMLA, please contact CareWorks at 1-888-436-9530. For more information about FMLA, please contact <u>Jeniann Kaelin</u> or <u>Sanders Mayo</u> in HR, or follow the following link to the <u>Department of Labor</u>.

Washington State Family Care Act (FCA)

The FCA entitles an eligible employee to take job protected leave for care of eligible family members while using his/her choice of accrued paid leave. As permitted by state and federal regulations, the Port may designate an absence from work as FMLA leave when leave taken under the FCA qualifies for leave under the federal FMLA.

In accordance with RCW 49.12.265 and WAC 296-130, employees may use accrued Sick Leave time without charging the first two working days to PTO or vacation in the following situations:

- To care for a child under 18 years of age (or over 18 but incapable of self-care due to a mental or physical disability) with a health condition:
 - \circ $\;$ That requires treatment or medication the child cannot self-administer; or
 - \circ $\;$ Where the safety or recovery is endangered without parental presence; or
 - Where treatment or preventative measures require parental authorization;
- To care for a spouse, domestic partner, parent, parent-in-law, or grandparent with a serious health condition (similar to FMLA serious health condition definitions) or who has experienced an emergency condition (a sudden, unexpected health occurrence or condition demanding immediate action, typically short-term in nature) that:
 - o Requires an overnight stay in a hospital or other medical-care facility;
 - o Results in a period of incapacity or treatment or recovery following inpatient care; or

• Involves continuing treatment under the care of a health care services provider and includes any period of incapacity to work, attend school, or perform other regular daily activities.

FCA Administration

- An employee may use his or her choice of accrued paid leave, i.e., PTO or Sick Leave. Unionrepresented employees may use accrued paid leave in accordance with their collective bargaining agreement. FCA Leave cannot be used on an unpaid basis.
- An employee must use the appropriate time reporting code on time logs.
- Leave can be taken on a continuous, intermittent, or reduced schedule basis (depending on the situation).
- Leave taken on an intermittent or reduced leave schedule basis shall be accounted for by using a time reporting increment no greater than the shortest period of time that is used to account for other forms of leave, and shall not be more than the amount of leave actually taken.
- An employee must provide at least 30 days advance notice if the need for leave is foreseeable. If 30 days' notice is not practical, notice must be given as soon as both possible and practical. An employee must comply with the work unit's customary notice and procedural requirements for requesting leave, with the exception of unusual circumstances.
- The Port may require an employee to furnish medical certification of a family member's medical condition.

Additional information about the FCA is available in RCW 19.12.265 and WAC 296-130 and the <u>Washington</u> <u>State Department of Labor and Industries</u> website.

Washington State Family Leave Act (WFLA)

The WFLA is superseded by the federal FMLA where the provisions are similar. The Port may designate an absence from work as FMLA leave when leave taken under the WFLA qualifies for leave under the federal FMLA.

a. Qualifying Leave Reasons:

- An employee who gives birth to a child(ren) is entitled to twelve work-weeks of leave in a 12-month period to bond with the child(ren). The WFLA runs concurrent with the federal FMLA (unless it has been exhausted), but does not run concurrent with absences due to pregnancy disability ordered by the employee's health care provider.
- An employee who exhausts his/her federal FMLA due to a qualifying exigency leave for a military service member for reasons not covered under the WFLA will be entitled to twelve workweeks of leave in a 12-month period

WFLA Administration

The Port will continue its policy of requiring the exhaustion of appropriate paid leave before Leave Without Pay is authorized.

- An employee is required to use paid leave concurrently with WFLA Leave until such leave is exhausted or in a manner consistent with terms of the employee's collective bargaining agreement.
- An employee must use the appropriate time reporting code on time logs.
- The number of hours of leave available during the 12 workweek leave period will be prorated for employees who work less than 40 hours per week.
- An employee must provide at least 30 days advance notice if the need for leave is foreseeable. If 30 days' notice is not practical, notice must be given as soon as both possible and practical. An employee must comply with the work unit's customary notice and procedural requirements for requesting leave, with the exception of unusual circumstances.
- Leave can be taken on a continuous, intermittent, or reduced schedule basis (depending on the situation).
- Leave taken on an intermittent or reduced leave schedule basis shall be accounted for by using a time reporting increment no greater than the shortest period of time that is used to account for other forms of leave, and shall not be more than the amount of leave actually taken.
- Leave taken on an intermittent basis shall reduce the amount of WFLA available, even in situations where employees are permitted to make up time away from work for WFLA purposes.

Additional information about the WFLA is available in RCW 49.78 and the <u>Washington State Department of</u> Labor and Industries website.

Washington State Law Against Discrimination (WLAD)

The Washington State Law Against Discrimination (WLAD) entitles an employee to take unpaid (paid leave is used when available per Port policy) job-protected leave for pregnancy related conditions, both pre- and post-childbirth. This leave runs concurrent with FMLA leave, unless FMLA leave has been exhausted, but WLAD does not run concurrent with WFLA leave.

WLAD Administration

The Port will continue its policy of requiring the exhaustion of applicable appropriate paid leave before Leave Without Pay is authorized.

- An employee is required to use paid leave concurrently with WLAD Leave until such leave is exhausted or in a manner consistent with terms of the employee's collective bargaining agreement.
- An employee must use the appropriate time reporting code on time logs.
- Leave can be taken on a continuous, intermittent, or reduced schedule basis (depending on the situation).
- Leave taken on an intermittent or reduced leave schedule basis shall be accounted for by using a time reporting increment no greater than the shortest period of time that is used to account for other forms of leave, and shall not be more than the amount of leave actually taken.

• An employee must provide at least 30 days advance notice if the need for leave is foreseeable. If 30 days' notice is not practical, notice must be given as soon as both possible and practical. An employee must comply with the work unit's customary notice and procedural requirements for requesting leave, with the exception of unusual circumstances.

Additional information about leave under the Washington State Law Against Discrimination is available at the <u>Washington State Human Rights Commission</u> website.

Washington State Domestic Violence Leave

The Washington State Domestic Violence Leave law allows victims of domestic violence, sexual assault or stalking to take reasonable intermittent job-protected leave from work on a paid or unpaid basis to:

- take care of legal or law enforcement needs;
- obtain medical treatment, social services assistance or mental health counseling; or
- take actions to increase the safety of the employee or employee's applicable family members.

Employees may also take reasonable leave to help the victim obtain treatment or seek help if the victim is a family member. "Family member" is defined in RCW 49.76 and can include a child, spouse, parent, parent-inlaw, grandparent, or person with whom the employee has a dating relationship. The Port also includes a domestic partner in the definition of a family member.

WA State Domestic Violence Leave Administration

The Port will continue its policy of requiring the exhaustion of applicable appropriate paid leave before Leave Without Pay is authorized.

- An employee is required to use paid leave concurrently with Washington State Domestic Violence Leave until such leave is exhausted or in a manner consistent with terms of the employee's collective bargaining agreement.
- An employee must use the appropriate time reporting code on time logs.
- Leave taken on an intermittent basis shall be accounted for by using a time reporting increment no greater than the shortest period of time that is used to account for other forms of leave, and shall not be more than the amount of leave actually taken.
- An employee must provide at least 30 days advance notice if the need for leave is foreseeable. If 30 days' notice is not practical, notice must be given as soon as both possible and practical. An employee must comply with the work unit's customary notice and procedural requirements for requesting leave, with the exception of unusual circumstances.

Military Leave

With appropriate military orders, employees called for active duty or active training duty in the military (including weekend reserve drills for employees who normally work weekends) shall be allowed up to 21 working days of Paid Military Leave each Federal fiscal year (October through September) as provided in and limited by RCW 38.40.060. Any amount of hours used equals one day and is counted against the 21 days.

Military Leave Administration

An employee must provide a copy of his/her military orders to his/her supervisor before the leave begins. Orders or other documentation is requested for weekend drills or other instances of military leave of 3 days or less. Orders or other documentation should be provided to the employee's manager and a copy sent to HR.

Employees called to active duty for periods of more than 3 days, including periods of active duty for training, must submit copies of their orders to their manager and HR in advance of the leave, ideally at least 2 weeks before the leave begins. When released from active duty, the reservist or member of the guard must submit copies of orders releasing them from active duty to their manager and HR.

Compensation during the leave period leave shall not exceed that which would be required to cover the number of hours regularly scheduled. For absences that exceed 21 working days, employees may use PTO, and Leave Without Pay shall be allowed at the employee's request. In some situations, Port Supplemental Military Pay is available after the 21 days of paid military leave are exhausted to make up the difference between an employee's Port base pay and their military pay. Supplemental Military Pay is available when an employee's guard or reserve unit is activated as a result of a Presidential Order or result of a declared state of emergency at the State or National level.

Washington State Military Family Leave Act (WMFLA)

The Washington State Military Family Leave Act (RCW 49.77) provides up to 15 days of unpaid leave for an employee whose spouse or domestic partner is a member of the United States armed forces, National Guard or reserves and has been called to active duty or is on leave from active duty deployment, during times of military conflict declared by the President or Congress.

WMFLA Administration

The Port will continue its policy of requiring the exhaustion of applicable appropriate paid leave before Leave Without Pay is authorized.

- An employee can, but is not required, to use paid leave concurrently with Military Family Leave until such leave is exhausted or in a manner consistent with terms of the employee's collective bargaining agreement.
- The employee may choose to substitute any form of accrued paid leave for any part of the Military Family Leave period.
- An employee must use the appropriate time reporting code on time logs.
- An employee must notify his or her supervisor or manager within five (5) business days of receiving official notice that his or her spouse will be on leave from deployment or of an impending call or order to active duty, of the employee's intention to take leave.

Bereavement Leave

Bereavement leave may be granted for the death of family members; defined as the death of an employee's spouse or domestic partner, the employee's (or employee's spouse or domestic partner's) parent, child, stepchild, sibling, grandparent, grandchild, aunt, uncle; or a sibling's spouse, domestic partner or child. It may also be used in the case of a miscarriage. If additional time is needed to cope with the loss of a family member, Sick Leave may be used. Eligibility and Guidelines can be found in <u>HR-5 Leave Policy and Procedure</u>.

Civic Duty Leave (Jury Duty)

An employee is entitled under Washington State law (RCW 2.36) to serve as a juror when a summons is received. An employee shall not be deprived of or denied promotional opportunities because the employee receives a summons, responds to the summons, serves as a juror, or attends court for prospective jury service.

Supplemental Pay for Civic Duty Leave

In addition to time off, the Port provides regular compensation to eligible employees. The Port will pay Regular and Limited Duration employees their normal salary less any compensation (excluding mileage and meals paid by the court) received for Civic Duty service during the period of leave. (Does not include Emergency Hires, Veteran Fellows, or Interns)

Employees are required to forward their jury duty compensation, including the receipt for said compensation, paid by the court to the Port's payroll department (via personal check) upon their return from jury duty.

Employees on swing or graveyard shifts shall be paid by the Port (in lieu of working) for their shift immediately preceding the start of jury duty. If the employee's next scheduled Port of Seattle work shift starts less than 12 hours after the end of jury duty, and jury duty is not scheduled for the next day (e.g., on a weekend or at the completion of jury duty), the employee shall be paid by the Port (in lieu of working) for the number of hours required to provide the employee with a 12-hour break.

Example: if jury duty ends at 4:00 p.m. and the employee's work shift begins at 10:00 p.m., the employee will receive pay from the Port in lieu of working from 10:00 p.m. to 4:00 a.m.

An employee must use the appropriate time reporting code on time logs. Additional information regarding Jury Duty is available in HR-5 *Leave*, and RCW chapter 2.36

Subpoenaed Witness Leave

When an eligible employee is subpoenaed as a witness under circumstances which are determined by Human Resources leadership to be related to or involve the Port, the same pay conditions listed for jury duty shall apply.

Paid Parental Leave

The Port recognizes the importance of time spent with the addition to your family and Paid Parental Leave provides up to four (4) weeks of paid time off to be taken in one consective block of time following a qualifying event (see HR-5 Leave Addendum). Once your family is aware of an upcoming birth, adoption, or foster care placement, it's time to start planning time off to bond with your new child. Paid Parental Leave must be used concurrently with FMLA Bonding Time if available and applicable and is managed by CareWorks.

Contact CareWorks to apply at 1-888-436-9530. If you have questions you may also contact portbenefits@portseattle.org

References:

- Paid Parental Leave Procedure
- HR-5, Leave Policy and Procedure
- HR-5 Leave Addendum

Shared Leave

The Port of Seattle Shared Leave Program allows employees to support fellow Port employees by donating accrued leave hours to employees who are suffering from a serious illness, injury, or other condition not related to a Workers' Compensation claim and that has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment. This includes the disability portion of a maternity. It may also include time off needed by the employee to care for a child, spouse or domestic partner, parent, or the parent of a spouse or domestic partner who is suffering from a serious illness, injury, or other medical condition. Non-Represented employees are eligible to participate in the Shared Leave Program if they are eligible for the Port's PTO/Sick Leave plans. Represented employees are eligible if Shared Leave is a stated benefit in their CBA. Employees must exhaust all accrued leave prior to the use of Shared Leave.

Guidelines for Shared Leave are located in the <u>HR-5 Leave Policy and Procedure</u>.

Awarded Time

Circumstances may require salaried (exempt, non-represented) employees to work more than 80 hours in a pay period in order to achieve Port objectives. Awarded Time gives managers a way to recognize these commitments and to allow managers to award additional time off for post-probationary employees in recognition of extra hours worked to ensure important goals and deadlines are met or to otherwise accomplish Port objectives. Awarded Time is not "comp time." It doesn't compensate employees on an hour-for-hour basis for hours worked beyond their regular work schedules. Awarded Time is not intended to extend an employee's regular work schedule on an extended or regular basis.

Guidelines and the administrative process for Awarded time is located in the <u>HR-5 Leave Policy and</u> <u>Procedure</u>.

Faith or Conscience Days

An employee is entitled under Washington state law (RCW 1.16.050) to two unpaid holidays per calendar year for religious holidays, services and other activities organized by a religious organization. The law also applies to employees who desire time off for reasons of conscience, thus covering employees who do not belong to organized religions.

Administration of Faith or Conscience Days

Denying Requests for Leave: The Port of Seattle may deny requests for leave under the law if the absence would impose "an undue hardship," or if the employee's presence is necessary to maintain "public safety." The Washington Office of Financial Management ("OFM") created a temporary emergency rule defining "undue hardship" as an action requiring "significant difficulty or expense to the employer."

Employees need to follow their department's process for requesting a planned absence, specifying that the request is for Faith or Conscience Day(s) Leave. Decisions to deny a Faith or Conscience Day must be documented in writing and maintained by the department.

Life and Disability Insurance

Life and disability insurance benefits for represented employees vary by group, and are contained in the applicable <u>labor contracts</u>.

Basic Life

The Port provides a Basic Life insurance benefit of twice the employee's annual salary rounded up to the next \$100 increment to a maximum of \$600,000 without requiring evidence of medical insurability. Dependent life insurance is also provided at \$1,000 per eligible family member. Coverage begins the first day of the month following the date of hire or on the date of hire if hired the first of the month for: (a) regular non-represented full-time and part-time employees regularly scheduled to work at least 21 hours per week, (b) limited duration employees, and (c) certain represented employees as provided by labor contracts. Emergency hires, interns, veteran fellows and on-call employees are not eligible.

Employees wanting to avoid possible taxable income from the Port-provided Basic Life benefit can elect \$50,000 of coverage in lieu of coverage equalling two times annual salary. Should this option be elected, the employee would need to provide evidence of insurability if an increase in coverage is later requested. Coverage would then be subject to approval by the insurance company. Please refer to <u>Compass</u> for more information.

Voluntary Additional Life

Employees who are covered by the Port-sponsored Basic Life insurance policy may purchase voluntary additional life insurance for themselves, and/or spouses or domestic partners. Evidence of insurability is required and coverage is subject to approval by the insurance company. However, if application is made within 30 days of date of hire, \$50,000 of guaranteed issue coverage for the employee will be provided and

\$25,000 of guaranteed issue coverage for the employee's spouse or domestic partner. Emergency hires, interns, veteran fellows and on-call employees are not eligible.

Basic Accidental Death & Dismemberment

The Port provides a benefit of twice the employee's annual salary rounded up to the next \$1,000 increment due to an accidental death or dismemberment. Coverage begins the first day of the month following the date of hire or on the date of hire if hired the first of the month for: (a) regular non-represented full-time and part-time employees regularly scheduled to work at least 21 hours per week, (b) limited duration employees, and (c) certain represented employees as provided by labor contract. Emergency hires, interns, veteran fellows and on-call employees are not eligible.

Voluntary Additional Accidental Death & Dismemberment (AD&D)

Employees who are covered by the Port-sponsored Basic Accidental Death & Dismemberment insurance policy also may purchase voluntary additionalaccidental death and dismemberment insurance for themselves and/or dependents in increments of \$10,000 to a maximum of \$100,000. Coverage begins the first day of the month following the date the application is processed by Human Resources for: (a) regular non-represented full-time and part-time employees regularly scheduled to work at least 21 hours per week, (b) limited duration employees, and (c) certain represented employees as provided by labor contract. Emergency hires, interns, veteran fellows and on-call employees are not eligible.

Long-Term Disability (LTD)

The Port provides Long-term Disability insurance with a monthly benefit equal to up to 60 percent of an employee's monthly base salary, including any shift differential pay. The benefit waiting period is 45 calendar days, or the exhaustion of the employee's sick leave, whichever is longer. Coverage begins the first day of the month following the date of hire or on the date of hire if hired the first of the month for: (a) regular non-represented full-time and part-time employees regularly scheduled to work at least 21 hours per week, (b) limited duration employees, and (c) certain represented employees as provided by labor contracts. Emergency hires, interns, veteran fellows and on-call employees are not eligible.

Business Travel Accident Insurance

The Port provides Business Travel Accident insurance with a benefit of up to \$100,000 upon accidental death or dismemberment while traveling on Port business. Coverage begins the first day of the month following the date of hire or on the date of hire if hired the first of the month for: (a) regular non-represented full-time and part-time employees regularly scheduled to work at least 21 hours per week, (b) limited duration employees, and (c) certain represented employees as provided by labor contracts. Emergency hires, interns, veteran fellows, on-call employees, police officers, firefighters, and security guards are not eligible.

Retirement and Deferred Compensation

Union-represented employees are provided retirement benefits as stipulated in their collective bargaining agreement.

PERS

As employees of a public agency, Port employees are generally eligible for the Washington State Public Employees' Retirement System (PERS) pension plans. Contribution and benefits rates are set by the state, and include both an employee and employer contribution. Vesting (when you gain eligibility to receive a pension benefit at a future date) and retirement requirements are determined by age and years of service. Participation in the plan begins with the date of hire.

Washington State Department of Retirement Systems (DRS)

- Customer service: 1-800-547-6657
- <u>www.drs.wa.gov</u>

Represented employees may participate in union-sponsored trust plans rather than PERS, as contained in their <u>labor contracts</u>.

457 Deferred Compensation Program

Employees can also save for retirement by enrolling in the Port's 457 Deferred Compensation Program. Deferred Compensation is a voluntary tax-deferred payroll deduction savings plan for all non-represented and represented employees. Beginning in January 2019, employees may also enroll in a 457 Roth plan and contribute after tax dollars via payroll deduction. Interns, Veteran Fellows, and on-call employees are not eligible to participate for either plan. The waiting period to enroll is one full calendar month (30-days) from the date of hire. Payroll deductions can be changed in PeopleSoft HCM Self-service as of December 3, 2018 at any time and may begin the month after electing the first contribution in HCM. Subsequent 457 contribution changes will take effect with the next available payroll cycle. Maximum annual contribution levels may be adjusted yearly as per federal tax law. Rates of return are dependent on the types of investments an employee selects.

To view account balances, designate beneficiaries, and make investment changes, employees will need to create a a user ID and password on the <u>ICMA-RC website</u>. If no investments are selected by the employee, a default portfolio will be automatically applied and may be changed by the employee at anytime by logging into account access with <u>ICMA-RC</u>.

Updates to your name, address, or marital status may be done through HCM self-service. After 12/3/18, 457 contributions may also be updated through HCM self-service.

ICMA-Retirement Corporation (ICMA-RC) – Plan Administrator

- Customer service: 1-800-669-7400
- Website: <u>http://www.icmarc.org/portofseattlewa.html</u>

401(a) Supplemental Savings Plan

If a non-represented employee is actively contributing to their 457 deferred compensation plan, the Port will contribute pre-determined matching funds into a 401(a) Supplemental Savings Plan after completion of six months of employment. Employees rehired after any period of time away from the Port will be reset to the first tier in the chart below. The match amount is based on tenure as follows:

457 Match for 401(a) Plan		
Length of Service	Port Match	
6 months through 4th year	\$1,000	
5th through 9th year	\$1,200	
10th through 14th year	\$1,400	
15th through 19th year	\$1,600	
20th through 24th year	\$1,800	
25th through 29th year	\$2,000	
30+ years	\$2,200	

*The Port makes contributions to uniformed Police and Fire employees' 401(a) accounts in lieu of Social Security or pension contributions as specified in their collective bargaining agreement.

The Deferred Compensation Administrative Committee holds quarterly meetings that employees are welcome to attend. Meeting dates, agendas, and minutes are posted <u>here</u>.

For more information, please visit the <u>Retirement Benefits</u> page.

Mandated Benefits

As required by federal, state, or local laws, the Port provides the following benefits beginning on the date of employment. Information about each of these benefits is included in <u>HR-31 Benefits for Non-Represented</u> <u>Employees</u> and <u>HR-5 Leave Addendum</u>:

- Federal Insurance Contributions Act (FICA)
- Industrial Insurance or Other Duty Disability Benefits
- Unemployment Compensation
- Paid Sick Leave

Commuter Benefits

As employees of an agency that facilitates transportation, eligible Port employees enjoy some unique commuter benefit programs, including a subsidized ORCA card and subsidized parking. Limited electric vehicle charging is also available at SeaTac Airport.

The ORCA Program

The Port of Seattle subsidizes the One Regional Card for All (ORCA) transportation pass for employees. The card provides transportation services spanning the entire region and access to the Carpool, Vanpool and Metro VanShare program as well as the Guaranteed Ride Home service. ORCA cards are valid through January 31 each year; ORCA cards issued on, or after February 1 will be valid until January 31 of the following year.

You can buy public transportation at a great rate with the Port-subsidized ORCA card. With this card, employees will have unlimited access to the entire region on:

- Community Transit, Everett Transit, Kitsap Transit, Metro Transit, Pierce Transit, Sound Transit
- Sound Transit Link Light Rail
- Sound Transit Sounder Commuter Rail
- King County Water Taxi
- Ferry Reimbursement

If you commute to work via a Washington State Ferry, beginning February 2018, the monthly maximum reimbursement amount has increased from \$40/month to \$50/month. To receive reimbursement, participants must submit an e-expense claim on at least a quarterly basis using the current expense claim program. Participants are strongly encouraged to submit an e-expense claim on a monthly basis to facilitate budget management. A receipt is required for reimbursement. All expense claims for reimbursement must be submitted in the same budget year as the expense was incurred. Exception: December reimbursement claims must be submitted by January 15 of the following year for reimbursement.

If an expense claim is not submitted within the time frame outlined above, the reimbursement request will be denied, barring extenuating circumstances.

An ORCA card also provides access to the following two services:

- Home Free Guarantee emergency ride home service (up to eight times per year) if you walk or ride your bike to work, or participate in one of the following shared ride program
- Carpool, VanPool, or VanShare program offered through local transit systems

For more information on ORCA services and options, please contact Nicole Martin, 787.3617 or your local transit agency. To learn how to renew or purchase an ORCA card, <u>click here</u>.

Subsidized Employee Parking

Parking Access Cards to SeaTac Airport Garage and the Bell Street Pier Garage

Parking garage access cards are to be used for employees' use when commuting from their home to work, or while on official Port business, and may be used only by the employee the card is assigned to. Unauthorized

use by anyone other than the employee to whom the card was issued may be grounds for discipline, including termination of employment.

The Port provides parking for employees at their assigned work location for commuting purposes and parking at other Port locations for business purposes by validation or reimbursement. With manager approval, having parking card access to both Port parking garages is also available when an employee has a business need to regularly access the second parking garage.

Tax Implications: The Port is required to tax employees on the value of their monthly parking that exceeds the IRS tax-free limit for employer-provided parking. The Port will add the excess value to the employee's taxable income, and payroll taxes will be withheld from the employee's paycheck. The taxable excess value is the difference between the monthly value of parking at the Port-owned garage(s) and the IRS-determined tax free limit.

Please see the Human Resources Compass page for <u>Employee parking</u> for more specific information and to access the request form.

Parking Validation

The Port will validate employee parking while conducting Port business at the Port-owned parking garage where an employee does not have a parking access card. Parking validation is intended for occasional use for Port employees and not for daily parking for commuting purposes. Please see the <u>Employee Parking</u> <u>Validation page</u> for more information and for specific procedures based on parking location.

Parking Reimbursement

If an employee pays for their time parked at either Port-owned parking garage for Port-related business and doesn't have a parking access card, or did not receive validation, they may pay for the time parked and file an expense claim for reimbursement. Please refer to the guidelines for filing a Concur claim <u>here</u>. More details regarding parking validation are available <u>here</u>.

Electric Vehicle Charging

The Port provides electric vehicle charging stations at the Sea-Tac Airport Parking Garage and North Employee Parking Lot that are available to employees on a first come, first serve basis. Use of the charging stations is available free of charge. The permitted use of and cost of electric vehicle charging stations is subject to change at anytime.

Work-Life and Other Benefits

In addition to the plans and programs listed above, any Port employee may choose to participate in any combination of the benefits programs below. These programs round out the Port's benefit package with some programs that are unique to the Port of Seattle.

Employee Vacation Parking

Eligible Port of Seattle employees may use the Airport main parking garage or the Bell Street Pier Garage during their personal vacations and Port-related business travel by submitting the <u>request form</u>. Once submitted, employees will receive a parking assignment confirmation from either the Airport Toll Plaza staff, or the Pier 69 Facilities staff, depending on which location is requested. Requests must be submitted no later than 48 hours prior to departure and no sooner than two weeks prior to departure. For more information and to complete the request form, visit the <u>Employee Parking</u> on Compass.

Employee Assistance Program (EAP)

The Port's Employee Assistance Program (EAP), Wellspring Family Services EAP, can help you balance your personal and work life. Wellspring EAP Family Services offers a wide variety of services to Port employees, from locating child care or summer camps for your kids to private counseling consultations. Visit the <u>Employee Assistance Program</u> page on Compass to learn more.

Wellspring Family Services EAP 800.553.7798 TTY: 866.704.6355

Facilities

The Port offers employees the opportunity to work at unique facilities at the airport and on the waterfront. All Port offices are non-smoking and wheelchair accessible. Both Pier 69 and Sea-Tac have gyms, locker rooms with showers, private rooms for women who are breastfeeding and need to express milk (arrangements can be made at other locations if needed), and secure bicycle commuter storage facilities.

Discounts and Deals

As a Port employee, you can get discounts on a range of goods and services, from discounted tickets on the Victoria Clipper to discounted mobile phone service and an array of other product discounts.

Alternative Work Arrangements (AWA)

Alternative Work Arrangements are authorized by the <u>Alternative Work Arrangement Policy, HR-15</u>. Please be sure you are familiar with the policy before applying for an AWA schedule. An **Alternative Work Arrangement (AWA)** is a work schedule other than the Port's standard Monday through Friday, 8:00 a.m. to 5:00 p.m., from a Port of Seattle location, and may include teleworking from an off-site or home location.

ELT members will determine at what level of management AWA approvals are delegated in their division or department, and how approvals are delegated. AWA schedules may be requested and approved, on a short-term (up to 4 weeks) trial basis, by employees within their probationary period (first six months of employment with the Port). Port leaders and authorized managers have the flexibility to manage work schedules to meet the Port's business needs including expectations of internal and external Port customers as well as the preferences of employees within the work group.

AWA Options

The following AWA options are available. Any combination may be considered and discussed between you and your manager.

A **compressed work week** is a work schedule where employees work longer hours per day over fewer days during a week or pay period.

Some examples include:

- Four-ten Schedule: Work four (4) 10 hour days per week to equal 80 hours per pay period.
- **Nine-day Schedule:** Work five (5) days one week and four (4) days the next week to equal 80 per pay period. To ensure compliance with the Fair Labor Standards Act (FLSA), hourly employees may not work more than 40 hours in a work week and have the option to work five (5) 8-hour days one week and four (4) 10-hour days the other week of a Port pay period. Salaried employees have more flexibility in how they schedule the 80 hours of a Port pay period over 9 work days.

Flextime allows for an earlier or later start time earlier or later than the Port's standard 8:00 a.m. Flextime schedules may either be "fixed" (e.g. 7:30 a.m. to 4:00 p.m. with 60 minutes for lunch), or "floating" (e.g. start between 7:00 a.m. and 8:00 a.m., with 30 to 60 minutes for lunch, stop between 3:00 p.m. and 4:30 p.m., varying day by day).

Teleworking (formerly referred to as telecommuting) is working from an off-site or home office location. Employees must work from a Port of Seattle location a minimum of three (3) days per week and maintain core working hours between 9:00 a.m. - 3:00 p.m.

Meal Breaks are unpaid time where employees are completely relieved of work duties. Meal breaks are not included in calculating hours worked (e.g. 8 hours plus 30 minutes for lunch equals 8.5 hours at work). To comply with federal and state law, the Port is required to provide, and ensure that hourly employees take a minimum 30-minute meal break beginning no later than five (5) hours after the start of the shift. The Port expects salaried employees to take a minimum 30-minute meal break minimum 30-minute meal break beginning no later than five (5) hours after the start of the shift. The Port expects salaried employees to take a minimum 30-minute meal break midway through their work day.

Employees are eligible for a **rest period** defined as at least 10 to 15 minutes of paid time relieved from work for every four (4) hours worked. Rest periods should be taken as near to the middle of the work period as possible.

Who Benefits?

Port of Seattle Benefits

- Attract and retain skilled employees
- Enhanced productivity and efficiency
- Supports the Port's commitment to protect the environment

Employee Benefits

- Reduced commute time and costs
- Enhanced productivity and efficiency
- Enhanced work / life balance

Who is Eligible for an AWA?

To be considered for an alternative work arrangement schedule, employees must be a current regular fulltime or part-time Port employee residing within the State of Washington. Employees must have successfully completed their probationary period and have a history of work performance at or above the "strong" or "meets expectations" performance rating, depending upon the type of review.

During an employee's probationary period (first six months after being hired at the Port) AWA schedules may be requested for a trial period (generally 3 to 4 weeks) when mutually agreeable. The employee may complete the AWA request form to facilitate a dialog between the employee and the manager, but the form is not required for this purpose. The AWA schedule should be formally requested and evaluated again at the end of the probationary period and an AWA request form submitted for approval.

Things to consider when requesting an Alternative Work Arrangement

- Impact on teamwork; who will be in the office and who will be working remotely?
- Ways to communicate with your manager and/or team and customers by leveraging technology (i.e. skype, IM, etc.)
- Ways to organize work to support efficiency both at the office and while teleworking
- How best to address distractions in the home; kids, dogs, neighbors, etc.
- Setting goals for work to complete while teleworking
- Attending meetings; can they be attended virtually or is it preferable or mandatory to attend in person? There may be times when you may need to be in the office on a scheduled telework day. The needs of the Port and the entire team are a priority.

Additional AWA Considerations

Job Duties, Obligations and Responsibilities

The same job requirements are in effect whether employees are on an alternative work schedule, or teleworking. This includes adherence to all Port policies and procedures.

Managers and employees should allow up to two weeks' notice for any change to an AWA schedule and are encouraged to document and communicate the reason for a change. The opportunity to have an alternative work arrangement is based on the discretion of the manager. If the employee's position or supervisor changes the employee may need to reapply.

Work Schedule and Leave

Employees and managers should work collaboratively to define and agree on the teleworking work schedule. Employees must work at a Port location a minimum of three days per week and the employee's work day must include the core business hours of 9:00 a.m. - 3:00 p.m. Employees may be required to work at a Port worksite on a scheduled teleworking day to ensure needed staffing or for other reasons Port leadership may determine. In this event, employees may not substitute another day as an AWA day unless approved by their manager.

Employees can use paid time off (PTO) and sick leave (SL) on teleworking days, and should arrange for PTO and SL in the same manner as if they were working at a Port worksite. While teleworking, employees must maintain their agreed-upon work hours and take regular lunch breaks and rest periods, just as they must do when working at a Port location. Employees in non-exempt (overtime-eligible) jobs are required by law to take these breaks.

In addition, if you are in a non-exempt job, employees must report all hours worked when entering their time for the pay period, and all overtime must be pre-authorized. It is important that employees notify their manager when they begin their work day, begin and end their lunch period, and end their work day.

Managers are encouraged to review the AWA schedule with employees working the AWA annually during the PerformanceLink year-end discussions.

Teleworking Considerations

The type of work an employee performs is a primary consideration for teleworking. Other important considerations are:

- the need for in-person interaction with other staff and external customers.
- the need for specialized equipment or software.

To be considered for teleworking, employees must be able to work well independently, and effectively communicate via phone, skype, and email with supervisors, co-workers, and customers. In addition, employees who telework must have a safe and ergonomic home office environment and the necessary tools and technologies to telework. Teleworking is not always conducive or the best option and no employee is guaranteed the opportunity to telework.

On teleworking days, employees will spend the entire workday at their home work site, and not split the day between their home work site and a Port work site. Splitting the day between the two locations must be approved, in advance by their manager unless circumstances at work require that they come to the Port location after their teleworking day has begun. Teleworking is not a substitute for dependent care. Employees are expected to make dependent care arrangements during their scheduled teleworking hours.

Teleworking Safely

While teleworking, the employee's home becomes their workplace. To ensure a safe work environment, please read the <u>Home Safety and Ergonomic Guide</u> to keep the home workplace free from hazards. While working from a home office, employees are covered by the Port's Worker's Compensation program. Injuries while teleworking must be reported as if they happened at a Port facility, with notifications to Health and Safety and their manager. Instructions for reporting injuries are listed on the <u>Health and Safety website</u>. If injured while teleworking, the employee's home work site may be inspected by Port personnel. Inspections shall be requested through Health and Safety.
Worker's Compensation will not apply to non-job-related injuries that occur in the home. Employees are responsible for injuries to third parties and/or your family members on their premises. *The Port of Seattle will not be responsible for injuries to third parties or members of the employee's family that occur at your home.*

No in-person business meetings with internal or external customers, clients, or colleagues may be conducted at the employee's home work site.

Teleworking Hardware, Software and Supplies

Nobody expects employees to build a cubicle in the living room in order to telework. However, the home work station must include all the equipment, technology, and supplies that are required to perform regular work duties. It's the employee's responsibility to identify the equipment, technology, and supplies they will need to successfully complete their work and stay in contact with their supervisor, coworkers and customers.

Not all teleworking requires sophisticated technology—there are a number of tasks that don't require special equipment. Employees should discuss with their manager the equipment and technology needed to telework effectively and meet performance expectations. Other than Port issued equipment, employees may need to provide other equipment, including Internet access, printer, or scanner themselves.

If their work requires the use of a computer, employees must work on a Port-owned laptop. In addition, if it is required to access the Port's network while teleworking (beyond email access via Outlook Web Access or smart phone), a Port laptop equipped with Virtual Private Network (VPN) must be used.

Also, please be aware that if the employee uses their personal computer, phone, or any other device to conduct Port business, any records produced by such use are subject to disclosure under the Washington Public Records Act. The Port bears no responsibility for any loss, damage or theft to personal equipment or to the employee's personal residence while teleworking.

Technical Support

All teleworkers eventually need some form of technical support. <u>ICT's "Self Service" page</u> on *Compass* is a good place to start if you have questions. A service request may be submitted through the <u>ICT Service and</u> <u>Support portal</u>. The ICT Service Desk can be reached at 206.787.3333. The ICT Service Desk will troubleshoot and manage Port equipment, but cannot troubleshoot your home Internet or wireless networks.

Teleworking Expenses

Teleworking expenses, such as the cost of home Internet and telephone access, as well as other equipment such as a printer or scanner are the teleworker's responsibility.

Damage to Equipment

The Port of Seattle bears no responsibility in any manner for personally owned equipment used while teleworking. Employees are responsible for the maintenance and repair of their own equipment.

Damage, loss or theft of Port-owned equipment must be reported immediately to the employee's department, as well as Risk Management as specified in current port policies and procedures.

Teleworking Security

As a teleworker, employees are expected to maintain the confidentiality of Port information and documents by transporting, maintaining and disposing of such information and documents in a secure manner. To minimize the possibility of a security breach, it is strongly encouraged to work with electronic, rather than with paper documents while teleworking. Employees are also expected to prevent unauthorized access to any port computer, laptop or software. Please refer to the <u>Electronic Systems Policy (Code of Conduct CC-7)</u> for the requirements on using Port systems responsibly.

Training, Feedback and Evaluations

Prior to participating in the teleworking program (whether as a 'scheduled' or 'occasional' teleworker), employees are strongly encouraged to view the Port's teleworking training video located on <u>Compass</u>, however it is not required.

Expectations and Responsibilities of Employees and Managers

A successful teleworking experience depends on the behavior and support of both employees and managers. To this end, supervisors and managers are expected to:

- Set expectations for voicemail, Skype, email, and phone check-in on teleworking days.
- Maintain open dialogue with teleworkers and communicate any concerns or issues as soon as practical.
- Ensure PerformanceLink performance goals and development goals are current.
- Evaluate performance of teleworkers focusing on work results.
- Consider allowing teleworkers to attend meetings via skype or conference call, when practical.

Expectations and Responsibilities of Executives

- ELT members may delegate the authority to approve AWA schedules for their division or departments.
- ELT members may decide what types of AWA decisions to delegate as well as how far into their division/department to delegate them.
- ELT members may decide, or delegate to the decision, to require an annual review or resubmission of AWA schedules for their division/department.

AWA Program Application Process

- Speak with your supervisor or manager about the possibility of an alternative work arrangement. The discussion should include the benefits to your immediate work group and the Port in general, as well as how it would benefit you. You should also address any challenges that an AWA might present, and ways to overcome the challenges.
- 2. Complete the Alternative Work Arrangement form, and submit it to your manager, or authorized AWA delegate for approval

Who to contact with questions

If you have questions about the form or the procedures for requesting an AWA schedule, you may contact James Campbell, Ann McClellan, or Tammy Woodard in Human Resources. For questions about who to submit the application to, or AWA options, contact your manager.

Learning and Development

Learning and development provides opportunities to grow yourself personally and professionally to contribute and achieve the Port's mission and vision.

The core principles related to Learning and Development programs are:

- The Port will provide a range of learning and development activities for all employees that support personal and professional aspirations
- Employees will receive regular feedback on their performance
- Employees play an important role in their own development
- Leaders will demonstrate support for learning and development for themselves and their staff

Human Resources' Talent Development and Diversity team delivers programs and courses such as Frontline Leadership, New Employee Orientation for managers and staff, leadership programs, internal internships, mentorships and custom classes such as *Encompassing Everyone: Diversity and Inclusion at the Port* or *Going the Extraordinary Mile* (customer service).

HR administers the organization's tuition reimbursement program, partners with others to select appropriate coaching resources for individuals, and provides open enrollment classes on a wide range of conventional topics through the Port's Learning Management System (LMS).

HR also provides curriculum and instruction consultation to internal clients and provides guidance on resources related to professional or technical development related to one's job.

The current Learning and Development (L&D) strategic plan includes the following:

- Learning and development are core values and a key investment in the Port's performance and success.
- L&D supports, mobilizes and collaborates widely to develop proficient, engaged, and agile employees who share accountability for their careers and contributions.
- L&D and its partners are committed to assessing the effectiveness of learning programs and methods in order to achieve desired results.

Stretch Assignments

Stretch assignments are experiences that challenge and potentially broaden a person's current capabilities; e.g., assignments that require someone to manage and negotiate change, exert influence over others, and build coalitions.

They are developmental opportunities and as such:

• Coaching and guidance are required to support the assignment's success.

- A change in compensation is generally not required.
- Have defined start and end dates lasting no longer than six months, and the employee is working at a minimum of 50% of full time on the assignment
- Have defined goals and responsibilities that are monitored throughout the assignment
- The assignment aligns with the employee's current development goals, and those goals are monitored throughout the assignment

Temporary assignment pay may be considered when the assignment is being made to backfill a regular position that has a temporary vacancy.

Please visit the <u>Talent Development</u> page on Compass for more information on learning and development opportunities and programs.

Tuition Reimbursement

Guidlines for degree tuition reimbursement:

- Employees planning to pursue a degree must plan ahead and submit their Request for Degree
 Program Approval by July 1 of the current year for study beginning any time the following year. The
 review committee meets and reviews all applications to determine recommendations for who should
 be awarded tuition for the next fiscal year based on projected budget availability and criteria below.
 They will make recommendations to the Senior Director, Human Resources in priority order, if
 required.
- In the event Human Resources determines that funds budgeted for tuition reimbursement will not be fully utilized in any given year, the Senior Director- Human Resources may elect to open program approval process noted above to employees enrolling in, or currently enrolled in, a degree program in the fall of the current year. The approval process and all other aspects of the tuition reimbursement program will apply to employees requesting tuition reimbursement for their program. Additional application cycles may also be opened by HR as budget allows.

Information once in the tuition reimbursement program:

- Recipients of tuition awards must begin their course of study in the year for which approval was granted or they will forfeit the funds and must reapply in a future year.
- After program approval by the Senior Director, Human Resources, the employee must submit the <u>Advance Notice of Degree Coursework</u> form to Human Resources as noted on the form at least two weeks in advance of each session (i.e., quarter, semester, etc.). If such Quarterly/Semester/Session Advance Notices are not submitted at least two weeks in advance, they may not be approved.
- Reimbursement consists of tuition only (or tuition for degree-required pre-requisite courses). Tuition is determined by the higher education institution. There is NO reimbursement for books, lab fees, parking fees, or class materials.

- Participation in degree programs is not paid time. With their manager's approval, employees may select an Alternate Work Arrangement (AWA) to support their program participation.
- Employees are expected to complete their educational programs within six (6) years and are encouraged to submit evidence of degree completion to Human Resources.

Procedures for obtaining reimbursement

After program approval, to receive tuition reimbursement, an e-expense claim must be submitted no later than three (3) months after course completion with:

- A copy of the itemized tuition invoice.
- Evidence of satisfactory course completion (i.e., unofficial grade transcripts showing at least a grade of "C" or higher or its equivalent).

Tuition expenses submitted for reimbursement will always be applied (against the annual tuition cap) in the calendar year in which the reimbursement payment is received by the employee.

Requesting hardship payment (in advance) for pre-approved degree programs

With prior approval from Human Resources, payment may be made on a hardship basis in advance of the course or session start date if without such assistance the employee would be prevented from enrolling.

- The employee must submit a <u>Request for Hardship</u> form for each session of study (i.e., quarter, semester). If approved, the employee must submit a tuition invoice/statement from the school to Human Resources for processing.
- The employee must submit evidence of satisfactory completion of the course to the HR Administrator within 30 days of course completion.
- In the event the employee does not satisfactorily complete a course for which advanced reimbursement was provided, the employee must immediately arrange a repayment schedule with Human Resources.

Important tax information regarding tuition reimbursement

The Port's program to reimburse college or graduate school tuition expenses is a qualified educational assistance program under Section 127 of the Internal Revenue Code. As such, tuition reimbursements in excess of \$5,250 a year will be taxed regardless of whether the college or graduate school courses are job related. The Port does not provide tax advice. Employees should consult their personal financial or tax advisors for advice regarding IRS tuition tax implications.

For further information or to assist your educational planning, please contact Desiree Prewitt or Chandra Winston.

Recognition

Recognition at the Port is acknowledgement and celebration of employees' unique contributions that align with Port values. Recognition may be individual or team-based, formal or informal, tangible or intangible.

The core principles related to Recognition programs are:

- Employee and team accomplishments should be regularly recognized
- Recognition should be meaningful to those being recognized
- Employee tenure should be recognized
- Retiree contributions to the Port should be acknowledged

There are four types of recognition at the Port: Appreciation, Acknowledgement, Recognition Events, and Awards. <u>The Employee Recognition policy, HR-13</u>, provides details on these different types of recognition.

Recognition Events

<u>Employee Recognition</u> Events require support from a division leader, or member of the Executive Team and advance approval of the event by Human Resources. To request advance approval of an employee recognition event, complete a <u>Request for Employee Recognition Approval</u> and submit it per the instructions on the form. Please be sure to include the reason for the recognition, names of those being recognized, and the agenda for the event, estimated duration, location, and date of the recognition event. Contact <u>James</u> <u>Campbell</u>, <u>Total Rewards Analyst</u> for assistance with employee recognition events.

Recognition Awards

Recognition Awards are the result of Port-wide or departmental programs. Awards are reviewed periodically to ensure continued alignment with the Employee Recognition Policy and the recognition principles of the Total Rewards Philosophy.

HR administers the following Employee Recognition Award programs:

Service Awards

Service Awards recognize employee service to the Port of Seattle by celebrating milestone service anniversaries every five years, beginning with the employee's five year anniversary. The <u>Service Award</u> <u>program</u> includes an invitation for the employee and a guest if he or she chooses to attend the quarterly Service Award Luncheon. Employees also receive a Service Award pin to commemorate each milestone anniversary. In addition, employees with at least 10 years of Port service are able to select a service award gift as a thank you from the Port for their service. More details on the Service Award program are available on <u>Compass</u>. You may also contact <u>Brandy Brown</u> for additional information.

Charles Blood Champion Of Diversity and Inclusion Award

The Charles Blood award is given to a Port employee that embodies the Port's commitment to diversity and inclusion. Diversity and inclusion is essential in preserving the integrity of Port programs. Candidates for the award exhibit initiative to further diversity throughout the Port organization or community. The selection process includes a nominating team who review applicants. A committee comprised of former award winners then selects the winner. The Winner is acknowledged in an annual ceremony and given the choice of a diversity and inclusion training. For more information about the award, visit <u>Compass</u>, or contact Tracy Patterson, Diversity and Development Manager.

Women's Outstanding Achievement Award

Each year during March the Women's outstanding achievement award is given to four women to recognize significant accomplishments in their work at the Port. This award is part of the women's initiative aimed to improve inclusion and equity at the Port for women. In order to nominate an employee a nomination form must be completed. A panel of past award recipients then selects four winners based on the nomination forms. Recipients are celebrated at an annual awards breakfast and receive a special pin. For additional information about the Women's Outstanding Achievement Award, visit <u>Compass</u>, or contact Tracy Patterson, Diversity and Development Manager.

Pat Davis Women's Legacy of Leadership Award

The Pat Davis Women's Legacy of leadership award recognizes women who, through their exemplary leadership, have stood for values in the face of adversity and advanced possibilities for women at the Port of Seattle. Pat Davis was the first female Port Commissioner and an excellent leader on the forefront for the advancement of opportunities for women at the Port. Any Port employee can nominate a woman with at least ten years of service at the Port. The nominator must submit a written or oral presentation detailing the nominee's accomplishments. Recipients are celebrated at a luncheon and receive a recognition plaque and crystal vase. For more information about the Pat Davis Leadership Legacy Award, contact Tracy Patterson, Diversity and Development Manager.

The Executive Director Safety Award

A core value at the Port is that every employee goes home safe. This award acknowledges a department or work team who visibly demonstrates improved health and safety performance. The annual selection process begins with a review of the most improved injury rate and process improvements in safety performance. The Executive Director reviews the data from the nominees and selects a winner. A special recognition plaque is awarded at the Annual Safety Leaders meeting. For additional information, contact Manette Moses, Director HR-Employee Health and Safety.

Retiree Recognition Program

The Retiree Recognition program acknowledges the careers and accomplishments of Port employees by providing funding for a retirement gift or celebration. Twenty dollars per year of service is provided to fund the retirement gift or celebration. Qualifications for the program include retiring under the terms of the pension plan the Port has contributed to on behalf of the employee and having been employed at the Port for 5 or more years. Additional information is available on <u>Compass</u>, or by contacting James Campbell, Total Rewards Analyst.

The Port Experience

The Port Experience refers to a unique and engaging environment that reflects the Port's commitment to the success of our region and community. The opportunity to bring your passion, innovation and desire to affect change through public service. A culture with an appreciation for individuality and diversity where all voices are heard.

The core principles related to the Port Experience are:

- We value the diverse perspectives and rich ideas that our workforce brings
- We foster a culture that promotes health, safety, and work-life balance
- We encourage innovation and creative problem solving
- We provide opportunities to have a positive impact with our customers and in our communities
- As a unique public enterprise we take pride in being a major economic driver within the community and region

As an entrepreneurial enterprise operating within a public sector environment, The Port of Seattle offers a unique employment experience. We offer programs and activities that create pride in working for an organization that honors the individuality and diversity of employees and the surrounding community.



The Port of Seattle provides the following paid holidays for Non-Represented employees. For further information, please refer to Port policy HR-05. If you are a Port employee who is covered by a collective bargaining agreement, please refer to the CBA for guidance.

Holiday Name	Normal Observance (Actual Holiday)
New Year's Day	January 1
Martin Luther King, Jr. Day	3 rd Monday of January
Presidents' Day	3 rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday of September
Thanksgiving Day	4 th Thursday of November
Native American Heritage Day	4 th Friday of November (day after Thanksgiving)
Port Designated Floating Holiday (typically day before or after Christmas)	The day before or after Christmas determined by the Port on an annual basis.
Christmas Day	December 25

General Holiday Information:

Holiday Pay is based on an employee's shift start time. An employee's shift must begin on the Port designated holiday (or "actual holiday" for certain employees working in a seven day operations). For example, if you work a regular shift of 11p - 8a you must start work at 11p on the designated holiday to be considered "working on the holiday".

A holiday is considered a "day" and not a number of hours. If you're rescheduling the holiday you cannot use half of the holiday hours on one day and half on another day.

Employees on a Monday through Friday Work Schedule: When a holiday falls on a Sunday, the following Monday will be designated as the holiday. When a holiday falls on Saturday, the preceding Friday will be designated as the holiday.

Employees Working in a Seven Day Operation: When the actual holiday falls on a Saturday or Sunday, the actual holiday will be considered "the official holiday" for those Employees scheduled to work that day, not the "Port Designated" holiday date on the preceding Friday or following Monday. The exception is the Port Designated Floating Holiday. The designated day shall be considered the official holiday.

Holiday Pay Eligibility: All Regular, Full Time, Part Time, and Limited Duration Port employees are eligible for holiday pay from the date they begin work at the Port of Seattle. Other employees (Vet Fellows, On-Call, Interns and Emergency Hires) must be hired and actively working 30 days prior to the holiday to be eligible for holiday pay.

Full Time vs. Part Time Holiday Pay: For the purposes of calculating holiday pay, if your job is a full time job (you work 40 hours/week) you'll receive the equivalent of 1 days' pay. If your regular schedule is less than 40 hours, you're considered part time. To calculate how many hours of holiday pay you are eligible for, follow the following procedure:



Paid Hours = $8 \times (hours worked in preceding 2 pay periods \div 160)$

- 1. Hours worked in the previous 4 weeks (2 pay periods) immediately preceding the holiday, are added up (does not include LWOP or other hours not paid).
- 2. Divided by the number of hours possible for a regular full time employee (160 = 4 weeks at 40 hours).
- 3. Multiply by 8 (number of hours in a standard Port workday).
- 4. The final number is the number of holiday hours that get paid for a holiday.
- 5. If that results in a shortfall for the regular hours, the employee can take PTO (if available) or work additional hours to make up the difference.

EXAMPLE: Employee A works 30 hours/week (4 – 7.5 hour days) and has for the 4 weeks prior to the holiday week. Their calculation would be:

30 (hours) x 4 (weeks) = 120 divided by 160 (number of hours possible in time period) = $0.75 \times 8 = 6$ hours paid as holiday pay.

EXAMPLE: Employee B works 25 hours/week (5 – 5 hour days) and has worked all that, but had one day of LWOP two weeks prior to the holiday. The calculation would be:

25+25+20+25=95 divided by $160 = 0.59375 \times 8 = 4.75$ hours paid as holiday pay.

Working on a Holiday: If a salaried (exempt) employee is required to work on the holiday, the employee is eligible to schedule another day off within three months of the Port holiday. If an hourly (non-exempt) employee is required to work on a holiday, the employee shall be paid at the overtime rate of pay for the number of hours worked on the holiday and is eligible for another day off within the same pay period as the holiday. (For both types of employees, the process is similar to the circumstances outlined below in "Holiday Falls on Regularly Scheduled Day Off". Please note that you cannot use a full day of PTO during the holiday pay period – or within three months of the holiday if salaried (exempt) – if you have not yet taken the day off as a holiday.)

- If you are hourly (non-exempt): It is best if you can schedule another day off within the pay period and use (code) the Holiday for that day. Please work with your supervisor, in advance, to determine if this is an option within your workgroup. If another day off cannot be scheduled, you can code your time on that day (your regular day off) as the appropriate holiday, and one of your other regularly scheduled shifts would be paid (coded) at the overtime rate. Please note, you cannot use PTO for a full day during the holiday pay period if you have not yet taken or coded a day off as a holiday. **See example 1.A. and example 3.**
- If you are hourly (non-exempt), on-call and only work a portion of the holiday: You will receive the overtime rate for the hours that you work. You should have already worked with your supervisor to schedule another day as your Holiday day so it will be like any other regular day-off, but still an on-call day.
- *If you are salaried (exempt):* You may schedule a day off as an "in lieu of holiday" day within three months following the holiday. Please note, you cannot use PTO for a full day during the three months following the holiday if you haven't taken a day off as a holiday. **See example 2.A.ii.**

Holiday Falls on Regularly Scheduled Day Off:

If you are hourly (non-exempt): It is best if you can schedule another day off within the pay period and use (code) the Holiday for that day. Please work with your supervisor, in advance, to determine if this is an option within your workgroup. If another day off cannot be



scheduled, you can code your time on that day (your regular day off) as the appropriate Holiday, and one of your other regularly scheduled shifts would be paid (coded) at the overtime rate. Please note, you cannot use PTO for a full day during the holiday pay period if you have not yet taken or coded a day off as a holiday. See example 2.A.i
If you are salaried (exempt): You may schedule a day off as an "in lieu of holiday" day within three months of the holiday. Please note, you cannot use PTO for a full day during the three months following the holiday if you haven't taken a day off as a holiday.

Overtime in Holiday Pay Periods/Weeks for Hourly Employees: Holiday hours (not worked) count towards overtime calculations.

For Employees in Shift Differential Eligible Jobs: When you are paid holiday hours (for a holiday not worked) your regularly scheduled shift differential should also be coded on your time sheet to include with your holiday pay. If you work the holiday and receive holiday pay for that holiday (because you didn't schedule another day off within the pay period), shift differential will not be applied to your holiday pay portion because it was included in the pay you received for working.

Holidays and Alternative Work Arrangements (AWA): Holiday on normally scheduled work day – Holiday hours are paid based on your normal number of hours for that day (which should be documented on your AWA form). See example 1.

Holiday on normally scheduled AWA day off – Reschedule your AWA day after consultation with your supervisor (preferably in the same week/pay period) and code the holiday as the appropriate holiday hours. The total hours for the week (hourly employees) or pay period (salaried employees) must not be more than your regular schedule. **See example 2.**

Shifts shorter/longer than 8 hours: For Full Time employees, you will be paid holiday pay for the number of hours you are regularly scheduled to work. Example – if you regularly work 10 hour days, you would receive 10 hours of the appropriate holiday pay.

Time Coding & Examples

Payroll has created individual time reporting codes for each holiday. They will allow proper tracking and time reporting for each of the holidays. They are as follows:

New Year's Day	NY
Martin Luther King, Jr. Day	MLK
Presidents' Day	PD
Memorial Day	MD
Independence Day	JY4
Labor Day	LD
Thanksgiving Day	THX
Native American Heritage Day	NAH
Christmas Day	CMS
Port Designated Floating Holiday (day before or after Christmas)	PFH



ALL Examples below are based on July 4th being on a Monday.

1. For employees working a flex schedule

- A. If all days are an equal number of hours
 - i. You work 4-10 hour shifts

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular <u>Schedule</u>	Off	7-6	7-6	7-6	7-6	Off	Off
Holiday Week <u>Schedule</u>	Off	Off	7-6	7-6	7-6	Off	Off
Time Coding		JY4 = 10	REG = 10	REG = 10	REG = 10		

ii.	5-8 hour shifts								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Regular <u>Schedule</u>	Off	7-4	7-4	7-4	7-4	7-4	Off		
Holiday Week <u>Schedule</u>	Off	Off	7-4	7-4	7-4	7-4	Off		
Time Coding		JY4 = 8	REG = 8	REG = 8	REG = 8	REG = 8			

- B. If the daily hours vary by week (e.g., 1 week 5/8's 1 week 4/10's)
 - HR-15 Flextime and Alternate Work Arrangements for Non Represented Employees states: "In no case can an agreed-upon plan be changed solely to take advantage of holidays or other paid leave plans." Which means: you cannot change your regular schedule to accumulate a larger number of holiday hours or change telecommute days unless your AWA includes a day off ON the holiday, in which case you would follow the instructions below for a Holiday that falls on Normal Day Off.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular Schedule <u>Week 1</u>	Off	7-6	7-6	7-6	7-6	Off	Off
Regular Schedule <u>Week 2</u>	Off	7-4	7-4	7-4	7-4	7-4	
Holiday Pay Period Schedule <u>Week 1</u>	Off	7-6	7-6	7-6	7-6	Off	Off
Time Coding Week 1		REG = 10	REG = 10	REG = 10	REG = 10		
Holiday Pay Period Schedule <u>Week 2</u>	Off	Off	7-4	7-4	7-4	7-4	Off
Time Coding Week 2		JY4 = 8	REG = 8	REG = 8	REG = 8	REG = 8	



- 2. How to code time when a holiday falls on a regularly scheduled day off
 - A. When you reschedule another day off within the same pay period as the holiday. (Both Salaried (exempt) and Hourly (non-exempt) Employees.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular <u>Schedule</u>	Off	Off	8-5	8-5	8-5	8-5	8-5
Holiday Week <u>Schedule</u>	Off	Off	8-5	8-5	8-5	Off	8-5
Time Coding			REG = 8	REG = 8	REG = 8	JY4 = 8	REG = 8

i. Hourly (Non Exempt): If you can't reschedule in the same pay period, record holiday time on the actual holiday. (Any time over 40 hours in a week is overtime, including the holiday hours. Record the holiday in accordance to your normal number of hours in a day.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular <u>Schedule</u>	Off	Off	8-5	8-5	8-5	8-5	8-5
Holiday Week <u>Schedule</u>	Off	Off	8-5	8-5	8-5	8-5	8-5
Time Coding		JY4 = 8	REG = 8	REG = 8	REG = 8	REG = 8	OT = 8

ii. Salaried (Exempt): Schedule another day off within 3 months following the holiday (Use JY4 for the first full day off after the holiday pay period. Remember—you cannot use PTO prior to using the Holiday hours, and you have 3 months within which to use it; unused holidays are lost after 3 months).

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular <u>Schedule</u>	Off	8-5	8-5	8-5	8-5	8-5	Off
Holiday Week <u>Schedule</u>	Off	8-5	8-5	8-5	8-5	8-5	Off
Time Coding		REG = 8	REG = 8	REG = 8	REG = 8	REG = 8	

3. Coding for Hourly (non-exempt) Employees: If you are unable to take the holiday or another day off within the same pay period as the holiday.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Regular <u>Schedule</u>	Off	8-5	8-5	8-5	8-5	8-5	Off
Holiday Week <u>Schedule</u>	Off	8-5	8-5	8-5	8-5	8-5	Off
Time Coding		OT = 8 JY4 = 8	REG = 8	REG = 8	REG = 8	REG = 8	

If you need further assistance or guidance please email <u>z-AC-Payroll+Total-Comp</u>.