

**PORT OF SEATTLE
RESOLUTION NO. 3831**

A RESOLUTION of the Port of Seattle Commission amending policy directive for salaries and benefits for employees not covered by a collective bargaining agreement established by Resolution No. 3823 and providing an effective date for all amendments as of January 1, 2025.

WHEREAS, 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, health insurance and similar benefits; and

WHEREAS, the Port of Seattle Commission is the legally constituted governing body of the Port of Seattle; and

WHEREAS, approval of this salary and benefits resolution shall satisfy Commission Order 2024-09 that directed the Executive Director to return to Commission for approval of the second phase of the compensation plan to allow for more employee engagement and transparency in advance of finalization.

NOW, THEREFORE, BE IT RESOLVED by the Port of Seattle Commission as follows:

SECTION 1. Amendment of Policy Directive. The policy directive established by Resolution No. 3739 adopted November 28, 2017, establishing jobs, pay grades, pay ranges, and pay practices for employees not covered by a collective bargaining agreement and authorizing legally required and other benefits, is hereby amended as follows:

SECTION 2-5. The amendments provided in this resolution shall be effective starting January 1, 2025.

SECTION 2. Adjust the definition “Seasonal Employee” and “Pay Equity” along with the addition of the definition “Similar Work Experience.” The “Seasonal Employee” definition will be modified from a *6 month* to *9-month* duration within the definition. The “Pay Equity” definition will be described as *compensating employees similarly when they perform similar work, and that pay differences between employees performing similar work can be explained by bona fide job-related factors that are consistent with business necessity*. The “Similar Work Experience” definition will be added and be described as *the performance of the job requires similar skill, effort, and level of responsibility, and the jobs are performed under similar working conditions*.

SECTION 5.1.C. The Non-Represented Employee Graded Salary Range Structure and the Executive Leadership Graded Salary Range Structure will be replaced to show a 3.85% increase to the range structures to maintain market competitive pay for each range. In addition, each Graded Salary Range Structure will have the midpoint column removed, as this has been replaced by Market Reference Point.

SECTION 5.2.C(2)(a). Removing this entire section as it is no longer valid due to Port Policy requiring employees hired must be residents within the State of Washington.

SECTION 2-5. Technical edits to clarify a point, remove redundancy, or otherwise make the information clearer and easier to read.

ADOPTED by the Port of Seattle Commission at a duly noticed public meeting thereof, held this 19th day of November 2024, and duly authenticated in open session by the signatures of the commissioners voting in favor thereof and the seal of the commission.

Port of Seattle Commission



SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS
SALARY RANGES EFFECTIVE JANUARY 1, 2025
Annual Base Salary Range (Hourly equivalent in parentheses)

Grade	Minimum	Market Reference Point	Maximum
50	\$44,136 (\$21.21)	\$48,031 (\$23.09)	\$59,714 (\$28.70)
51	\$48,550 (\$23.34)	\$52,834 (\$25.40)	\$65,685 (\$31.57)
Office Assistant			Pier 69 Mail & Shipping Specialist
52	\$53,405 (\$25.67)	\$58,118 (\$27.94)	\$72,254 (\$34.73)
AOB Mail & Facilities Specialist ☐On-Call Landside Cruise Transportation Coordinator			Pier 69 Security Specialist
53	\$58,746 (\$28.24)	\$63,929 (\$30.73)	\$79,480 (\$38.21)
AOB Facilities & Mail Specialist Business Intelligence Field Interviewer Harbor Customer Service Specialist - Fishing			Marine Maintenance Accounts Clerk Pier 69 Facilities Specialist
54	\$64,620 (\$31.06)	\$70,322 (\$33.80)	\$87,427 (\$42.03)
Accountant I - Credit Administrative Staff Assistant Airport Customer Service Representative I Assistant Civil Engineering Technician Aviation Conference Center Specialist Aviation Lease Specialist I Aviation Receiving Dock Operations Specialist Economic Development Division Lease Specialist I			Harbor Moorage Coordinator - Fishing Harbor Operations Specialist Landside Parking Services Administrator Marine Maintenance Business Operations Specialist Marine Maintenance Material & Inventory Specialist Marine Maintenance Operations Specialist Total Rewards Assistant Workers' Compensation Administrative Assistant
55	\$71,082 (\$34.17)	\$77,354 (\$37.18)	\$96,169 (\$46.23)
Accountant I - Accounts Receivable Accountant I - Billing Accountant I - Capital Services Accounts Payable Specialist Administrative Assistant Airport Customer Service Representative II Aviation Conference Center Sales & Operations Specialist Aviation F&I Utility Analyst Aviation Lease Specialist II Aviation Maintenance Time Administrator Aviation Program Controls Administrator Business Intelligence Assistant Civil Engineering CAD Specialist Commission Staff Assistant Construction Safety Administrator CPO Systems and Data Analyst I CPO Tech Business Analyst I Economic Development Division Lease Specialist II			Engineering Facility Specialist Engineering Invoice & Asset Specialist Harbor Customer Service Specialist ICT Project Coordinator ICT Service Desk Technician Landside Transportation Controller Marine Maintenance Intake Admin Specialist Marine Maintenance Time Administrator/Admin On-Call SEA Customer Support Representative PCS Time Administrator Public Art Technician Safety Management System Assurance Specialist SEA Customer Support Representative Subsurface Utility Engineering Technician I Talent Acquisition Coordinator Technical Support Engineer I Waterfront Project Management Project Assistant
56	\$78,190 (\$37.59)	\$85,089 (\$40.90)	\$105,787 (\$50.85)
Accountant II - Accounts Receivable Accountant II - Billing Accountant II - Capital Services Accountant II - Credit Air Service Administrative & Program Specialist Art Program Coordinator Assistant Construction Manager - Major Construction Assistant Project Manager Associate Financial Analyst Associate Financial Analyst - Mitigation & Recovery Aviation Lease Specialist III Aviation Program Controls Business Systems Administrator Business Intelligence Analyst I Business Intelligence Market Research Analyst I Capital Projects Estimator I Concession Internal Auditor Construction Safety Specialist Duwamish River Community Hub Coordinator Economic Development Division Lease Specialist III Engineering Design Technician Equity, Diversity & Inclusion Metrics & Evaluation Program Assistant			External Relations Event Specialist External Relations Graphic Designer Fishermen's Terminal Billing Analyst Harbor Moorage Coordinator Human Resources Business Technology Specialist ICT Associate Client Engineer ICT Software Support Specialist Marine Maintenance Business Systems and Operations Specialist Marine Maintenance Fleet Program Analyst Marine Maintenance Logistics Specialist Payroll Specialist PCS Purchasing Specialist Procurement Officer I Project Assistant – Major Construction Project Controls Engineer I Records Management Specialist Senior Ground Transportation Controller Senior Harbor Facilities Coordinator Subsurface Utility Engineering Technician II Tourism Project Specialist

57	\$86,009 (\$41.35)	\$93,598 (\$44.99)	\$116,365 (\$55.94)
Accountant III - Accounts Receivable		Deputy Commission Clerk	
Accountant III - Billing		Design Engineer/Architect I	
Accountant III - Capital Services		Economic Development Division Senior Lease Specialist	
Accountant III - General Ledger		Economic Development Division Utility Analyst	
Accountant III - Credit		Executive Assistant - Executive Department	
Accounts Payable Analyst		External Relations Community Programs Support Specialist	
Accounts Payable Lead		External Relations Digital Production Specialist	
Airport Recognition & Event Specialist		External Relations Visual Storyteller	
Airport Training Specialist		Financial Reporting & Controls Analyst I	
Airport Training Systems Analyst		Fire Department System Administrator	
Airport Volunteer Specialist		Ground Transportation Customer Support Specialist	
Associate Content Solution and Communication Engineer		Human Resources Communications & Media Producer	
Associate Database Engineer		ICT Asset Management Analyst	
Associate Software Development Engineer		ICT Contract/Software Administrator	
Associate Software Test Engineer		ICT Infrastructure Operations Technician	
Associate Systems Engineer		ICT Mobility Specialist	
Aviation Activity Specialist		ICT Service & Reporting Analyst	
Aviation Associate Planner		Internal Auditor	
Aviation Facilities & Infrastructure Architect/Engineer I		Investigation Specialist	
Aviation Lease Management Coordinator		Marine Maintenance Asset Analyst/CAD Specialist	
Aviation Maintenance Planner/Coordinator		Maritime Marketing Project Manager	
Aviation Project Management Group Project Administrator		Maritime Operations Billing Analyst	
Aviation Senior Utility Analyst		Operational Readiness & Airport Transition Specialist	
BIM Technology Specialist		Payroll Analyst	
Building Permit Coordinator		Senior Administrative Assistant	
Bus Driver Trainer		Supervisor, Customer Care	
CAD Standard Review Technician		Talent Acquisition Recruiter	
Civil Engineering Technician		Talent Connections Program Manager	
Commission Executive Assistant		Technical Support Engineer II	
Construction Inspector I - Major Construction		Total Rewards Specialist	
CPO Database Integration Analyst II		Travel & Expense Analyst	
CPO Tech Business Analyst II		Waterfront Project Management Project Specialist	
Department Contract Specialist		Workforce Development Contract & Budget Specialist	
Department Contract Specialist - Maritime			
58	\$94,610 (\$45.48)	\$102,958 (\$49.49)	\$128,001 (\$61.53)
AFR Business Technology Analyst		Financial Analyst	
Apprenticeship/Priority Hire Specialist		Financial Analyst - Mitigation and Recovery	
Assistant to Managing Director, Aviation		Fire Department Support Services Administrator	
Assistant to Managing Director, Economic Development		Human Resources Data Analyst	
Assistant to Senior Director, Environment & Sustainability		ICT Business Analyst	
Assistant to Senior Director, Equity Diversity & Inclusion		ICT Client Engineer	
Assistant to Senior Director, External Relations		ICT Senior Service Desk Technician	
Assistant to Senior Director, Human Resources		International Protocol Specialist	
Assistant to Senior Director, Labor Relations		Lead Total Rewards Specialist	
AV Facilities & Infrastructure Asset Document Specialist		Marine Maintenance Facilities Compliance Program Manager	
AV Facilities & Infrastructure Direct Digital Control Specialist		Marine Maintenance Facilities Manager I	
Aviation Capital Development Manager I		Marine Maintenance Fleet Asset Project Manager	
Aviation Customer Communication Specialist		Marine Maintenance Systems Analyst	
Aviation Drawing & Data System Specialist		Maritime Environmental Contract Specialist	
Aviation Maintenance Asset Management Analyst		Operations Project Development Specialist	
Aviation Maintenance Business Analyst		Paralegal	
Aviation Maintenance Lead Planner/Coordinator		PCS Construction Project Manager I	
Aviation Maintenance Systems Analyst		PCS Construction Project Manager I - RMM	
Aviation Program Controls Business Systems Analyst		PCS Contract Specialist	
Aviation Real Estate & Portfolio Manager I		Procurement Officer II	
Aviation Security Business Systems Analyst		Project Controls Engineer II	
Background Compliance Specialist		Public Disclosure Specialist	
Business Intelligence Analyst II		Real Estate Development Planning Specialist	
Business Intelligence Market Research Analyst II		Real Estate Property Manager I	
Business Systems Analyst		Risk Claims Specialist	
Capital Project Manager I		Senior Building Permit Coordinator	
Construction Inspector II - Major Construction		Senior Civil Engineering CAD Specialist	
Construction Labor Specialist I		Senior Commission Executive Assistant	
Construction Management Contract Administrator		Senior Engineering Design Technician	
Construction Manager I - Major Construction		Signage & Wayfinding - Technical Designer	
CPO Systems and Data Analyst II		Signage & Wayfinding Specialist	
Cruise Operations Specialist		Signage Specialist - Digital Systems	
Customer Care & Construction Coordinator		Strategic Aide	

Div in Contracting Community Engagement & Training Prog Spec
Diversity in Contracting Coordinator
Engineering Geographic Information System Data Specialist
Environmental Finance Business Analyst
Environmental Finance Invoice Systems Specialist
Environmental Management Specialist
Executive Assistant to Deputy Executive Director
External Relations Capital Projects Marketing Specialist
External Relations Marketing and Communications Project Manager
External Relations Video Producer

Supervisor, Administrative Professional
Supervisor, AOB Facilities
Supervisor, Aviation Maintenance Procurement & Inventory
Supervisor, Landside Billing
Supervisor, Pier 69 Facilities
Telecommunications Specialist
Unified Pest Management Program Manager
Waterfront Project Management Contract Specialist
Waterfront Project Management Facilities Project Manager I

59	\$104,071 (\$50.03)	\$113,254 (\$54.44)	\$140,802 (\$67.69)
Air Service Development Analyst Airline Scheduling Systems Specialist Associate Process Improvement Program Manager Aviation Capital Development Manager II Aviation Facilities & Infrastructure Architect/Engineer II Aviation Facilities & Infrastructure BIM Program Manager Aviation Maintenance Duty Baggage Manager Aviation Maintenance Facilities Services Assistant Manager Aviation Planner Aviation Security Compliance Analyst Building Inspector / Plan Examiner Commission Office Strategic Advisor Construction Labor Specialist II Construction Safety Manager I CPO Database Integration Analyst III CPO Systems and Data Analyst III CPO Tech Business Analyst III Database Engineer Design Engineer/Architect II Driver Safety Program Manager Economic Development Program Manager Emergency Preparedness Program Mgr - Logistics & Systems Enterprise Resource Planning Developer/Programmer I Equity, Diversity & Inclusion Training & Engagement Manager Executive Assistant to Executive Director External Relations Digital Producer External Relations Social Media Program Manager Field Survey Project Manager Financial Reporting & Controls Analyst II Geographic Information System Analyst Grant Administrator Waterfront Project Management Harbor Business Analyst Human Resources Business Technology Analyst ICT Senior Infrastructure Operations Technician ICT Senior Mobility Specialist ICT Service Technician Lead Information Security Engineer/Analyst I Labor Relations Analyst Learning/Development Consultant Legal Department Administrator	Linux Server Engineer Manager, Airport Landside Operations Program Manager, Marine Maintenance Asset Program Manager, SEA Call Center Marine Maintenance Asset Management Coordinator Marine Maintenance Business Analyst Marine Maintenance Regulatory Compliance Coordinator Maritime Marketing Program Manager Mental Health Professional Network Engineer Payroll Operations & Systems Analyst Records Program Manager Safety Management System Program Manager Senior Accountant - Accounts Receivable Senior Accountant - Billing Senior Accountant - Capital Services Senior Accountant - Disbursements Senior Accountant- General Ledger Senior Civil Engineering Technician Senior Commission Specialist Senior Environmental Management Specialist Senior Grant Accountant - Capital Services Senior Payroll Analyst Senior Treasury Analyst Software Test Engineer Subsurface Utility Engineering Project Manager Supervisor, Aviation Lease Administration Supervisor, Aviation Security Supervisor, Aviation Security Administration Supervisor, Credentialing Center Supervisor, Credit Supervisor, Harbor Operations - Fishing Supervisor, Harbor Operations - Recreational Boating Systems Engineer Talent Acquisition Senior Recruiter Tax Analyst Technical Support Engineer III Waterfront Project Management Facilities Project Manager II Windows Server Engineer Workers' Compensation Administrator		
60	\$114,478 (\$55.03)	\$124,579 (\$59.89)	\$154,882 (\$74.46)
Affirmative Action Program Manager AFR Business Technology Consultant Air Cargo Facilities Manager Air Cargo Operations Manager Airline & Passenger Systems Specialist Airport Dining & Retail Business Operations Manager Airport Dining & Retail Program Manager Airport Operations Development Manager - Landside Ops Assistant Manager, Airport Communications Center Assistant Manager, Airport Operations Certification Assistant Manager, Aviation Maintenance - Fleet Assistant Manager, Aviation Maintenance Distribution Center AV Communications and Marketing Program Manager Aviation Facilities & Infrastructure Accessibility Program Manager Aviation Facilities & Infrastructure Architect/Engineer III Aviation Facilities & Infrastructure Utility Program Manager Aviation Maintenance Capital Project Liaison	Geographic Information System Software Engineer Health & Safety Program Manager ICT Lead Mobility Specialist ICT Senior Business Analyst ICT Senior Client Engineer Information Security Engineer/Analyst II Labor Compensation Analyst Learning & Leadership Program Manager Manager, AFR Records & Administration Manager, Airport Accessibility & Volunteer Program Manager, Airport Building Department Manager, Aviation & Compliance Training Manager, Aviation Customer Communication Manager, Corporate Facilities Manager, Customer Service Learning & Recognition Manager, Harbor Customer Service Manager, Police Records		

Aviation Maintenance Senior Business Analyst
 Aviation Maintenance Senior Duty Baggage Manager
 Aviation Maintenance Senior Systems Analyst
 Aviation Maintenance Small Works Proj Manager/Controls Coord
 Aviation Parking & Ecommerce Customer Relationship Manager
 Aviation Parking & Ecommerce Marketing Manager
 Aviation Program Controls Senior Systems Analyst
 Aviation Real Estate & Portfolio Manager II
 Aviation Security Capital Project Liaison
 Aviation Senior Planner
 Biometrics Program Manager
 Business Intelligence Analyst III
 Business Intelligence Market Research Analyst III
 Business Systems Analyst
 Capital Project Manager II
 Capital Projects Estimator II
 Certified Occupational Health Nurse
 Chief of Maritime Staff
 Commission Clerk
 Community Investments Program Manager
 Construction and Operational Readiness Manager
 Construction Inspector III - Major Construction
 Construction Labor Priority Hire Program Manager
 Construction Management Systems Analyst
 Construction Manager II - Major Construction
 Construction Safety Manager II
 Content Solution and Communication Engineer
 CPO Systems and Data Analyst IV
 Deputy Executive Chief of Staff
 Design Engineer/Architect III
 Div in Contracting Community Engagement/Training Prog Mgr
 Diversity in Contracting Compliance Specialist
 Diversity in Contracting Women-owned and Minority Business Enterprise Advisor
 Economic Development Innovation Program Manager
 Emergency Preparedness Program Mgr - Policy & Planning
 Emergency Preparedness Program Mgr - Training & Exercise
 External Relations Aviation Environmental Program Manager
 Financial Reporting & Controls Analyst III
 Fire Protection Engineer

Manager, Public Disclosure
 Manager, Safety Management System Assurance
 Marine Maintenance Facilities Manager II
 Maritime Senior Planner
 Maritime Sustainability Government Relations Program Manager
 P-card Administrator
 PCS Construction Cost Engineer/Scheduler
 PCS Construction Project Manager II
 PCS Construction Project Manager II - RMM
 Procurement Officer III
 Project Controls Engineer III
 Real Estate Property Manager II
 Risk Analyst
 Safety Management System Risk Program Manager
 Senior BIM Technology Specialist
 Senior Business Development Analyst - Aviation
 Senior Employee Relations Consultant
 Senior Financial Analyst
 Senior Financial Analyst - Mitigation & Recovery
 Senior HR Business Technology Consultant
 Senior Internal Auditor
 Senior Investigation Specialist
 Senior Telecommunication Specialist
 Software Development Engineer
 Supervisor, Accounting - Capital Services
 Supervisor, Landside
 Supervisor, Procurement
 Survey Project Manager
 Talent Acquisition Lead
 Technical Support Engineer IV
 Telecommunications Infrastructure Engineer
 Total Rewards Analyst
 Total Rewards Program Manager
 Transportation Access Program Manager
 Waterfront Project Management Project Controls Coordinator
 Waterfront Project Management Systems/Data Analyst
 Wildlife Biologist
 Workforce Development Program Manager & Data Analyst

61	\$125,925 (\$60.54)	\$137,037 (\$65.88)	\$170,370 (\$81.90)
Airfield Operations Manager			Manager, Engineering Operations & Finance
Assistant Manager, Aviation Maintenance Mechanical Systems			Manager, Equity, Diversity & Inclusion Policy and Communications
Assistant Manager, Aviation Security			Manager, External Relations Events and Engagement
Aviation Business & Properties Asset Manager			Manager, Harbor Business and Operations - Fishing
Aviation Capital Development Manager III			Manager, ICT Client Services
Aviation Planning Program Leader			Manager, ICT Mobility
Aviation Principal Planner			Manager, ICT Service Desk
Capital Project Estimator			Manager, Infrastructure Operations
Capital Project Manager III			Manager, Lease Management and Airlines Statistics
Capital Projects Estimator III			Manager, Marine Maintenance Logistics
Construction Management Cost Estimator			Manager, Marine Maintenance Regulatory Compliance Program
Construction Manager III - Major Construction			Manager, PCS Construction Operations
Corporate Budget Manager			Manager, Subsurface Utility Engineering
CPO Database Integration Analyst IV			Manager, Survey Crew
CPO Tech Business Analyst IV			Manager, Workers' Compensation
Design Production Manager			Maritime Operations Manager
Enterprise Resource Planning Administrator			PCS Construction Project Manager III
Environmental Program Manager			PCS Construction Project Manager III - RMM
External Relations East King Cty Community & Gov't Rel Mgr			Principal Financial Analyst
External Relations Senior Pgrm Mgr-Aviation Engagement			Principal Financial Analyst - Mitigation & Recovery
External Relations Senior Pgrm Mgr-Aviation Env Engagement			Process Improvement Program Manager
External Relations Senior Pgrm Mgr-Maritime Engagement			Procurement Officer IV
External Relations Senior Pgrm Mgr-Maritime Env Engagement			Real Estate Manager
External Relations Senior Pgrm Mgr-Maritime Industrial Engagement			Senior Aviation Real Estate & Portfolio Manager
ICT Lead Client Engineer			Senior Content Solution and Communication Engineer
ICT Project Manager			Senior Information Technology Auditor
Innovation Program Manager			Senior Linux Server Engineer
Internal Audit Program Manager			Senior Manager, Maritime Marketing
International Terminal Operations Manager			Senior Manager, Maritime Security
Manager, 911 Communications			Senior Media Officer

Manager, Accounts Payable
 Manager, Air Services Development
 Manager, Airport Dining & Retail-Business Dev and Operations
 Manager, Airport Facility Services
 Manager, Aviation Conference Center Services
 Manager, Aviation Maintenance Facilities Services
 Manager, Aviation Parking and Ecommerce Revenue Mgmt
 Manager, Creative Services
 Manager, Design Quality - Engineering
 Manager, Employee Communications
 Manager, Engineering Mapping Services

Senior Network Engineer
 Senior Public Safety Technology Consultant
 Senior Software Development Engineer
 Senior Software Test Engineer
 Senior Survey Project Manager
 Senior Systems Engineer
 Senior Windows Server Engineer
 Strategic Planning Program Manager
 Sustainability Reporting and Communications Program Manager
 Terminal Operations Manager
 Waterfront Project Management Facilities Project Manager III

62	\$138,518 (\$66.59)	\$150,740 (\$72.47)	\$187,408 (\$90.10)
Assistant Director, Customer Communications Assistant Director, Customer Experience Aviation Capital Development Manager IV Aviation Facilities & Infrastructure Communication Prog Mgr Aviation Facilities & Infrastructure Senior Architect/Engineer Business Technology Consultant Capital Project Manager IV Commission Deputy Chief of Staff Construction Labor Manager CPO Systems and Data Analyst V CPO Tech Business Analyst V Div in Contracting Disadvantaged Business Enterprise Prog Mgr Enterprise Resource Planning Developer/Programmer II Environmental Justice Program Manager Equity, Diversity & Inclusion System Change Program Manager ICT Contracts and Compliance Advisor ICT Project Intake Manager ICT Senior Project Manager ICT Solutions Architect Indoor Navigation Program Manager Information Security Engineer/Analyst III International Tourism Development Manager Labor Relations Manager Lead Senior Employee Relations Consultant Local Government Relations Manager Manager, Accounting - Accounts Receivable Manager, Accounting - Billing Manager, Accounting - Capital Services Manager, Accounting - General Ledger Manager, Air Cargo Manager, Airline Scheduling Systems Manager, Airport Communications Center Manager, Airport Landside Operations Manager, Airport Operations - Certification Manager, Art Program Manager, Aviation Finance Manager, Aviation Maintenance Capital Project Liaison Manager, Aviation Maintenance - Field Crew/Civil Infrastructure Manager, Aviation Maintenance - Fleet Manager, Aviation Maintenance Asset Manager, Aviation Maintenance Business Systems Manager, Aviation Maintenance Facilities - Carpenters, Lock Shop, Painters Manager, Aviation Maintenance Logistics Manager, Aviation Maintenance Mechanical Systems Manager, Aviation Maintenance Planning & Small Works Manager, Aviation Operations Project Development Manager, Aviation Planning Manager, Aviation Program Controls Business Systems Manager, Aviation Program Controls Cost Estimating Manager, Aviation Security - Compliance			Manager, Aviation Security - Employee Screening / Physical Security Manager, Aviation Security Systems and Access Manager, Business Intelligence Program - Analytics Manager, Business Intelligence Program - Research Manager, Construction Safety Services Manager, Content Services Manager, Corporate Budget & Systems Manager, Corporate Finance Manager, CPO Planning & Analysis Manager, Cruise Operations & Business Development Manager, Diversity in Contracting Women/Minority Business Enterprise Manager, Financial & Cost Recovery Manager, Human Resources Data Analytics Manager, ICT Financial Services Manager, International Relations and Protocol Manager, Lease Administration & Utility Management Manager, Marine Maintenance Fleet & Transportation Manager, Payroll Manager, PCS Construction Manager, PCS Construction RMM Manager, PCS Cost Estimating Manager, Risk Claims Manager, Seaport Environmental Finance Manager, Seaport Finance & Budget Manager, Signage and Wayfinding Manager, Talent Acquisition Manager, Talent Connections Manager, Talent Development and Diversity Manager, Terminal Operations Project Development Manager, Waterfront Cost Estimating Manager, Waterfront Program Management Project Controls Principal Business Intelligence Analyst Procurement Officer V Project Controls Engineer IV Real Estate Development Manager Regional Government Relations Manager Senior AFR Business Technology Consultant Senior Construction Manager - Major Construction Senior Database Engineer Senior Design Engineer/Architect Senior Fire Protection Engineer Senior Manager, Content, Marketing and Digital Communication Senior Manager, Real Estate Senior Organizational Business Partner Server Engineering Lead State Government Relations Manager Supervisor, Telecommunication Infrastructure Engineer Tribal Relations Senior Program Manager Waterfront Project Management Facilities Project Manager IV Waterfront Project Management Project Controls Engineer

63	\$152,371 (\$73.25)	\$165,815 (\$79.71)	\$206,148 (\$99.10)
Assistant Director, Aviation Business Development Assistant Director, Aviation Employee Experience & Learning Assistant Director, Aviation Parking & Ecommerce Revenue Mgmt Aviation Facilities & Infrastructure Principal Architect/Engineer Capital Project Manager V Cyber Risk & Compliance Program Manager			Manager, Internal Audit Manager, Procurement Manager, Server Engineering Manager, Total Rewards Manager, Treasury Principal Business Intelligence Data Engineer

Data Scientist
Enterprise Resource Planning Developer/Programmer III
ICT Principal Engineer
ICT Program Manager
Lead Network Engineer
Lead Software Development Engineer
Lead Systems Engineer
Manager, Aviation Capital Programs
Manager, Aviation Maintenance - Electrical and Electronic
Manager, Aviation Maintenance and Operations
Manager, Business Technology
Manager, Financial Reporting & Controls
Manager, Fire Protection Engineering
Manager, Human Resources Technology
Manager, ICT Business Services
Manager, ICT Project Initiation
Manager, ICT Quality Assurance

Principal Construction Manager - Major Construction
Principal Design Engineer/Architect
Principal Geographic Information System Architect
Project Controls Engineer V
Regional Transportation Senior Manager
Senior Designer (Multi-credential)
Senior Environmental Program Manager
Senior Manager, Airport Building Department
Senior Manager, Aviation Planning
Senior Manager, Design Technology
Senior Manager, Federal & International Government Relations
Senior Manager, Labor Relations
Senior Manager, Maritime Planning
Senior Manager, Operations Readiness & Activation
Senior Manager, Strategic Initiatives/Chief Strategy Officer
Senior Manager, Survey, Mapping and Utility Locating Services
Senior Manager, Workplace Responsibility

64	\$167,608 (\$80.58)	\$182,396 (\$87.69)	\$226,763 (\$109.02)
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Assistant Director, Air Services Development
Assistant Director, Airline Affairs & Aviation Properties
Assistant Director, Airport Dining & Retail
Assistant Director, Airport Duty Manager Operations
Assistant Director, Airport Operations - Business Unit
Assistant Director, Airport Operations Risk & Safety
Assistant Director, Capital Services and Financial Systems
Assistant Director, Central Procurement Office
Assistant Director, CPO Strategic Partnerships & Analytics
Assistant Director, Credentialing and Access
Assistant Director, Disbursements Administration
Assistant Director, Emergency Preparedness
Assistant Director, General Accounting
Assistant Director, Revenues Administration
Assistant Director, Security Operations
Assistant Director, Security Strategy & Intelligence
Capital Program Leader
Construction Program Leader - Major Construction (CPL)
Design Program Manager - Engineering
Director, External Relations Capital Project Delivery
Director, Workforce Development
Manager, Aviation Facilities & Infrastructure Discipline
Manager, Aviation Program Controls
Manager, Database Engineering

Manager, Enterprise Geographic Information System
Manager, Enterprise Resource Planning
Manager, ICT Project Management
Manager, Information Security
Manager, Information Security Resiliency
Manager, Network Engineering
Manager, Software Development
Manager, Systems Engineering
Manager, Waterfront Project Management Program Controls
Senior Manager, Aviation Finance and Budget
Senior Manager, Aviation Maintenance
Senior Manager, Aviation Maintenance Assets & Logistics
Senior Manager, Aviation Maintenance Facilities Services
Senior Manager, Fishing Vessel Services
Senior Manager, Marine Maintenance
Senior Manager, Marine Maintenance Business Ops, Systems & Logistics
Senior Manager, Marine Maintenance Fleet & Facilities
Senior Manager, Maritime Operations
Senior Manager, PCS Business Operations
Senior Manager, PCS Construction Operations
Senior Manager, Recreational Boating
Senior Manager, Seaport Environmental Finance
Senior Manager, Waterfront Project Management

65	\$184,368 (\$88.63)	\$200,636 (\$96.45)	\$249,439 (\$119.92)
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Assistant Director, Aviation Project Management Group
Assistant Director, Engineering Construction Management
Assistant Fire Chief - Administration
Assistant Fire Chief - Operations
Deputy Chief of Police
Director, Aviation Innovation
Director, Corporate Budget
Director, Corporate Finance
Director, Real Estate Development
Director, Risk Management

Director, Small Business Development
Director, Tourism Development
Senior Manager, Aviation Capital Programs
Senior Manager, Aviation Facilities & Infrastructure
Senior Manager, Aviation Program Controls
Senior Manager, Design Services
Senior Manager, Environmental Programs
Senior Manager, Waterfront Program Controls
Senior Port Counsel

66	\$202,805 (\$97.50)	\$220,700 (\$106.10)	\$274,383 (\$131.91)
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*Chief of Staff, Commission Services
Director, Accounting & Financial Reporting
Director, Aviation Business & Properties
Director, Aviation Commercial Management
Director, Aviation Facilities & Capital Programs
Director, Aviation Finance & Budget
Director, Business Intelligence
Director, Central Procurement Office
Director, Cruise Business & Maritime Marketing
Director, Customer Experience & Brand Strategy
Director, Engineering - Construction Management
Director, Engineering - Design, Quality and BIM
Director, External Relations Communications & Marketing

Director, External Relations Community Engagement
Director, Human Resources - Health & Safety
Director, Human Resources - Organizational Effectiveness
Director, Human Resources - Talent Management
Director, Human Resources, EEO & Professional Standards
Director, ICT Infrastructure Services
Director, ICT Technology Delivery
Director, Information Security / Chief Information Security Officer
Director, Marine Maintenance
Director, Maritime Operations & Security
Director, Port Construction Services
Director, Seaport Finance & Budget
Fire Chief

67	\$223,085 (\$107.25)	\$242,769 (\$116.71)	\$301,821 (\$145.10)
*Chief of Police Chief Engineer Director, Airport Operations Director, Aviation Capital Portfolio Director, Aviation Environment & Sustainability Director, Aviation Maintenance Director, Aviation Project Management Group			Director, Aviation Security Director, Government Relations Director, Human Resources - Total Rewards Director, ICT Product Engineering Director, Maritime Environmental & Sustainability Director, Real Estate Asset Management Director, Waterfront Project Management Group
68	\$245,393 (\$117.97)	\$267,046 (\$128.38)	\$332,003 (\$159.61)
Aviation Chief Development Officer Aviation Chief Operating Officer			Chief Information Officer Deputy General Counsel
69	\$269,933 (\$129.77)	\$293,751 (\$141.22)	\$365,204 (\$175.57)
70	\$296,927 (\$142.75)	\$323,126 (\$155.34)	\$401,724 (\$193.13)

SCHEDULE OF EXECUTIVE LEADERSHIP JOBS			
Grade	Minimum	Market Reference Point	Maximum
101	\$194,443 (\$93.48)	\$211,456 (\$101.66)	\$262,497 (\$126.20)
102	\$213,886 (\$102.82)	\$232,602 (\$111.82)	\$288,748 (\$138.82)
*Director, Internal Audit			*Executive Chief of Staff
103	\$235,275 (\$113.11)	\$255,863 (\$123.01)	\$317,622 (\$152.70)
*Managing Director, Economic Development *Senior Director, Equity Diversity & Inclusion			*Senior Director, Labor Relations
104	\$258,804 (\$124.42)	\$281,448 (\$135.31)	\$349,384 (\$167.97)
*Chief Financial Officer *General Counsel/Chief Compliance Officer *Managing Director, Maritime			*Senior Director, Environmental & Sustainability *Senior Director, External Relations *Senior Director, Human Resources
105	\$284,683 (\$136.86)	\$309,593 (\$148.84)	\$384,323 (\$184.77)
*Managing Director, Aviation			
106	\$313,151 (\$150.55)	\$340,552 (\$163.72)	\$422,755 (\$203.24)
*Deputy Executive Director			
107	\$344,467 (\$165.60)	\$374,608 (\$180.09)	\$465,030 (\$223.57)

NON-EVALUATED JOBS			
Grade	Minimum	Midpoint	Maximum
201	\$43,181 (\$20.76)	\$43,181 (\$20.76)	\$43,181 (\$20.76)
High School Intern			
202	\$45,261 (\$21.76)	\$53,061 (\$25.51)	\$60,861 (\$29.26)
College Intern			
203	\$61,901 (\$29.76)	\$63,981 (\$30.76)	\$66,061 (\$31.76)
Graduate Intern			

*At will positions

**The hourly rates presented here represents only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.



Port of Seattle Commission Policy Directive

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

**As Amended
November 19, 2024**

Document last updated November 19, 2024, and Effective January 1, 2025

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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 progressive discipline.

“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.

“Cost of Living Adjustments ‘COLA’” means an increase to an employee’s compensation based on changes to the Consumer Price Index as defined in the Total Rewards Program Guide.

“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 term is limited to three months and whose emergency hire status may be extended for no more than two additional months.

“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.

“Employment Date/Date of Hire” means the first day an employee comes to work and receives pay for time worked.

“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.

“Full-time employee” means an employee who is regularly scheduled to work 80 hours per bi-weekly pay period.

“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.

“Pay equity” means compensating employees similarly when they perform similar work, and that pay differences between employees performing similar work can be explained by bona fide job-related factors that are consistent with business necessity.

“Pay rate” means an employee’s hourly pay rate as specified in the compensation rate field contained in HCM, the port’s HRIS system.

“Probationary Employee” means a newly hired or rehired employee who has not yet successfully completed their probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment. If hired into a regular position, temporary employees (Veteran Fellows, Interns, Emergency Hires) are subject to a probationary period starting at the time of hire into the regular position.

“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 unless the employee is selected for a new position before completing their

probationary period. In this case, the employee's probationary period will restart beginning with the date of transfer through the end of the sixth month of employment in the new position.

"Project-related temporary assignment" means an assignment for a full-time or part-time employee that is generally expected to last no longer than four years. Extensions to these types of assignments are only allowed in special circumstances with approval from Human Resources management.

"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).

"Seasonal Employee" means an employee hired to perform a job that exists on a seasonal basis where the season begins and ends at approximately the same time each year and lasts 9 months or less. Seasonal employees initially hired into a seasonal job through a competitive hire process may return to work subsequent seasons without being hired through a subsequent competitive hire process.

"Similar Work Experience Employee" means the performance of the job requires similar skill, effort, and level of responsibility, and the jobs are performed under similar working conditions.

"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. 3831, 2024, Res. 3823(AM), 2024, Res. 3807, §2, 2022, Res. 3795, §2, 2021, Res. 3790, §2, 2021; Res. 3781; Res. 3765, §1, 2019; 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. The Port of Seattle 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. 3765, §1, 2019; 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)*

B. All policies related to the Salary and Benefits Policy Directive are subject to approval by the Executive Director. *(Res. 3765, §1, 2019; Res. 3739, §3, 2017)*

SECTION 5.1. Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, and Pay Practices and Pay Types.

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 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 Commission, delegated 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 Director will have direct accountability to both the Commission (through the Audit Committee) and the Executive Director and will independently execute judgment on internal audit affairs based on the scope of the 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 by 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. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; 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. Graded Salary Range Structures. All non-represented jobs shall be assessed and assigned a pay grade according to their essential responsibilities, minimum qualifications, and other factors as explained in subsection (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:

NON-REPRESENTED EMPLOYEE GRADED SALARY RANGE STRUCTURE
(Effective January 1, 2025)

Proposed 2025 Non-Represented Graded Salary Range Structure						
Grade	Hourly					
	Minimum	Market Reference Point	Maximum	Minimum	Market Reference Point	Maximum
50	\$21.21	\$23.09	\$28.70	\$44,136	\$48,031	\$59,714
51	\$23.34	\$25.40	\$31.57	\$48,550	\$52,834	\$65,685
52	\$25.67	\$27.94	\$34.73	\$53,405	\$58,118	\$72,254
53	\$28.24	\$30.73	\$38.21	\$58,746	\$63,929	\$79,480
54	\$31.06	\$33.80	\$42.03	\$64,620	\$70,322	\$87,427
55	\$34.17	\$37.18	\$46.23	\$71,082	\$77,354	\$96,169
56	\$37.59	\$40.90	\$50.85	\$78,190	\$85,089	\$105,787
57	\$41.35	\$44.99	\$55.94	\$86,009	\$93,598	\$116,365
58	\$45.48	\$49.49	\$61.53	\$94,610	\$102,958	\$128,001
59	\$50.03	\$54.44	\$67.69	\$104,071	\$113,254	\$140,802
60	\$55.03	\$59.89	\$74.46	\$114,478	\$124,579	\$154,882
61	\$60.54	\$65.88	\$81.90	\$125,925	\$137,037	\$170,370
62	\$66.59	\$72.47	\$90.10	\$138,518	\$150,740	\$187,408
63	\$73.25	\$79.71	\$99.10	\$152,371	\$165,815	\$206,148
64	\$80.58	\$87.69	\$109.02	\$167,608	\$182,396	\$226,763
65	\$88.63	\$96.45	\$119.92	\$184,368	\$200,636	\$249,439
66	\$97.50	\$106.10	\$131.91	\$202,805	\$220,700	\$274,383
67	\$107.25	\$116.71	\$145.10	\$223,085	\$242,769	\$301,821
68	\$117.97	\$128.38	\$159.61	\$245,393	\$267,046	\$332,003
69	\$129.77	\$141.22	\$175.57	\$269,933	\$293,751	\$365,204
70	\$142.75	\$155.34	\$193.13	\$296,927	\$323,126	\$401,724
*The hourly rates presented here represents only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.						

EXECUTIVE LEADERSHIP GRADED SALARY RANGE STRUCTURE
Effective January 1, 2025)

2025 Executive Leadership Graded Salary Range Structure						
Grade	Hourly			Annual		
	Minimum	Market Reference Point	Maximum	Minimum	Market Reference Point	Maximum
101	\$93.48	\$101.66	\$126.20	\$194,443	\$211,456	\$262,497
102	\$102.82	\$111.82	\$138.82	\$213,886	\$232,602	\$288,748
103	\$113.11	\$123.01	\$152.70	\$235,275	\$255,863	\$317,622
104	\$124.42	\$135.31	\$167.97	\$258,804	\$281,448	\$349,384
105	\$136.86	\$148.84	\$184.77	\$284,683	\$309,593	\$384,323
106	\$150.55	\$163.72	\$203.24	\$313,151	\$340,552	\$422,755
107	\$165.60	\$180.09	\$223.57	\$344,467	\$374,608	\$465,030

*The hourly rates presented here represents only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

(Res. 3831, 2024, Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

D. Job Assessment Process. 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 assessment process that assesses jobs based on essential responsibilities and minimum qualifications, such as knowledge and skills, among other characteristics, of each job. Jobs shall be assessed on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job assessment process 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 assessment outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director. Job assessment outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director. This authority shall include re-assessment of existing jobs and establishment and assessment of new jobs. *(Res. 3823(AM), Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

E. Pay Practices.

- (1) Pay 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. Full-time

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 for newly hired employee will be within the pay ranges set forth in the above graded Salary Range Structure. A newly hired employee's placement within the pay grade will be based on similar experience they bring the port. (*Res. 3823(AM)*)

F. Pay Types.

- (1) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime pay in accordance with prevailing state and federal laws.
- (2) Stand-by Pay. Hourly, non-exempt, employees who are required to be available during non-work hours to resolve problems or otherwise perform work during non-work hours may be eligible for stand-by pay.
- (3) Cost of Living Adjustment (COLA). The port may provide a compensation increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price Index.
- (4) Cost of Living Adjustment Plus (COLA Plus). The port may provide a compensation increase to certain employees with lower pay rates in addition to the COLA increases they may receive as defined in the Total Rewards Program Guide.
- (5) Multilingual Premium. The port may provide a multilingual pay premium to employees with proven proficiency in another language for language services to the port at the port's request.
- (6) Emergency Pay. In the event of an emergency (e.g. a major snow event, an earthquake, a significant power outage, etc.) that has an adverse impact on port operations, employees working in exempt jobs who are not eligible for overtime and are required to work more than their normal work schedule may be eligible for Emergency Pay.

- (7) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases and temporary assignment adjustments may be awarded to employees consistent with the Port Policy HR-21.
- (8) 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.
- (9) Provisional Pay. When unique circumstances (as determined by the Executive Director) result in a subset of port employees incurring an additional cost or liability that is associated with their assigned in-person work location, the port (at the Executive Director's discretion) may provide to that affected subset of port employees additional compensation in the form of a one-time lump sum payment or multiple periodic payments to minimize (but not necessarily completely offset) such additional cost or liability for the then-current calendar year, provided that such amounts are within the approved budget.
- (10) Pay for Performance. 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 compensation 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.
1. 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.
- (11) 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. 3820, §9, 2024, Res. 3807, §5, 2022, Res. 3765, §1, 2019; Res. 3739, §2, 2017)

G. Pay Rates and Pay Ranges for Non-Assessed Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-assessed jobs 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) Veteran Fellows Positions. Veteran fellowship jobs are not assessed, and ranges shall be determined by human resources staff to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.
- (3) Executive Director. This job is not assessed, and no pay range is established. The executive director's pay is established by the Port Commission.

(Res. 3823(AM), Res. 3739, §2, 2017)

H. 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 assessments or technical errors). *(Res. 3739, §2, 2017)*

SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.

A. The Port Commission supports 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

(9) State mandated, Long Term Care insurance program, the Long-Term Service and Supports Trust Act (LTSS)

(10) Washington State Paid Sick Leave

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3739, §3, 2017)

C. Additional Benefits for Employees. The following benefits shall be administered consistent with port eligibility requirements.

(1) Paid Leave. The following paid leave plans shall be administered.

(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 11 holidays:

1. New Year's Holiday

2. Martin Luther King, Jr., Day

3. Presidents Day

4. Memorial Day

5. Juneteenth

6. Independence Day

7. Labor Day

8. Thanksgiving Day
 9. Native American Heritage Day, the day after Thanksgiving
 10. Port Designated Floater (in lieu of Veterans Day)
 11. Christmas Day.
- (d) Personal Day. One full day each year based on the payroll calendar with no accrual and no carry forward.
- (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) Paid Parental Leave. Fully paid time away from work following the birth, adoption, or placement for foster care of a new child.
- (k) Port Paid Medical Leave. Partially paid time away from work for the employee's serious medical condition. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.
- (l) Port Paid Family Leave. Partially paid time away from work for the employee to care for a family member with a serious medical condition, inclusive of the birth, adoption, or placement for foster care of a new child. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.

(Res. 3823(AM), Res. 3795, §5, 2021)

- (2) Retirement. Pension benefits that provide vested employees with post-retirement 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.

(a) (Repealed by Res. 3831, Adopted 2024)

- (b) Police Department employees in 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.

- (c) Police and Fire Department non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.

(Res. 3831, 2024, Res. 3823(AM), Res. 3795, §5, 2021)

- (3) Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements 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) Flexible 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. Teleworking is another form of flexible work arrangement. Flexible work arrangements and teleworking include a limited Teleworking Equipment Reimbursement Program in years that the reimbursement program is funded.
- (6) Relocation. Reimbursement 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. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §3, 2017)

D. Repealed by Resolution No. 3765.

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 (B) and (C). 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 (the airport in SeaTac, WA owned and operated by the Port of Seattle). 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. 3795, §5, 2021; 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 vendor or insurance contracts at any time for any reason. *(Res. 3765, §1, 2019; 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 non-represented 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 19, 2024	Resolution No. 3831 adjusted definitions of “Seasonal Employee” and “Pay Equity,” and added the definition of “Similar Work Experience.” It also modified the non-represented employee graded salary range structure and the executive leadership graded salary range structure. Section 5.2.C(2)(a) was repealed in its entirety, and technical edits were made throughout the document as necessary for general clean up.
June 11, 2024	Resolution No. 3823(AM) changed definitions for ‘at-will’ and ‘seasonal employee;’ replaced grade salary range structure with non-represented employee graded salary range structure and added executive leadership graded salary range structure; changed ‘job evaluation system’ to ‘job assessment process;’ changed initial pay rates provision; removed chief of police, fire chief, deputy chief of police, and assistant fire chief from pay rates and pay ranges for non-assessed jobs; modified veteran fellows positions provision; removed reference to ‘or family member’s’ from port paid medical leave and clarified port paid family leave. Adoption of Resolution No. 3823(AM) included a directive from the Commission through Order No. 2024-09 requiring the Executive Director to return to the Commission for approval of the second phase of the implementation of the Compensation Program.
March 12, 2024	Resolution No. 3820 added a new Section 5.1.F, Provisional Pay, and renumber the remaining section in numeric order.
November 29, 2022	Resolution No. 3807 adding new definition for ‘Cost of Living Adjustments ‘COLA’’ and ‘Pay Equity’; updating section title, striking language referring to Workplace Responsibility staff; adjusting the Graded Salary Range Structure by 4 percent and removing Grade 7 and 8; updating and/or modifying sections related to pay practices, initial pay rates, Information and Communication Technology Stand-by Pay; adding COLA and COLA Plus; adding Multilingual Pay and Emergency Pay; updating Other Pay Adjustments provision; adding ‘Washington State Paid Sick Leave’ reference, and removing reference to COVID-19 Vaccination Verification Incentive Day.

November 16, 2021	Resolution No. 3795 adding new definition for 'pay rate' and modify 'probationary employee;' adjusting graded salary range structure; amending mandated benefits, paid leave, and retirement; updating flex time and alternative work arrangement provisions; and making other general technical edits to the policy directive.
June 8, 2021	Resolution No. 3790 amended the definitions of "Probationary Employee" and "Probationary Period."
November 17, 2020	Resolution 3781 added the definition of "Project-related Temporary Assignment;" amended Section 5.1.A(3) relating to the Internal Audit Director; adjusted the graded salary range structure by 2 percent; and amended Section 5.2.C(c), holidays, to add Juneteenth to the list of port holidays.
November 19, 2019	Resolution 3765 added and removed definitions in Section 2, reorganized language on the port's right to modify or terminate benefits and policy in Sections 3 and 4 and removed several cross-references. In Section 5.1, salary ranges were updated and language about the job evaluation system was clarified. New provisions for paid medical and family leave were created in Section 5.2(C).
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.