



The 2018 Total Rewards Program Guide

Total Rewards consists of everything of value that employees and their families receive and have available to them as a result of their contributions to the Port's mission. The Total Rewards Philosophy provides a framework to guide decision-making about various rewards programs. There are four overarching principles that guide the Total Rewards Program:

- ▶▶ Total Rewards must reflect and support the Port's mission, values and long-term business strategy, nurture the Port's unique culture, and grow the Port's business.
- ▶▶ Total Rewards must support employees performing their best, as well as their growth and well-being.
- ▶▶ Total Rewards must be managed in a fiscally responsible way that is sustainable over time, and Total Rewards decisions must recognize the financial impact on the Port, its customers, and the community.
- ▶▶ Total Rewards must be applied fairly and consistently among all employees to support one organization working to accomplish overall Port goals.

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.

The Total Rewards Program Guide is organized by category: Pay, Benefits, Learning and Development, Recognition, and The Port Experience. It contains links to other documents and information that is available on *Compass*, and will be updated as additional detailed information about the plans and programs making up Total Rewards at the Port of Seattle becomes available. You also may visit the [Total Rewards page](#) on *Compass* to read more.

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Pay Practices

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 should be at market;
- Pay increases should be market competitive; and
- Similar pay for similar work is important.

Please refer to [HR-21](#) *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 Resolution](#). 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 Resolution for current jobs and their associated grade.

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 [Department of Labor \(DOL\)](#) 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 (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, 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 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 (non-exempt) jobs who work unauthorized overtime may be subject to disciplinary action. Overtime for non-represented, 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 [Holiday Pay Guide](#) 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 [Pay Adjustment Request form](#) and email it to [Ann McClellan](#), 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 four 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 [Total Rewards Team](#) or refer to the [Job Evaluation Compass page](#).

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

Implemented in 2016, 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 [Compass](#).

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 [Pay for Performance Matrix](#).

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 [HR-5 Employee Leave Policy](#) 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.

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 [Additional Pay Adjustment Request form](#) to Ann McClellan, Total Rewards Manager. If you have additional questions, please contact a [Total Rewards Analyst](#).

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](#).

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 [Additional Pay Adjustment Request](#)

[form](#) to Ann McClellan, Total Rewards Manager. If you have additional questions, please contact a [Total Rewards Analyst](#).

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 [promotional increase](#) 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 pay range. Promotional increases that result in an employee's pay being increased more than the following percentage amounts 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.

Less than 3 grade increase:	10%
3 or more grade increase:	15%

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 [Additional Pay Adjustment Request form](#) and email to Ann McClellan, Total Rewards Manager. If you have additional questions, please contact a [Total Rewards Analyst](#).

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 [Additional Pay Adjustment Request form](#) and email to [Ann McClellan](#), 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 [Temporary Assignment Request form](#) and must be received from the employee's manager. After the form is completed, please email it as an attachment to the [Ann McClellan](#), 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 [Ann McClellan](#), 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 [benefits](#), 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 tenure-based benefits. To request an emergency hire position, please contact a member of the [Talent Acquisition Team](#).

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 [Total Rewards Analyst](#) 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 [Personnel Action Form](#) and [Instructions](#) can be found on the [HR Forms page](#) on *Compass*. If you have any questions regarding filling out a PA, please contact a member of the [Total Rewards Team](#) or send an email to the [Employee Paperwork Mailbox](#).

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 [HR Intern Program](#) 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 [Amberine Wilson, HR Outreach Program Manager](#) (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 [Desiree Prewitt, Learning & Development Specialist](#) (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 [Veterans Fellowship Program](#) page on the Port of Seattle website. You also may contact [Derek Bender, Sr. Talent Acquisition Representative](#) (787.3375) or [Kathy Lewless, Talent Acquisition Manager](#) (787.6717).

Benefits

Benefits are plans and programs that enhance employee wellbeing, and they are a key component of the Port's Total Rewards program. Like pay, there are core benefits principles included in the Total Rewards philosophy that guide management and administration of the Port's benefit plans and programs. The benefits core principles are:

- The total benefits package should be competitive;
- Benefit offerings should provide choices to meet diverse employee needs at different life stages;
- Employees should take an active role in understanding and utilizing their benefits responsibly;
- The benefit package should provide at least a minimum level of financial security in the event of unforeseen events; and
- Employees should share in the cost of their healthcare plans and other benefits.

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 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 that include vision coverage, and broad networks of providers in the Puget Sound region.

For 2018 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, 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, Port-sponsored 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.

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. 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. 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. 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. 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. 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. Emergency Hire employees are not eligible for Wellness Reward Incentives in regards to medical benefits. An Emergency Hire employee who becomes a regular employee is then eligible for the Wellness incentive but cannot choose a different medical plan until the next open enrollment period. However, they can add dependents with a qualifying event.

A limited duration employee who is scheduled to work less than 21 hours per week or an on-call non-represented employee is not eligible for medical coverage unless he or she has worked an average of 30

¹ For regular or limited duration part time employees, the average hours per month will be equal to your regularly scheduled hours times four. (e.g., if an employee is regularly scheduled to work 24 hours per week the average hours per month would need to be 96 hours or more. $24 \times 4 = 96$)

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.

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)
- www.aetna.com

Kaiser Permanente

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

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 one coverage option—Delta Dental PPO Plan. Those hired during or before 2005 have two coverage options: Delta Dental PPO Incentive Plan and Delta Dental PPO Plan. However, should the employee elect to leave the Dental Dental PPO Incentive Plan or coverage ends due to failure to make an election during open enrollment, he/she cannot return to that plan at a future date.

Dental coverage begins the first day of the month following the date of hire or immediately if hired the first day of the month. Employees may elect coverage for spouses or domestic partners, as well as for children through the month in which the children turn age 26. 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
- www.deltadentalwa.com

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 [Spirit and Wellness webpage](#). To log into your Wellness Rewards Program account, [click here](#).

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 [Flexible Benefits Plan document](#).

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 1. 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 [IRS Publication 969](#). 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 [PayFlex](#) 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 [HSA page](#) 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 [labor contracts](#) 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
1 - 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, etc. and is accrued based on straight time hours paid. New employees who are eligible to accrue PTO per the Salary and Benefits Resolution or as provided by labor contracts may use PTO after the completion of the six-month probation period. 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 Port Leave Policy and Procedure HR-5.

Sick Leave (SL)

Employees who are eligible to accrue PTO per the Salary and Benefits Resolution 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 Port Leave Policy and Procedure HR-5 and the Addendum to HR-5.

There is also a Paid Sick Leave plan for employees who are otherwise ineligible for the Port's leave plans (on-call, 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 [HR-5](#) and the [Addendum to HR-5](#) for more information.

Other Types of Leave

See Port Leave Policy and Procedure HR-5 and the Addendum to HR-5 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 Addendum to HR-5.

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 [Jeniann Kaelin](#) or [Sanders Mayo](#) in HR, or follow the following link to the [Department of Labor](#).

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:
 - That requires treatment or medication the child cannot self-administer; or

- 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:
 - Requires an overnight stay in a hospital or other medical-care facility;
 - 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. Union-represented 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 [Washington State Department of Labor and Industries](#) 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 [Washington State Department of 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 [Washington State Human Rights Commission](#) 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-in-law, 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 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, step-child, 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 [HR-5 Leave Policy and Procedure](#).

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 consecutive 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.

Guidelines for Shared Leave are located in the [HR-5 *Leave Policy and Procedure*](#).

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 [HR-5 Leave Policy and Procedure](#).

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 [labor contracts](#).

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 [Compass](#) 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

Employees who are covered by the Port-sponsored Basic Accidental Death & Dismemberment insurance policy also may purchase voluntary additional accidental 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

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
- www.drs.wa.gov

Represented employees may participate in union-sponsored trust plans rather than PERS, as contained in their [labor contracts](#).

457 Deferred Compensation Plan

In addition to a pension plan, employees can save for retirement by using the Port's 457 Deferred Compensation Plan. This is a voluntary tax-deferred payroll deduction savings plan for all non-represented and represented employees. Interns, Veteran Fellows, and on-call employees are not eligible to participate. The waiting period to enroll is one full calendar month (30-days) from the date of hire. Payroll deductions can be changed on a monthly basis. 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.

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

- Customer service: 1-800-669-7400
- www.icmarc.org

401(a) Supplemental Savings Plan

If a non-represented employee chooses to participate in the 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, the match amount is based on tenure and is provided as follows:

457 Match for 401(a) Plan	
<i>Length of Service</i>	<i>Port Match</i>
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.

For more information and required forms, please visit the [Deferred Compensation](#) webpage.

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 [HR-31 Benefits for Non-Represented Employees](#) and [HR-5 Leave Addendum](#):

- 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 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 seek reimbursement, submit an expense claim in [Concur](#) and remember to attach a copy of your receipt.

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, [click here](#).

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.

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 [Employee parking](#) 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 [Employee Parking Validation page](#) 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 [here](#). More details regarding parking validation are available [here](#).

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.

Alternative Work Arrangements and Telecommuting

The AWA policy is under review. This section will be updated once it is finalized.

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 [request form](#). 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 [Employee Parking](#) 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 [Employee Assistance Program](#) 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.

Learning and Development

Learning and development expands Total Rewards beyond pay and benefits and includes a range of opportunities to enhance one's experience, knowledge, skills, and abilities in order to contribute fully in a complex, ever-changing work environment. These opportunities may be formal or informal, required or voluntary, and port/profession-specific or more broadly based.

As with the other Total Rewards categories, a set of core principles guides the management and administration of the Port's Learning and Development programs.

Core principles for the Port's Learning and Development programs are:

- Employees should have access to a range of learning and development activities to increase their capability to serve the Port's needs;
- Employees and the Port share responsibility for employee development;
- Employees should receive regular performance feedback;
- Non-represented employees should have written development plans that are reviewed at least annually; and
- Leaders should model their support for learning and development through their own development activities.

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 [Talent Development](#) 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 [Advance Notice of Degree Coursework](#) 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 [Request for Hardship](#) 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 is another category of Total Rewards at the Port, and is an acknowledgement of employee contributions, commitment, and effort toward Port endeavors and achievements. Recognition may be individual or team-based and can be formal or informal, tangible or intangible.

As with other Total Reward categories, a set of core principles guides administration of Recognition plans and programs. These include:

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

There are four types of recognition at the Port: Appreciation, Acknowledgement, Recognition Events, and Awards. [The Employee Recognition policy, HR-13](#), provides details on these different types of recognition.

Recognition Events

Employee Recognition 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 [Request for Employee Recognition Approval](#) 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 [James Campbell, Total Rewards Analyst](#) 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 [Service Award program](#) 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 [Compass](#). You may also contact [Brandy Brown](#) 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 [Compass](#), 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 [Compass](#), 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 [Compass](#), or by contacting James Campbell, Total Rewards Analyst.

The Port Experience

The Port Experience is the final category of the Port's Total Rewards Program and encompasses the programs and activities that recognize an employee's passion, creativity and motivation; are reflective of the Port's mission and values; and create pride in working for an organization that honors the individuality and diversity of employees and the surrounding community.

The Port Experience is what makes the Port unique and includes opportunities for public and community service, interesting work and unique work locations, a commitment to the environment, a commitment to social responsibility, and more.

As with other Total Rewards categories, a set of core principles guides the Port Experience.

- The varied perspectives and ideas that come from a diverse workforce are a valuable part of the Port Experience;
- Programs and activities that promote health, safety, and preparedness on and off the job will be offered;
- The Port's unique position as an entrepreneurial enterprise within a public sector environment will be promoted;
- Work-life balance is important for employees and the organization; and
- Working at the Port provides opportunities for both public and community service.