

**PORT OF NEWPORT  
RESOLUTION NO. 2016-03**

**A RESOLUTION ADOPTING A COMPENSATION PLAN FOR PORT EMPLOYEES**

**WHEREAS**, Resolution No. 2000-01 adopted Personnel Rules for public officials of the Port of Newport; and

**WHEREAS**, the Board of Commissioners believes that a Compensation Plan should be reviewed annually and adopted by resolution; and

**WHEREAS**, the Plan shall include rates of pay, entrance salaries, step increases and other employment benefits; and,

**WHEREAS**, elements of this plan were reviewed by the Port Commission at their April 5, 2016 budget priorities work shop and again by the Budget Committee at their May 10, 2016 meeting; and,

**WHEREAS**, the Budget Committee approved the FY 2015-16 budget as presented; NOW THEREFORE,

**THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1. Purpose.** The purpose of this resolution is to establish a Compensation Plan for employees in the career service of the port beginning July 1, 2016 and shall appear as an appendix in the Personnel Rules of the Port of Newport along with other supporting documentation.

**Section 2. Cost of Living Adjustment (COLA).** The port shall not issue a COLA for Fiscal Year 2016-17. The rate as identified in the most recent completed calendar year as published by the U.S. Bureau of Labor Statistics, Portland Consumer Price Index-U was 1.2%. All rates, categories and steps noted in this resolution shall not be adjusted. The state's minimum wage increased to \$9.75 per hour.

**Section 3. Rates of Pay.** Each employee shall be paid an hourly rate of pay within the salary range for the class in which he/she is employed. Rates of pay include twelve steps for eligible employees pursuant to Personnel Rules. The percent increase between steps shall be two-and-one-half percent (2.5%). Temporary or part-time employment rates start at Oregon state minimum wage unless approved by the General Manager.

	HOURLY	
	LOW	HIGH
A. <u>General Manager</u> .....	\$43.46	\$57.02
B. <u>Finance Director</u> .....	\$33.65	\$44.16
C. <u>Operations Director</u> .....	\$33.65	\$44.16
D. <u>Facilities Manager (MOC-P)</u> .....	\$23.21	\$30.45

E. <u>Harbor Master</u> .....	\$19.48	\$25.56
F. <u>Terminal Manager</u> .....	\$19.48	\$25.56
G. <u>Accounting Specialist I</u> .....	\$18.09	\$23.73
H. <u>Maintenance I</u> .....	\$15.94	\$20.91
I. <u>Accounting Specialist II</u> .....	\$13.45	\$17.65
J. <u>RV Park Manager</u> .....	\$13.45	\$17.65
K. <u>Administrative Assistant</u> .....	\$12.50	\$16.40
L. <u>Maintenance II</u> .....	\$11.85	\$15.55
M. <u>Accounting Specialist III</u> .....	\$10.00	\$13.12
N. <u>Maintenance III</u> .....	\$9.75	\$11.59

**Section 4. Health Care Insurance.** The port shall cover the monthly premium for employees' health care insurance though coverage will be available for employees' spouse and dependents if fully paid by the employee unless otherwise stated within an employment contract. Coverage is provided through Regence Blue Shield Insurance as negotiated by Special Districts Association of Oregon (SDAO). The medical plan includes a \$5,000 annual deductible, \$10,000 for family coverage.

	MONTHLY
A. <u>Medical</u> . "Red" Plan. PPO L .....	\$587.02 / \$1,673.00
B. <u>Dental</u> . Incentive Plan .....	\$50.88 / \$135.37

**Section 5. Retirement Plan.** The port shall provide employees with a retirement plan funded through the State of Oregon Public Employees Retirement System (PERS). The employee shall be responsible for their portion (6%) of the plan.

	MONTHLY
A. <u>Tier I</u> .....	6.68%
B. <u>Tier II</u> .....	0.45%
C. <u>OPSRP (Tier III)</u> .....	0.45%

**Section 6. Health Reimbursement Arrangement (HRA).** The port agrees to reimburse employees for eligible expenses (i.e. out-of-pocket expenses) above the \$1,000 deductible with an annual maximum reimbursement of \$3,500; \$2,000 deductible with an annual maximum reimbursement of \$7,000. The unused reimbursement may not be liquidated by the employee nor may it be carried over to the following fiscal year.

**Section 7. Deferred Compensation.** The port shall provide a deferred compensation plan for its employees through the Oregon Growth Savings retirement account. This plan is entirely funded through employee contributions.

**Section 8. Section 125 Pre-tax Medical Plan.** The port shall provide employees' access to a Flexible Spending Account or other Section 125 plan for dependent health care coverage paid for through employment agreements or by the benefitting employee.

**Section 9. Bonus Consideration.** The General Manager shall have the authority to issue on behalf of the port a holiday bonus to employees in an amount not

to exceed \$100 based upon financial and other considerations. Commission grants General Manager an equal bonus as may be issued to other career service employees.

**Section 10. Delegation of Responsibility.** The manager shall have the authority to adjust these rates or benefits on a temporary basis due to changes in any of the contractual agreements related to the aforementioned benefits. Any adjustments to these rates or benefits will be reported to the commission at its next regular meeting.

**Section 11. Annual Review.** The commission shall annually review and adopt a new Compensation Plan prior to the subsequent budget's adoption. A one page summary of the financial implications of this plan shall be included as a part of the proposed budget.

**Section 12. Repealer.** All previous rates and benefits are hereby repealed.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 24th day of May, 2016.

ATTEST:

  
\_\_\_\_\_  
Walter Chuck, President

  
\_\_\_\_\_  
David Jincks, Secretary/Treasurer