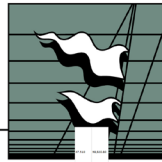


Benefits Program



PORT OF BELLINGHAM
Washington State

**Non-Represented
Employees
2023**

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Benefit Program Objectives

The Port of Bellingham maintains a total compensation program in alignment with our employee engagement and retention strategy. The total compensation program encompasses:

- Salary
- Paid Time Off
- Health & Welfare benefits

The Port has designed this program to align with our efforts to establish a high level of employee commitment and connection to the Port’s Mission and Values. This strategy enables us to meet our current and future workforce needs by attracting and retaining a high performing team.

Mission

Promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County.

Core Values

The Port of Bellingham...

<i>...places a premium on providing superior customer service and being responsive to changing market conditions with its business activities.</i>	<i>...demonstrates statesmanship and leadership in difficult public policy issues. Public involvement is highly regarded, and the Port incorporates varied views while making difficult decisions in a complex environment.</i>	<i>...strives for a diversified, professional workforce. Emphasis is placed on developing the full potential of all employees.</i>	<i>...employs its expertise and leadership ability in stated and federal port industry activities and issues.</i>	<i>...pledges to work cooperatively with other entities, within the framework of community standards, and to be a responsible trustee of our publicly owned assets.</i>
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Health and Welfare Benefits

The Port of Bellingham (Port) provides medical, dental, vision, life, disability, and employee assistance benefits for employees. Benefit coverage begins the first of the month following the most recent date of employment.

Example: An employee is hired January 15. Health and Welfare benefits would begin the first of the month following this date or in this example, February 1. When the employee separates from employment, these same benefits cease the last day of the month following the last full calendar month worked.

Details of the benefits programs are described in the Annual Employee Benefit Outline and Summary Plan Descriptions. Employee Benefit Outlines are provided to new employees when hired and distributed in January of each year to current employees. Summary Plan Descriptions are provided to new employees and distributed when changes are made. They are also available in the Human Resources Department.

Medical/Prescription

The Port's medical plan provides generous coverage of physician, hospital, prescription, laboratory and diagnostic services for eligible employees and their dependents.

The Port pays a portion of the medical plan premiums for regular full time employees, spouses (or registered domestic partner) and eligible dependents. The Port pays a portion of the medical premiums for part-time employees working at least 20 hours per week, and they may elect coverage for spouses (or registered domestic partner) and eligible dependents and self-pay the premiums. Employees working more than 30 hours per week qualify for coverage including dependents as defined by the Affordable Care Act. Part-time employees working fewer than 20 hours per week are not eligible for the health benefits. See the current year's benefit summary for specific information on the plan coverage and premium amounts paid by both the Port and employees for medical benefits.

Dental/Vision/Orthodontia

The Port offers dental/vision/orthodontia coverage for regular full time employees, spouses (or registered domestic partner) and eligible dependents. The Port provides dental/vision/orthodontia coverage for part-time employees working at least 20 hours per week, and they may elect coverage for spouses (or registered domestic partners) and eligible dependents and self-pay the premiums. Part-time employees working fewer than 20 hours per week are not eligible for the dental/vision/orthodontia benefits. Vision exams are also covered under this plan. See the current year's benefit summary for specific information on the plan coverage and premium amounts paid by both the Port and employees for dental/vision/orthodontia benefits.

Flexible Spending Accounts (Section 125 Plan)

The Port of Bellingham provides a Section 125 Flexible Spending Account to employees for assistance with non-reimbursed health or dental care and/or dependent care expenses. The Spending Account works by allowing employees to set aside a fixed amount of personal income on a pre-tax basis, in order to pay for non-reimbursed health or dental care and/or dependent care expenses. Additional plan information and administration of claims is available by contacting the Human Resources Department.

Life and Accidental Death & Dismemberment

The Port provides eligible full time employees a paid term-life benefit of \$50,000 or one times salary, whichever is greater up to a maximum of \$250,000. In the event of Accidental Death or Dismemberment a benefit is provided based on the schedule of loss. (Reference: Certificate of Group Life Insurance)

Long Term Disability

The Port provides Long Term Disability (LTD) coverage to eligible full time employees. The LTD benefit begins when an employee is disabled longer than 90 calendar days. Long Term Disability pays 66 2/3% of salary to eligible employees. From 90 to 180 days, Long Term Disability is self-insured. From 180 days, the Port is fully insured. The same terms and conditions described in the LTD Insurance Companies “Plan Document” apply. (Reference: LTD Schedule of Benefits)

Voluntary Life Insurance

The Port provides employees who are covered under the basic life insurance plan the opportunity to purchase additional life insurance for themselves, their spouse or their children. The cost of the voluntary life insurance premiums are paid entirely by the employee through payroll deduction. For information on rates and coverage, refer to the plan document.

Employee Assistance Program (EAP)

Everyone needs help sometime – the EAP program provides free, confidential, professional assistance to help employees and their families resolve problems that affect their personal lives or job performance. The EAP can help with a variety of issues: marital/family difficulties, emotional difficulties, job related issues, financial or legal problems, alcohol or other drug abuse, and more. The Port offers two distinct programs:

Health Promotions Northwest	Lincoln Financial Group
www.peacehealth.org/whatcom/eap	www.GuidanceResources.com (Web ID=Lincoln)
360-715-6565 or 800-244-6142	855-327-4463

Retirement Benefits

Washington State Public Employee’s Retirement System (PERS)

Eligible non-represented employees of the Port of Bellingham participate in the Washington State Public Employee’s Retirement System (PERS). The Plan is managed by the Department of Retirement Systems. Both employees and the Port contribute to the plan at amounts determined by the Legislature.

New Employees

New employees who have been members of PERS prior to coming to the Port may be eligible to receive consideration for past credit and will be reported into the plan they elected previously. New employees, not previously covered by PERS, must make a decision between PERS II & III within their first 90 days of employment. If the employee does not make a selection within 90 days they are automatically defaulted into PERS II. The selection of the plan or the default decision is irrevocable.

Additional information is available by contacting the Human Resources Department, or by contacting the Department of Retirement Systems at 1-800-547-6657 or visit www.wa.gov/DRS. (Reference: Washington State Public Employees’ Retirement System Member Handbook Plans I, II & III)

Deferred Compensation Program

In order to assist employees in saving for their retirement, the Port offers a voluntary 457 deferred compensation plan through MissionSquare (formerly ICMA-RC). The 457 deferred compensation program allows employees to invest pre-tax earnings into an account for retirement. Eligible employees may enroll in this voluntary benefit at any time. Additional information can be found at missionsq.org or by contacting the Human Resources Department.

Time-Off Benefits

Paid Time Off (PTO)

The Port's Paid Time Off (PTO) benefit provides employees a mechanism to take time off in a way that is consistent with their needs to be away from work for vacation, illness, and attention to family members, while at the same time recognizing the Port's need to have adequate coverage. The monthly PTO accrual rates are based on years of service and are listed below.

Anniversary Year	Monthly Accrual	Annual Accrual (8 hour days)
1-4	12.01 hours	18 days
5	15.34 hours	23 days
6	16.01 hours	24 days
7	16.67 hours	25 days
8	17.34 hours	26 days
9	18.01 hours	27 days
10	18.67 hours	28 days
11	19.34 hours	29 days
12	20.01 hours	30 days
13	20.67 hours	31 days
14	21.34 hours	32 days
15+	22.01 hours	33 days

PTO for management and market sensitive (difficult to recruit) staff shall be accumulated according to the following schedule. A list of management and market sensitive positions is attached. (Addendum A)

Managers and Market Sensitive PTO Accrual

Anniversary Year	Monthly Accrual	Annual Accrual (8 hour days)
1-4	15.34 hours	23 days
5-9	18.67 hours	28 days
10+	22.01 hours	33 days

Director PTO Accrual

Anniversary Year	Monthly Accrual	Annual Accrual (8 hour days)
1-4	18.67 hours	28 days
5+	22.01 hours	33 days

Employees working less than a full-time schedule shall accrue PTO on a pro-rata basis based on the number of hours worked.

PTO may be accumulated to a maximum of 520 hours at the end of a calendar year. Accumulated hours in excess of this amount at December 31 of each year will be forfeited.

Non-represented employees shall be eligible to take PTO any time after it is accrued.

Employees submitting PTO requests for vacation use shall do so with enough advance notice to assure that there is appropriate coverage for the employee's work area. All requests shall be subject to approval by the Supervisor. In the event that the employee needs PTO for an illness or to care for a family member, the employee should give the Supervisor as much notice as possible for the need to be away.

Any employee who is separated from the employment of the Port shall be compensated for any accrued but unused PTO at their regular rate of pay at the time of separation.

Retirement PTO Account

Employees who have been employed on a full-time basis for ten or more years shall be permitted to elect to place up to one half of their PTO hours above 240 hours into a special category entitled "Retirement PTO Account" each year. Prior to retirement, the employee who has elected to place a portion of his or her PTO hours into this account shall be permitted to take Retirement PTO prior to the effective retirement date. The length of such PTO shall not be greater than the number of accumulated hours in the Retirement PTO Account for that employee and in no event shall an employee be permitted to accumulate more than 519 hours in a Retirement PTO Account. The election herein shall be made in writing to the Director of Human Resources and shall be prospective only. Retirement PTO hours may not be recalled into an employee's regular PTO bank unless otherwise approved by the Executive Director. Hours that have been placed in the Retirement PTO Account will be paid out at the employee's regular rate of pay if the employment relationship is terminated for any reason prior to retirement.

Individual modifications or exceptions to the PTO policy are subject to Executive Director's approval and must be in writing.

Washington Paid Sick Leave (WPSL)

The Port administers Washington Paid Sick Leave in accordance with Washington State's requirements. See Policy 4.03 for more information on the accrual rate and usage rules.

Holidays

The Port observes 11 paid holidays per year. Full and regular part time employees are eligible to receive holiday pay. Full time employees receive eight hours of pay per holiday, part time employees receive a pro-rata amount based on their scheduled hours. The Port observes the following holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Native American Heritage Day
- Christmas Day

When one of the holidays listed above falls on Sunday, the following Monday will be observed. When one of the holidays listed above falls on Saturday, the preceding Friday will be observed. If the Federal observance

of any of the above holidays conflicts with State, the Port of Bellingham will follow the State observance. If the holiday occurs during an employee's PTO, the holiday will not be deducted from earned PTO.

If an employee works an alternative schedule or is participating in the flex schedule, holidays will be observed as stated on the employee's individual schedule, however, in no event shall the alternative holiday schedule exceed the number of holidays listed above.

Leaves of Absence

Family and Medical Leave (FMLA)

The Port administers the Family and Medical Leave Act (FMLA) in accordance with federal requirements. See Policy 4.01 for more information on FMLA.

Washington Paid Family and Medical Leave (WPFMLA)

Washington State administers Washington Paid Family and Medical Leave (WPFMLA). See the paid leave site at <https://paidleave.wa.gov/individuals-and-families/> for the most current eligibility and application procedures.

Funeral Leave

When an immediate family member passes away, employees may be granted up to three days off with pay for the purpose of attending to funeral needs. When arrangements necessitate, additional funeral leave may be requested. Approval of additional funeral leave is subject to the discretion of the employee's immediate Director. Directors may take into account the employee's past attendance, PTO accrual and usage, when making the decision to approve additional funeral leave. Employees are required to notify the immediate Supervisor prior to taking any funeral leave.

For purposes of funeral leave, the Port defines "members of an employee's immediate family" to be the employee's spouse, registered domestic partner, mother, father, brothers, sisters, sons, daughters, mothers-in-law, fathers-in-law, grandchildren, and grandparents.

Jury Leave

The Port will pay employees called for Jury Duty on a regularly scheduled working day. Employees are required to provide a reasonable notice of the Jury Duty to their supervisor and submit a copy of the Juror Summons to the Human Resources Department. Employees are required to reimburse the Port any jury duty pay (excluding travel pay and parking reimbursement).

Civic Leave

Upon request, an employee may be granted a leave of absence to perform their civic duty. Such civic duties may include appearing before a court or other public body on a matter not related to their work, in which they are not personally involved as a plaintiff or defendant, or being elected or appointed to any political or legislative position.

ADDENDUM A

MANAGEMENT AND MARKET SENSITIVE POSITIONS

MANAGERS

Community Outreach Manager

Controller

Engineering Program Manager

Harbormaster

Information Technology Manager

Maintenance Manager

Marine Terminal Manager

DIRECTORS

Chief Financial Officer (CFO)

Director of Aviation

Director of Economic Development

Director of Environmental and Planning Services

Director of Human Resources

Director of Marinas

Director of Real Estate and Asset Management

MARKET SENSITIVE POSITIONS

The Compensation Committee will evaluate market sensitive positions based on recruitment and retention needs and the Port's strategic objectives.

- Project Manager
- Project Engineer
- Sr. Project Engineer
- Marine Terminals Business Development Manager

Incumbents of positions previously determined as 'market sensitive':

- Emergency Management/Security Officer