



**2006**

**SALARY & BENEFIT**

**RESOLUTION NO. 3553**

**Effective January 1,2006**

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## **RESOLUTION NO. 3553**

**A RESOLUTION** of the Commission of the Port of Seattle Establishing Positions, Classifications, Salaries, Allowances and Adjustments for Port Salaried (not represented by a labor union) Positions; Authorizing and Establishing Conditions in Connection with the Following Benefits: Social Security, Industrial Insurance, Unemployment Compensation, Military Leave; Retirement; Compensated Leave, Including Civic Duty, Bereavement Leave, Holidays, Paid Time Off/Extended Illness Leave, Shared Leave, and Awarded Time; Insurance Benefits, Including Medical, Dental, Life and Long-Term Disability; and Authorizing this Resolution to be Effective on January 1, 2006 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3533.

**BE IT RESOLVED** by the Port Commission of the Port of Seattle as follows:

### **I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RATES AND RANGES**

There are hereby established the following classifications and graded salary ranges for all salaried (non-represented) positions of the Port of Seattle:

A. Exempt/Non-Exempt Classification of Positions: All salaried (non-represented) jobs shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt or nonexempt.

B. Graded Salary Ranges: All salaried (non-represented) jobs shall be classified and graded according to their relative skill requirements, responsibilities, and other factors as explained in Section II. Each job will have a salary range that corresponds to its grade. Grades and salary ranges for 2006 will be as follows:

**PORT OF SEATTLE  
GRADED SALARY RANGE STRUCTURE  
3.0% Range Adjustment Effective January 1, 2006**

<b>Grade</b>	<b>Hourly</b>			<b>Annually</b>		
	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
45	\$101.62	\$127.02	\$152.43	\$198,159	\$247,689	\$297,239
42	\$76.48	\$95.59	\$114.72	\$149,136	\$186,401	\$223,704
41	\$72.51	\$90.63	\$108.76	\$141,395	\$176,729	\$212,082
40	\$68.71	\$85.88	\$103.06	\$133,985	\$167,466	\$200,967
39	\$65.10	\$81.37	\$97.64	\$126,945	\$158,672	\$190,398
38	\$61.66	\$77.06	\$92.48	\$120,237	\$150,267	\$180,336
37	\$58.37	\$72.95	\$87.55	\$113,822	\$142,253	\$170,723
36	\$55.27	\$69.08	\$82.90	\$107,777	\$134,706	\$161,655
35	\$52.28	\$65.35	\$78.42	\$101,946	\$127,433	\$152,919
34	\$49.44	\$61.80	\$74.16	\$96,408	\$120,510	\$144,612
33	\$46.76	\$58.44	\$70.13	\$91,182	\$113,958	\$136,754
32	\$44.18	\$55.22	\$66.27	\$86,151	\$107,679	\$129,227
31	\$41.74	\$52.17	\$62.60	\$81,393	\$101,732	\$122,070
30	\$39.41	\$49.25	\$59.11	\$76,850	\$96,038	\$115,265
29	\$37.20	\$46.49	\$55.80	\$72,540	\$90,656	\$108,810
28	\$35.09	\$43.86	\$52.63	\$68,426	\$85,527	\$102,629
27	\$33.07	\$41.33	\$49.60	\$64,487	\$80,594	\$96,720
26	\$31.16	\$38.94	\$46.74	\$60,762	\$75,933	\$91,143
25	\$29.33	\$36.66	\$43.99	\$57,194	\$71,487	\$85,781
24	\$27.59	\$34.48	\$41.39	\$53,801	\$67,236	\$80,711
23	\$25.93	\$32.40	\$38.89	\$50,564	\$63,180	\$75,836
22	\$24.35	\$30.44	\$36.52	\$47,483	\$59,358	\$71,214
21	\$22.84	\$28.54	\$34.26	\$44,538	\$55,653	\$66,807
20	\$21.84	\$27.30	\$32.75	\$42,588	\$53,235	\$63,863
19	\$20.89	\$26.11	\$31.33	\$40,736	\$50,915	\$61,094
18	\$20.00	\$25.00	\$30.00	\$39,000	\$48,750	\$58,500
17	\$19.16	\$23.95	\$28.74	\$37,362	\$46,703	\$56,043
16	\$18.34	\$22.93	\$27.52	\$35,763	\$44,714	\$53,664
15	\$17.56	\$21.95	\$26.35	\$34,242	\$42,803	\$51,383
14	\$16.83	\$21.03	\$25.25	\$32,819	\$41,009	\$49,238
13	\$16.14	\$20.17	\$24.21	\$31,473	\$39,332	\$47,210
12	\$15.47	\$19.33	\$23.21	\$30,167	\$37,694	\$45,260
11	\$14.83	\$18.53	\$22.24	\$28,919	\$36,134	\$43,368
10	\$14.21	\$17.77	\$21.32	\$27,710	\$34,652	\$41,574
9	\$13.64	\$17.05	\$20.46	\$26,598	\$33,248	\$39,897
8	\$13.10	\$16.37	\$19.64	\$25,545	\$31,922	\$38,298
7	\$12.58	\$15.72	\$18.87	\$24,531	\$30,654	\$36,797
6	\$12.06	\$15.07	\$18.09	\$23,517	\$29,387	\$35,276
5	\$11.59	\$14.48	\$17.39	\$22,601	\$28,236	\$33,911
4	\$11.13	\$13.92	\$16.71	\$21,704	\$27,144	\$32,585
3	\$10.72	\$13.40	\$16.09	\$20,904	\$26,130	\$31,376
2	\$10.30	\$12.86	\$15.44	\$20,085	\$25,077	\$30,108
1	\$9.89	\$12.36	\$14.83	\$19,286	\$24,102	\$28,919

## Section I. (Cont'd.)

C. Salary Rates, Ranges, and Allowances for Non-graded Jobs: Salary rates, ranges, and a provision for a special allowance have been developed for non-graded positions:

1. Japan Regional Staff Positions:
  - a. Salary Rates: No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
  - b. Special Overseas Allowance: In addition to salary, the Chief Executive Officer is authorized to provide direct payment or supplement for housing; transportation to and from assignments for employees, their families, and required personal effects; transportation and travel costs for employees and their spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.
2. High School, College, Graduate or International Intern Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by Human Resources and Development staff based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Compensation for international interns may be disbursed directly for housing subsistence, etc., for administrative convenience.
3. Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief: These jobs are non-graded, and ranges are established to facilitate appropriate salary administration for employees in these jobs.

D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges: Exhibit A or salary rates and/or ranges may be amended by either ordinary motion approved by the Commission at any regular or special meeting or by the Chief Executive Officer when the changes are the result of provisions contained in this Resolution.

## II. ESTABLISHMENT AND ADMINISTRATION OF JOB EVALUATION SYSTEM

It is the policy of the Commission to pay Port employees based on salary levels within an appropriate geographic market. It is also the policy of the Commission to establish a job evaluation system that evaluates the mental, physical and social requirements, work environment and accountability of each position. The job evaluation system shall be administered by Human Resources and Development Management under the supervision of the Chief Executive Officer. Salary levels and the results of the job evaluation system shall be considered in determining the appropriate grade for each position. Each job authorized in Exhibit A has been evaluated via the job evaluation system, except those noted in Section I.C., and each evaluated job has been assigned a grade related to the salary range structure set forth in Section I.B. Human Resources and Development staff shall, on an on-going basis, evaluate new jobs and reevaluate existing

jobs, taking into account any change in mental, physical or social requirements, etc., or changes to salary levels within the appropriate geographic market, which could result in placement in a different salary grade and range. The Chief Executive Officer shall have the final approval authority for all job evaluations and title changes except for that of the Chief Executive Officer. This authority shall include re-evaluation of existing jobs and establishment and evaluation of new jobs.

### **III. FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES**

A. Authorized Positions: The Chief Executive Officer is hereby authorized to recruit and fill authorized positions (except that of Chief Executive Officer) up to the full-time-equivalent number of positions authorized and to set salaries within the salary grade ranges as outlined below. Total Port salaried (non-represented) positions shall not exceed the total of numbers authorized in the budget, except the Chief Executive Officer is authorized to fill up to 10% additional positions, provided that funding is available in the Commission-approved budget. Also, prior to termination or retirement of employees where overlap is clearly essential for effective continuity, the Chief Executive Officer may authorize filling an extra position to provide for a transition period. To promote organizational efficiency, the Chief Executive Officer may authorize transfers of positions and/or employees from one work unit to another. The Chief Executive Officer may carry out reorganization of functions, work units, and staff assignments. The Chief Executive Officer may authorize non-competitive placements in selected circumstances.

B. Selection Criteria: Selections of appointees for new hires, transfers, or promotions shall, to the extent feasible, conform to current job evaluation criteria and appropriate competencies for each authorized job; however, in the paramount interest of developing a strong personnel base, Human Resources and Development Management shall ensure that consideration be given to equivalent education, experience, special abilities or job knowledge in lieu of that provided in position specifications.

C. Setting Salaries: Authorizations for setting salaries of hires, promotions and transfers are provided as follows:

1. Hires and Promotions: Though salaries shall normally be based on skill, knowledge and experience and set between the minimum and midpoint of the salary range for hires, under special conditions and with appropriate documentation Human Resources and Development management may authorize a salary above midpoint of the salary range for appointees or hires possessing special qualifications, exceptional experience, or for internal/external equity reasons.
2. Transfers:
  - a. Promotional Transfers: See Section V.B.
  - b. Regional Transfers: In the case of transfers to or from distant locations, the employee's salary level may be adjusted in

accordance with differing cost-of-living factors and other conditions.

- c. Temporary Internal Internships: Upon mutual agreement and in coordination with Human Resources and Development Staff, managers may work together to authorize and coordinate interdepartmental transfers of employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the employee's same title and salary range are maintained during the temporary internship. Internships are designed to be a minimum of 6 months in length and last no more than one year.

#### **IV. DEFINITIONS OF EMPLOYMENT STATUS**

A. An Employee is anyone who performs personal services for the Port in a designated eligible or ineligible Port position. No sub-classes are included in this definition, such as employees of temporary agencies or independent contractors.

1. A salaried employee is an exempt or non-exempt employee not represented by a collective bargaining agreement.
  - a. A probationary employee is a new hire or rehire who has not yet successfully completed the six-month probationary period. Probationary employees are expected to establish a consistent, acceptable level of performance or behavior that is sufficient to retain their employment. No extension of the probationary period will be granted unless the employee is on an approved leave of absence in excess of two weeks during their first six months of employment.
2. A represented or union employee is an exempt or non-exempt employee represented by a collective bargaining agreement.
3. The terms "exempt employee" and "non-exempt employee" are legal determinations based on provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act (WMWA) and refer to overtime eligibility.
  - a. An exempt employee is an employee who is not subject to the overtime and minimum wage provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act by virtue of their job responsibilities.
  - b. A non-exempt employee is an employee who is subject to the overtime and minimum wage provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act by virtue of their job responsibilities. This includes eligibility for overtime pay at one and

one-half times the hourly rate of pay for all hours worked over 40 in a work week.

B. **An Eligible Employee** is a full-time (B.1.) or part-time (B.2.) employee hired for an indefinite duration and assigned to an "eligible" position. **An** "eligible" position is one that normally requires five or more calendar months of PERS creditable service in at least two out of every three years.

1. **An Eligible Full-Time Employee** is one who is regularly scheduled as described above for 75 or 80 hours of work per bi-weekly pay period.
2. **An Eligible Part-Time Employee** is one who is regularly scheduled to work at least 21 hours per week indefinitely, but less than **full-time** as explained above.

C. **A DRS-retired Employee** is an employee who is receiving a pension from any retirement plan administered by the State of Washington Department of Retirement Systems (DRS) and is hired into an "eligible" position as defined above. DRS-retired employees are entitled to the same benefits as outlined in Section VII.C. except that employee contributions into PERS are not required. PERS retirees are limited in the number of hours they may work without jeopardizing their pension benefits. Refer to the DRS web site or brochures for specific information about these limitations.

D. **Ineligible Status Applies to Employees** as follows (in accordance with laws pertaining to the State retirement system):

1. **Ineligible Limited**: Applies only to those employees or retirees hired in a position scheduled to end within four calendar months of full-time employment or part-time of 70 or more hours per month. Ineligible limited status must end no later than the end of the fourth calendar month.
2. **Ineligible Extended or Ineligible On-call**: Applies to those employees or retirees hired to work less than 70 hours a calendar month in an on-call assignment or for an extended specified duration; or those hired to work a schedule of 70 or more hours a calendar month in no more than four calendar months within each 12-month period. In order to retain ineligible status for an extended period, compensated hours must be less than 70 per month in at least 8 of every 12 calendar months worked.

DETERMINATION OF WHETHER A POSITION STATUS IS "INELIGIBLE" MUST BE MADE WITH HUMAN RESOURCES AND DEVELOPMENT BEFORE A TEMPORARY POSITION MAY BE FILLED. EMPLOYMENT STATUS OF PORT POSITIONS MUST BE IN CONFORMANCE WITH WASHINGTON STATE RETIREMENT LAWS.

3. **Student Interns**:

- a. **Domestic Student Interns** (High School, College and Graduate) may be allowed to work full-time for up to 12 months. Students whose internship extends beyond 12 months must be compensated

for less than 70 hours per month in at least 8 of every 12 calendar months worked after the first year.

b. International Interns are limited to the same restrictions as for domestic student interns.

c. Ineligible status applies to all interns.

4. Ending of Ineligible Status: Employees must be terminated when or before time limits are reached for ineligible status explained above; except as necessary to address critical and immediate Port needs. See conditions in 5., next.

5. Conversion From Ineligible to Eligible Status: If an employee is hired into an ineligible position but conditions change and the Port later determines the position to be eligible under the definitions above, PERS membership will be required of the employee beginning from the date the Port determines the position to be eligible. If the Department of Retirement Systems (DRS) determines that an eligible position should have been considered eligible, PERS membership will be required of the employee retroactive to the first day of eligibility as determined by DRS.

E. The Immigration and Naturalization Control Act requires that no employee whatsoever be hired to work in the United States without the Port verifying proof of that employee's right to work in the United States.

## **V. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES, AND ADJUSTMENTS**

The Commission hereby authorizes the following types of salary adjustments and allowances:

A. Pay for Performance and Special Adjustment Administration: The pay for performance program shall be administered under Port Policy HR-21, Salary Administration. The pay for performance amount shall be established by the budget process and administered according to a plan approved by the Chief Executive Officer and implemented by Human Resources and Development Management, subject to the following provisions:

1. Human Resources and Development staff shall collect and analyze salary survey data. If survey findings indicate the Port salary ranges or rates are not in proper alignment with appropriate markets, Human Resources and Development will, subject to approval by the Chief Executive Officer, adjust ranges or recommend adjustments to rates to align them with the appropriate market.
2. Salaried (non-represented) eligible employees whose salary ranges are established in Exhibit A shall be eligible for annual pay for performance increases according to the Pay for Performance program guidelines.

3. Pay for performance increases for the Chief Executive Officer shall be approved by the President of the Port Commission after consulting with other Commission members. The Chief Executive Officer shall be entitled to the use of a dedicated Port vehicle and extended post-employment medical insurance.
4. The Chief Executive Officer may approve special salary adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in circumstances that are not otherwise addressed in Port salary administration policies and procedures.

B. Promotional Increases: Promotional increases may be awarded when an employee's salary grade and the accompanying pay range increase due to job reevaluation or a competitive hiring process. Promotional increases, if any, should take into account salary and performance comparisons with other employees in the same work group and the extent to which the employee is prepared to perform the higher-level duties. Promotional increases associated with promotions of three or more grades may be up to 9% but must be at least to the minimum of the new pay range. Promotional increases for promotions of two grades may be up to 6% but must be at least to the minimum of the new pay range. Promotional increases for promotions of one grade may be up to 3% but must be at least to the minimum of the new pay range. .

C. Six-month Increases: Employees are eligible for a six-month performance-based increase following six months of satisfactory work performance in a job with a higher salary grade and range, provided their salary at the completion of six months in the new job is at or below the midpoint of the new range. Six month increases will be made based on the six month increase guidelines included in the Pay for Performance program that are in effect at the time the employee completes six months in their new job, or that were in effect at the time the employee started their new job, whichever is higher.

D. Probationary Increases: Employees who have shown satisfactory work performance during their probationary period (the first six months of continuous employment as a new hire or a rehire in an authorized, eligible position) are eligible for a performance-based probationary increase provided their salary at the completion of their probationary period is at or below the midpoint of their range. Probationary increases will be made based on the probationary increase guidelines included in the Pay for Performance program that are in effect at the time the employee completes their probationary period or that were in effect at the time the employee started their probationary period, whichever is higher.

E. Administering Salary Increases or Allowances for Positions Which Fall Outside the Ranges: Employees whose salaries fall below the minimum of the salary range for their job shall have their salary automatically increased to the new minimum of the salary range. Employees whose salaries exceed the maximum of the range for their position will have their salary adjusted to the maximum of the range in accordance with Port Policy, HR-21. Employees whose salaries are at or above the maximum of their range may be eligible for lump sum awards that do not increase their base salary.

F. Acting Out of Class (AOC) Assignments: Upon mutual agreement and in coordination with Human Resources and Development staff, managers may authorize a

temporary acting out of class assignment to help meet business needs. To qualify as an AOC assignment, employees will temporarily assume 50% or more of the responsibilities of a job with a higher grade and pay range. The AOC assignment offers employees an opportunity to learn and develop skills associated with higher-level work. In addition to the developmental opportunity associated with these assignments, employees may be awarded a temporary pay increase of no more than 5% provided they are expected to perform the additional responsibilities for a minimum of 30 days. AOC assignments are expected to last no longer than 6 months. If awarded, the temporary pay increase will be processed after the employee has been performing the additional responsibilities for 30 days, retroactive to when the assignment began.

G. Foreign Language Premium: The Port of Seattle shall provide a foreign language premium in the amount of \$20 per hour for translation services rendered. Payment shall be made to eligible employees who are fluent in foreign language(s) and dialect(s) spoken by those with whom the Port does business. Such payment shall be made in those cases where employees directly assist the Port with translation services and where the employee's normal duties do not require foreign language proficiency.

H. Payment for Relocation Costs: Human Resources and Development Management shall be responsible for procedures which allow payment for relocation costs for exempt employees in regional positions who are assigned to a new location, and new exempt employees who are required to relocate to accept Port employment.

I. Interns: High School, College and Graduate interns are hired to learn and perform a specific set of responsibilities for a specified period of time. As such, interns are not eligible for pay for performance or other types of pay increases during their internship.

## **VI. ADMINISTRATION OF PAY PRACTICES**

A. Conversion of Salary Rates: To convert hourly salaries to annual salaries, multiply the hourly rate by 1950 hours (for a 75 hour pay period) or 2080 hours (for an 80 hour pay period).

B. Authorized Flextime and Alternative Work Arrangements for Full-Time Employees: Normal full-time work schedules are made up of either 75 or 80-hour bi-weekly pay periods and follow the normal Port work schedule of 8:00am to 4:30pm. Managers are authorized to approve alternative shift start and stop times (Flextime) keeping in mind the best interests of operating efficiency. "Flextime" allows an earlier or later starting time from the normal Port work schedule of 8:00 a.m. to 4:30 p.m. with starting time to be no earlier than 6:00 a.m. and quitting time to be no later than 7:00 p.m. Alternative Work Arrangements (Four-ten or nine day schedules, teleworking, telecommuting or other options) must be reviewed and approved by the Department Director and the appropriate Senior Director. For more details on Flextime and AWA, refer to Port policy HR-15. Paid time off, extended illness, bereavement leave, holiday pay, etc., will be determined by the employee's schedule for that specific day

C. Extra Compensation: The following terminology shall be used in this section and Section VII.C.3, Holidays. These definitions apply to overtime determinations only and in no way alters the defined Port payroll week that begins at 12:01 a.m. Sunday and ends at midnight Saturday.

**An** employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time employee's work schedule is either 75 or 80 hours each bi-weekly pay period.

A regular employee's work week shall consist of the number of hours necessary for the employee to work during each week of the bi-weekly pay period so that their total hours for the pay period equal either 75 or 80.

**An** employee's work day shall consist of the number of hours necessary for the employee to work each day during a bi-weekly pay period so that their total hours for the pay period equals 75 or 80. Full-time employees typically work between 7.5 and 10 hours each day. Due to provisions of the Fair Labor Standards Act (FLSA), non-exempt employees may not work an alternative work arrangement that includes a schedule of more than 40 hours in any one week.

1. **Overtime:** Full-time and part time employees whose jobs are classified as non-exempt shall receive overtime compensation at the rate of one and one-half times their straight-time hourly rate of pay for hours worked in excess of their regularly scheduled work week (maximum of 40 hours) within the Port payroll week (Sunday through Saturday). Port designated holiday hours **will** be counted as "hours worked" for purposes of calculating overtime. Paid Time Off, Extended Illness or any other type of paid leave **will not** be counted as "hours worked" for the purposes of calculating overtime.

Employees will receive overtime compensation (in addition to straight time pay or another day off within the current pay period) for all hours worked, when required, on a holiday as defined by Section VII.C.3., Holidays, regardless of the number of hours actually worked in the holiday work week.

In no case shall overtime compensation be duplicated. Overtime pay will be based on the rate the employee would have received, including any shift differential, if the need for overtime had not become evident. This will apply to time worked either before or after a regularly scheduled shift.

2. **Shift Differential:** All salaried, non-exempt employees shall receive a shift differential of 7.5% over their regular salary when required to work Swing Shift and 10% over their regular salary when required to work Graveyard Shift.

Swing Shift shall be a regularly scheduled work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a regularly scheduled work shift which starts before 2:00 a.m. and ends later than 2:00 a.m.

If management has approved attendance at a meeting or training session conducted during the day shift that is compensable to the employee, the employee's **shift** differential will be paid for the time they spend at the meeting or training session.

3. **IT Stand-by Pay:** Some employees in the Information Technology (IT) Department are required to be available by pager or phone or available to come to work during the evening, on a weekend, or on a holiday to solve a problem. Non-exempt IT employees will be compensated at a rate of \$2.50 per hour for

all required stand-by time. In addition, they will be compensated at their regular overtime rate for time worked solving problems via telephone or remote connection (in quarter-hour increments) or for time worked in person at a Port location (with a two hour minimum).

## **VII. ADMINISTRATION OF BENEFIT PROGRAM**

A. Authorization to Amend Benefit Program: The Chief Executive Officer is authorized to amend benefits as necessary to comply with any changes in statutory requirements.

B. Basic Benefits Provided for All Salaried (non-represented) Employees (except as noted) beginning on date of employment:

1. Social Security (FICA) Insurance: All salaried (non-represented) employees are covered by law under the Federal Insurance Contribution Act (FICA). Employee and employer contributions-andthe wage base shall be the amounts designated by law. The Police and Fire Department non-graded, salaried (non-represented) management staff is covered under the Police and Fire Department FICA alternative plans.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except Law Enforcement Officers' and Fire Fighters' (LEOFF), Plan One Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workers' Compensation Act. Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability (i.e., Longshore and Harbor Workers' Act); to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued extended illness leave as a supplement to Workers' Compensation is provided as established in Port Policy HR-5, Leaves.
3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. Military Leave: With appropriate military orders, employees called for active or training duty in the military (including weekend reserves for employees who normally work weekends) shall be allowed up to fifteen working days per Federal fiscal year (October through September) of military leave as provided in and limited by RCW 38.40.060.

Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. Time off without pay shall be allowed at the employee's request.

1. The Commission may authorize additional temporary military leave benefits in response to sudden call-ups of military personnel (e.g. providing additional pay to make up the difference between the employee's military pay and their normal compensation from the Port).

C. Benefits Provided Eligible and DRS-retired Employees:

1. Retirement: Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees' Retirement System (PERS) from date of employment if they are hired in an eligible position and are eligible for membership as defined in RCW 41.40. Fire fighter and Police management personnel, if eligible under RCW 41.26, become members of the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). Refer to appropriate retirement membership handbooks for differences between PERS Plans 1, 2 and 3.

Eligible employees hired in otherwise eligible positions under RCW 41.40, who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement which will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.

Partial service credit will be granted to members of PERS working in eligible positions less than "threshold" hours. In PERS 1 this means that employees who are compensated for less than 70 hours in one month will receive 114 month service credit for that month. Under PERS 2 and 3, employees who are compensated for at least 70 hours in one month, but less than 90 hours, will receive 112 month service credit. PERS 2 and 3 employees will receive 114 month service credit if they compensated for less than 70 hours but more than zero hours in a month.

2. Compensated Leave: (See Port Policy HR-5, Leaves, for provisions covering all forms of paid and unpaid leave. Any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the benefits section regarding continuance of insurance coverages, etc.)

a. Civic Duty Leave:

- (1) Jury Duty: An eligible or DRS-retired employee who serves on jury duty shall receive full regular compensation less any compensation (excluding mileage and meals paid by the court) received for such service during the period of leave.
- (2) Subpoenaed Witness Leave: When an eligible or DRS-retired employee is subpoenaed as a witness under

circumstances which are determined by Human Resources and Development Management to be related to or involve the Port, the same pay conditions listed for jury duty shall apply.

- b. Extended Illness (EI) Leave: Eligible and DRS-retired employees shall receive Extended Illness leave accruals as follows:

Eligible and DRS-retired employees shall accrue EI leave at the rate of 0.02308 hour per straight-time hour paid. The accruals shall commence from the date of employment and shall not exceed the equivalent of 6 workdays per year. EI leave accruals may be used only after 15 hours of absence in a three-day period due to illness, injury or disability. The first 15 hours will be charged to PTO accounts. The exceptions are for in-patient hospitalization, workers compensation, FMLA-designated leave, Family Care Act (FCA) leave, probationary employees, or if PTO is exhausted. Intermittent leave (with no more than 15 days between absences) caused by the same medical condition may be charged to EI without using another 15 hours of PTO before each subsequent absence. A physician's statement may be required to verify the situation.

EI leave will be used only in instances of employee or immediate family member illness, injury or disability. Immediate family shall be defined as spouse or domestic partner, and the parents, grandparents or children of the employee, spouse or domestic partner. For the purposes of this Resolution, an employee and a domestic partner must be willing to declare that they: 1) share the same regular and permanent residence; 2) have a close personal relationship; 3) are jointly responsible for basic living expenses; 4) are not married to anyone; 5) are each 18 years of age or older; 6) are not related by blood closer than would bar marriage in the State of Washington; 7) were mentally competent to consent to contract when the domestic partnership began, and 8) are each other's sole life partner and are responsible for each other's common welfare. In special circumstances, Management may include others in this definition. Management may at any time require a physician's statement to justify use of EI leave. A physician's release shall be required prior to the return to work by an employee who has experienced hospitalization of any kind or who has suffered an absence of longer than two weeks due to illness, surgery, or an accident or who has experienced hospitalization of any kind.

- c. Long-Term Sick Leave Account: Employees, other than LEOFF Plan I firefighters, who had sick leave accounts greater than 60 days prior to June 24, 1984, may be eligible to use sick leave in their long-term sick leave account. Withdrawals from that account

may be made only in the event of a long-term illness which exhausts that employee's extended illness account, or in the event an immediate family member as defined above suffers a serious illness which requires the employee to be absent four or more days. See Port Policy HR-5, Leaves, for details. Long-term sick leave is not payable at termination.

- d. Bereavement Leave: At the discretion of management and under the supervision of Human Resources and Development Management, employees may receive from one to five working days of leave per bereavement. Such leave shall not result in compensation for more than the number of hours in any normal workweek. Employees must have been employed for thirty or more days of uninterrupted service and have suffered the loss by death of a member of their immediate family as defined above in the EI Leave policy. Bereavement leave may also be granted in the case of the death of a sibling, grandparent or grandchild of the employee, spouse or domestic partner; or in the case of the death of a sibling's spouse or domestic partner. In special circumstances, Human Resources and Development Management may include others in this definition. Individual circumstances such as the distance to the funeral and the extent of employee involvement with the arrangements for the deceased shall be considered in determining the number of days to be granted an employee and whether the leave is taken consecutively.

- 3. Holidays: (This section is effective from January 1, 2006 through December 31, 2006.) These ten holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay (in addition to straight time pay or another day off within the pay period) shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>U.S. Staff Holidays</u>
Monday, January 2, 2006	New Year's Holiday
Monday, January 16th	Martin Luther King, Jr. Day
Monday, February 20th	President's Day
Monday, May 29th	Memorial Day
Tuesday, July 4th	Independence Day
Monday, September 4th	Labor Day
Thursday, November 23rd	Thanksgiving Day
Friday, November 24th	Day after Thanksgiving Day
Monday, December 25th	Christmas
Tuesday, December 26th	Port designated floater

Employees working outside of the United States may observe the traditional holidays of the country in which they are working.

a. Holidays for Full-Time and Part-Time Employees shall be handled as follows:

(1) Employees on a Monday Through Friday Work Schedule:

When a holiday falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on Saturday, the preceding Friday will be considered the holiday.

(2) Employees Working in a Seven Day Operation:

When the actual holiday falls on a Saturday or Sunday, the actual holiday will be considered "the official holiday" for those employees scheduled to work that day, not the designated holiday date on the preceding Friday or following Monday.

(3) Full-Time Employees: If the holiday cannot be scheduled as a day off, any other day within the pay period may be scheduled as a day off. Voluntary Paid Time Off day may not be taken until the holiday has been taken.

If a day off within the holiday pay period cannot be scheduled, exempt employees will receive straight-time pay up to their full-time schedule and may take an "awarded time" day off within three months of the holiday that was worked. Non-exempt employees shall receive overtime compensation for the number of hours they are required to work in addition to holiday pay at their straight-time rate. The holiday hours paid shall be based on the employee's normal work schedule and will not exceed one regular work day. For non-exempt employees, days off in lieu of holidays shall not be carried over into other pay periods.

(4) Part-Time Employees:

Eligible part-time employees may receive compensation for the holidays on a pro rata basis of a full-time schedule; i.e., a 22.5 -hour employee may receive pay for 60% of the holiday hours provided, or 4.5 hours per holiday. When the number of hours worked varies each week, an average based on the most recent four-week period or a proportionate number of hours based on a predetermined schedule is used to determine the holiday pay.

Part-time employees, either exempt or non-exempt, who receive paid holiday hours on a pro-rata basis, may take off

one of their regularly scheduled work days and either make up the hours shortfall through PTO or work a partial day.

Ineligible part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay in addition to holiday pay, if applicable.

- b. Terminating Employees: A terminating employee whose normal last day on the payroll is a Port-designated holiday, shall receive the holiday pay.
- c. Ineligible Employees: Unless hired and actively working at least 30 calendar days prior to a holiday, ineligible employees (which includes, but is not limited to, High School, College and Graduate Interns and on-call employees) are not eligible for pay on holidays not worked. Compensation will be on a pro-rata basis as defined above and up to a full-time schedule.

Ineligible full-time employees shall, if required to work on a holiday, be paid at the overtime rate of pay in addition to holiday pay, if applicable.

- d. Employees on Approved Leaves: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan One disability leave, long-term disability leave, and duty-disability leave (workers' compensation), are not eligible for holiday pay. However, to the extent that extended illness supplements are being paid during the holiday week and for a day or more immediately preceding or following the holiday, pro rata holiday pay does apply.

Eligible and DRS-retired employees authorized to return to work from an approved leave without pay on the next scheduled work shift after a **holiday(s)** shall receive pay for the **holiday(s)** within limits stated in this Resolution.

Eligible and DRS-retired employees who begin an authorized leave without pay on the next scheduled work shift after a **holiday(s)** shall receive pay for the **holiday(s)** within limits stated in this Resolution.

4. Paid Time Off (PTO):

- a. Scheduling of PTO: At any time after the successful completion of the six-month probationary period, eligible and DRS-retired employees may request and use PTO of up to the number of days accrued (explained in detail below) at the time of the desired PTO date subject to the approval of management.

Normally, requests for approval of PTO schedules shall be made to the manager on a PTO request form one week or more in advance; more notice may be required by a manager whenever necessary. Payment for PTO may be made only to the extent of unused PTO accruals at the time of the leave.

It is the Port's policy that all employees shall be allowed and encouraged to take at least two weeks paid time off each year.

b. Limits on Accumulation PTO:

- (1) Employees Hired Before 12/20/198: PTO accumulation shall be limited to 2,000 hours effective January 1, 1999. The limit will decrease by 100 hours each successive January until January 2014, when it will decrease from 600 to 480 hours. The limit for 2006 is 1,300 hours.

Balances over the limit will be cashed out at a 100% rate during the first pay period of the payroll year. Accruals over the limit will be cashed out quarterly.

- (2) Employees Hired On or After 12/20/198: PTO accumulation shall be limited to 480 hours. Accruals will cease when the limit is reached and will resume only when the balance is below 480 hours.

c. Rates of Accrual: Eligible and DRS-retired employees shall receive PTO accruals-based upon a pro rata share of a full-time work schedule. PTO is earned as follows:

- (1) 19.6 Days PTO: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, eligible and DRS-retired employees shall accrue PTO at the rate of .07538 hours per straight-time hour paid (.07538 x 1950 annual hours = 147.0 hours; .07538 x 2080 annual hours = 156.8 hours).
- (2) 24.6 Days PTO: From the thirty-seventh full month to and including the eighty-fourth full month of continuous employment, eligible and DRS-retired employees shall accrue PTO at the rate of .09462 hours per straight-time hour paid (.09462 x 1950 annual hours = 184.5 hours; .09462 x 2080 annual hours = 196.8 hours).
- (3) 27.1 Days PTO: From the eighty-fifth full month to and including the one-hundred thirty-second full month of continuous employment, eligible and DRS-retired employees shall accrue PTO at the rate of .10423 hours per

straight-time hour paid (.10423 x 1950 annual hours = 203.3 hours; .10423 x 2080 annual hours = 216.8 hours).

- (4) 29.6 Days PTO: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, eligible and DRS-retired employees shall accrue PTO at the rate of .11385 hours straight-time hour paid (.11385 X 1950 annual hours = 222.0 hours; .11385 X 2080 annual hours = 236.8 hours).
  - d. Cash Out Option: Employees who have taken at least two weeks of PTO in the preceding twelve months may cash out PTO time under procedures detailed in Port Policy HR-5, Leaves.
5. Awarded Time: Under limited circumstances, salaried (non-represented) exempt employees who have successfully completed their probationary period may be awarded time off in recognition of extra hours worked to assure shift coverage, meet critical deadlines or to otherwise accomplish Port objectives. The awarding of time is at management's discretion within the guidelines provided in Port Policy HR-5, Leaves. Awarded time is not convertible to cash, is not awarded on an hour-for-hour basis, and may not be taken after the last worked day. The sole exception is if an exempt employee must work on a holiday, he or she may be granted an equivalent "awarded time" day off in lieu of the holiday within three months of the holiday worked.
6. Shared Leave: On a voluntary basis and in accordance with procedures outlined in Port Policy HR-5, Leaves, employees may donate accrued leave to benefit other employees who are suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment. This includes the first six to eight weeks of maternity leave (up until the physician releases the mother to return to work).

Any employee may donate any amount of PTO or EI at a 100% rate, or hour-for-hour. It is not the intention of the Shared Leave program to allow employees who are terminating their employment with the Port to donate their unused EI upon their termination.

Donated leave shall be designated to a specific individual. Donations and requests for shared leave will be coordinated in Human Resources and Development. Donated leave is not "earned" by the recipient and therefore does not earn the employee service credits for pension calculations.
7. Family and Medical Leave Act (FMLA) of 1993: The FMLA gives eligible employees the right to take paid or unpaid leave for a period of up to 12 workweeks in any 12 months for any of the following reasons:

- a. to care for the employee's child after birth or placement for adoption or foster care;
- b. to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- c. for a serious health condition that makes the employee unable to perform the employee's job.

Procedures are outlined in Port Policy HR-5, Leaves.

- 8. The Family Care Act (FCA) of 2002: The FCA gives employees in the State of Washington the right to use Extended Illness or other paid time off to care for an ill child or a seriously ill family member. Procedures are outlined in Port Policy HR-5, Leaves.

- 9. Payment for Accrued Leave at Termination:

Leave that is cashed out at termination shall be at the scheduled hourly rate of pay as recorded in the payroll system.

- a. Extended Illness Leave: Upon termination or retirement immediately following five complete years of active employment in a continuous period of employment with the Port of Seattle, qualified employees shall be compensated for 50% of their unused EI leave at the rate of pay at termination.
- b. Paid Time Off: Upon termination, eligible and DRS-retired employees shall receive compensation at 100% value in lieu of unused accrued PTO. Paid time off may be cashed out, used as service time after the last day worked, or taken in a combination of cash and service time. A probationary employee who terminates active employment before satisfactorily completing the probationary period shall receive no PTO pay. LEOFF I firefighters taking disability retirement may be allowed to receive a lump sum payment for unused vacation leave if unable to exhaust such paid leave prior to termination. In the event that State law changes in regard to lump sum paid leave payments for State retirement members, the Port Auditor is authorized to make such paid leave payoffs in a manner consistent with then current State law(s).

Due to the effects of accrued leave on service time and of federal laws on rights to continuation of medical insurance, terminating and retiring employees should notify the Benefits Section in Human Resources and Development as soon as possible in order to obtain the appropriate counseling.

In the case of a regular employee's death, a lump sum payment for payable amounts of unused accrued leaves a. and b. above shall be paid to the employee's heir or estate, as appropriate.

10. Insurance Benefits: Coverages listed in Sections a. through f. below apply to eligible and DRS-retired employees as defined in Sections IV.B. and C. For purposes of medical and dental insurance benefits as detailed in a., b., and f. below, Port Commissioners may elect to be included in the definition of eligible employee or they may elect reimbursement by the Port for their medical and dental insurance premiums at a cost not to exceed that provided for Port employees. For purposes of life insurance benefits as detailed in Life Insurance, Port Commissioners are included in the definition of eligible employee. For purposes of optional employee-paid accident insurance, Port Commissioners are included in the definition of eligible employee. Employees may be required to pay a portion of some insurance premiums. Employees are responsible for notifying the Port on approved enrollment forms of their eligible dependents. Any extra costs associated with a lack of notification shall be the employee's responsibility. The Port retains the right to modify insurance benefits to offer greater employer and/or employee flexibility or choice.

a. Insurance for Employee or Commissioners: On the first of the month following date of hire, eligible and DRS-retired employees shall receive paid surgical, hospital, and major medical insurance coverage. Port Commissioners who so elect shall receive these benefits on the first of the month following one calendar month as a Port Commissioner. This insurance benefit shall be provided in such amounts and in such manner as are established in contracts with insurance companies and/or agencies selected by the Port to provide such benefits. There shall be a choice of at least two **medical/health** insurance plans from which employees as well as Commissioners who so elect may choose.

b. Medical Insurance for Dependents: On the first of the month following date of hire, eligible and DRS-retired employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents. Port Commissioners who so elect shall receive these benefits for their dependents on the first of the month following one calendar month as a Port Commissioner.

Dependents are defined as the employee's spouse or domestic partner and the child or children of the employee and/or the employee's spouse or domestic partner (under the age of 25 unless disabled). The eligibility and other conditions of coverage are established between the Port and the insurance companies or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan

which the employee or Commissioner has chosen. Employee costs shall be by payroll deduction.

In no case shall the Port be responsible for more than two regular adult premiums (employee and spouse or domestic partner) for an employee's family unit. If a dependent child is treated as an adult by any Port medical insurance plan, the extra cost shall be the responsibility of the employee and paid through payroll deduction.

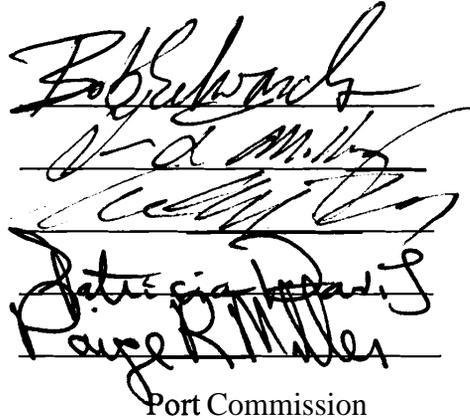
- c. Medical Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for medical insurance premiums for themselves and for eligible dependents after one full calendar month as a Commissioner. Reimbursement may be at a cost not to exceed that provided for Port employees.
- d. Life Insurance: On the first of the month following date of hire, eligible and DRS-retired employees and their eligible dependents shall receive life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- e. Long-Term Disability Insurance: On the first of the month following date of hire, eligible and DRS-retired employees shall be covered for long-term disability insurance in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.
- f. Dental Insurance: On the first of the month following date of hire, eligible and DRS-retired employees and their eligible dependents shall receive paid dental insurance coverage. Dependents are defined in b., above. Port Commissioners may elect to enroll themselves and their eligible dependents in the Port's group dental plan on a one time only basis after one calendar month as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts as a Port Commissioner. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.
- g. Dental Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for their dental insurance premiums and for the premiums of their eligible dependents after one full calendar month as a Commissioner. Reimbursement must not exceed the cost of Port employee premiums.

## **VIII. EFFECTIVE DATE**

**THIS RESOLUTION** shall be effective January 1, 2006 through December 31, 2006. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2006.

**BE IT FURTHER RESOLVED** that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3533, be and the same are hereby repealed.

**ADOPTED** by the Port Commission of the Port of Seattle this 13<sup>th</sup> day of December 2005 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.



Port Commission

RESOLUTION NO. 3553  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 1, 2005  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2006

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
<b>45</b>	<b>\$198,159 (\$101.62)</b>	<b>\$247,689 (\$127.02)</b>	<b>\$297,239 (\$152.43)</b>
	Chief Executive Officer		
<b>42</b>	<b>\$149,136 (\$76.48)</b>	<b>\$186,401 (\$95.59)</b>	<b>\$223,704 (\$114.72)</b>
	Deputy Chief Executive Officer		
<b>41</b>	<b>\$141,395 (\$72.51)</b>	<b>\$176,729 (\$90.63)</b>	<b>\$212,082 (\$108.76)</b>
	Managing Director, Aviation Division		
<b>40</b>	<b>\$133,985 (\$68.71)</b>	<b>\$167,466 (\$85.88)</b>	<b>\$200,967 (\$103.06)</b>
	Managing Director, Seaport Division		
<b>38</b>	<b>\$120,237 (\$61.66)</b>	<b>\$150,267 (\$77.06)</b>	<b>\$180,336 (\$92.48)</b>
	Chief Administrative Officer		
<b>37</b>	<b>\$113,822 (\$58.37)</b>	<b>\$142,253 (\$72.95)</b>	<b>\$170,723 (\$87.55)</b>
	Chief Financial Officer	General Counsel	
<b>36</b>	<b>\$107,777 (\$55.27)</b>	<b>\$134,706 (\$69.08)</b>	<b>\$161,655 (\$82.90)</b>
	Chief Information Officer	Deputy Managing Director, AV Facilities & Environment	
	Deputy Managing Director, Aviation Development & Finance		
<b>35</b>	<b>\$101,946 (\$52.28)</b>	<b>\$127,433 (\$65.35)</b>	<b>\$152,919 (\$78.42)</b>
	Deputy Managing Director, Seaport	Director, Human Resources & Development	
<b>34</b>	<b>\$96,408 (\$49.44)</b>	<b>\$120,510 (\$61.80)</b>	<b>\$144,612 (\$74.16)</b>
	Chief Engineer	Chief Technology Officer	
	Director, Accounting & Procurement Services	Director, Airport Operations	
	Director, Aviation Capital Improvement Program	Director, Business Development & Management / AV	
	Director, Economic Business & Trade Development	Director, Health Environmental & Risk Services	
	Director, Labor Relations	Director, Public Affairs	
	Director, Public Safety & Security	Director, Seaport Portfolio Mgmt & Capital Development	
	Manager, Aviation Planning	Senior Manager, IT Infrastructure Services	
	Senior Manager, IT Systems Delivery		

RESOLUTION NO. 3553  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 1, 2005  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2006

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
			\$105,754 (\$10.13)
	Director, Cargo & Cruise Services General Manager, Aviation Facilities & Infrastructure Senior Manager, Seaport Security	Director, Harbor Services Manager, Community Development Programs / AV	
			\$129,227 (\$66.27)
	Assistant Director, Aviation CIP General Manager, Aviation Maintenance Manager, Aviation Environmental Management Department Manager, Seaport Business Development Manager, Seaport Properties Senior Manager, IT Service Desk	Enterprise Systems Manager General Manager, Port Construction Services Manager, Aviation Security Manager, Seaport Project Management Senior Manager, IT Business Services Senior Port Counsel	
			\$122,070 (\$62.60)
	Chief IT Architect Manager, Cargo Services Manager, Enterprise Information Security <b>Portwide</b> Real Estate Manager Systems Operations Manager	General Manager, Seaport Maintenance Manager, Cruise Services Manager, Operations Program Development / Aviation Strategic Planning Manager	
			\$116,265 (\$59.11)
	Assistant Director, Accounting Aviation CIP Program Leader Engineering Quality Manager IT Program Manager Manager, Airport Building Department Manager, Aviation Commercial Business Manager, Aviation Properties Manager, Consulting Services Manager, Design Services Manager, IT Project Office Manager, PCS Operations Manager, Seaport Commercial Development Manager, Seaport Strategic Planning Senior Business Development Representative	Assistant Director, Public Affairs Capital Construction Project Manager 5 Enterprise Services <b>Architect/Development</b> Manager IT Quality Assurance Manager Manager, Airport Operations Manager, Aviation Finance & Budget Manager, Construction Services Manager, Contract Services Manager, Fishing Vessel Services Manager, IT Service Management Manager, Recreational Boating Services Manager, Seaport Finance & Budget Manager, <b>SeaTac</b> Utilities Total Compensation Manager	

RESOLUTION NO. 3553  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 1, 2005  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2006

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
<b>29</b>	<b>\$72,540 (\$37.20)</b>	<b>\$90,656 (\$46.49)</b>	<b>\$108,810 (\$55.80)</b>
Airport Infrastructure Systems Manager		Business Technology Consultant	
Enterprise GIS Mgr		Environmental Program Supervisor	
Federal Government Relations Manager		Finance Manager	
IT Business Case Manager		IT Contracts Manager	
Lead Database Engineer		Lead Software Developer	
Manager, Airport Architecture & Standards		Manager, Airport Security Operations	
Manager, Aviation Business Development		Manager, Aviation Property Acquisition	
Manager, Community & Business Development		Manager, Employee Loss Prevention Program	
Manager, IT Infrastructure Support		Manager, Noise Planning & Funding	
Manager, PCS Construction Services		Manager, PCS Field Operations	
Manager, Regional Transportation		Manager, Revenue Services & Payroll	
Manager, Seaport Facility Planning Group		Network Engineering Manager	
Planning Program Manager, Aviation		Police Department Administrative Manager	
Risk Manager		Security Program Manager - Seaport	
Server Engineering Manager		Treasury Manager	
<b>28</b>	<b>\$68,426 (\$35.09)</b>	<b>\$85,527 (\$43.86)</b>	<b>\$102,629 (\$52.63)</b>
Assistant Manager, Aviation Building Department		Business Development Representative	
Capital Construction Project Manager 4		Construction Manager	
Corporate Budget Manager		Director, Commission Services	
Engineering Design Coordinator		Engineering Design Specialist	
Financial Reporting Manager		IT Infrastructure Architect	
IT Project Manager		Labor Relations Manager	
Lead Systems Engineer		Lead Windows Server Engineer	
Learning and Leadership Manager		Manager, Accounting MIS Projects	
Manager, Aviation Human Resources Services		Manager, Aviation Maintenance	
Manager, Aviation Maintenance Budget & Support Systems		Manager, Aviation Maintenance CIP Liaison	
Manager, Corporate Communications		Manager, Corporate Facilities	
Manager, Industrial Properties / Seaport		Manager, Local Government Relations	
Manager, Noise Remedy		Manager, Procurement Services	
Manager, State Government Relations		Market Development Manager	
Program Controls Manager		Seaport Maintenance Resource Manager	
Seaport Security Operations Manager		Senior Environmental Program Manager	

RESOLUTION NO. 3553  
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 AND SALARY RANGES EFFECTIVE JANUARY 1, 2006

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
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Account Representative, Cargo Services		Airport Emergency Program Manager	
Airport Facilities Manager		Assistant Manager, Aviation Finance & Budget	
Assistant Manager, Seaport Finance & Budget		Capital Construction Project Manager 3	
Claims Manager		Compensation Manager	
Cruise and Dock Services Manager		ERP Developer	
Finance Manager / HERS		Finance Service Manager, Seaport Maintenance	
<b>International</b> Tourism Development Manager		Lead <b>IT</b> Business Analyst	
Manager, Airport Certification		Manager, Airport Physical Security	
Manager, Construction Planning & Coordination		Manager, PCS Contracts & Systems	
Manager, PCS Project Development		Manager, Survey Services	
Network Operations Manager		Port Counsel	
Project Planner		Regional Transportation Program Planner	
Resident Engineer		Seaport Maintenance Service Manager, Containers	
Seaport Security Systems Coordinator		Senior Design Engineer	
Senior Infrastructure System Engineer		Senior Linux Server Engineer	
Senior OD Consultant		Senior <b>Quality</b> Engineer	
Software Developer		Surface Water Manager	

Account Executive		Accounting MIS Project Consultant	
Airline Scheduling Coordinator		Airport Duty Manager	
Airport Operations Development Manager		Assistant Manager, Airport <b>Landside</b> Operations	
Audit Manager		Aviation Maintenance Safety Program Manager	
Capital Construction Project Manager 2		Construction Safety Manager	
Database Engineer		Environmental Management Specialist 2	
ERP Administrator		Facility Planning Manager	
General Ledger Supervisor		Health & Safety Management Specialist 2	
Manager, Abatement Design Services		Manager, Airport Customer Services	
Manager, Aviation Maintenance & Operations		Manager, Community Outreach	
Marketing Representative - Harbor Services		Media Officer	
PCS Lead Construction Manager		Project Manager Seaport Maintenance	
Project Scheduler Aviation PMG		Public Affairs Officer	
Senior Business Development Analyst / Aviation		Senior HR Consultant	
Senior Network Engineer		Senior Planner - Seaport	
Senior Windows Server Engineer		Systems Engineer	

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
<b>25</b>	<b>\$57,194 (\$29.33)</b>	<b>\$71,487 (\$36.66)</b>	<b>\$85,781 (\$43.99)</b>
Airport Concessions Representative		Assistant Manager, Dock Operations	
Assistant Resident Engineer		<b>Audio/Visual</b> Services Manager	
Capital Services Supervisor		Communication Projects Manager, Public Affairs	
Design Engineer		Diversity Consultant	
Engineer, Erosion Control & Storm Water		Health & Safety Management Specialist 1	
Infrastructure Systems Engineer		Inventory & Fleet Manager, Seaport Maintenance	
Jr. Account Representative / Cargo Services		Manager, Aviation Fleet Maintenance	
PCS Project Controls Manager		PCS RMM Operations & Maintenance Construction Manage	
PCS Safety Technician		Risk Management Specialist	
Seaport Maintenance Service Manager		Senior Finance and Budget Analyst / Aviation	
Senior Financial Analyst		Senior Planner - Aviation	
Senior Property Manager		Small Business Development / DBE Liaison	
Software Test Engineer		Wildlife Biologist	
<b>24</b>	<b>\$53,801 (\$27.59)</b>	<b>\$67,236 (\$34.48)</b>	<b>\$80,711 (\$41.39)</b>
Accounts Receivable Supervisor		Assistant Manager, AV Maintenance Warehouse & Procurer	
Billing Supervisor		Capital Construction Project Manager 1	
Capital Purchases Supervisor		Cash & Investments Supervisor	
Construction Coordination Supervisor		Disability Management Specialist	
Goods & Services Supervisor		IT Business Analyst	
Linux Server Engineer		Manager, Aviation Fleet Procurement	
Network Engineer		Payroll Supervisor	
Planner - Seaport		Program Manager / <b>Landside</b> Operations	
Supervisor, IT Administration		Telecommunications Engineer	
Windows Server Engineer			

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
	Accounts Payable Supervisor	Administrator MRD System	
	Application Developer	Assistant Construction Safety Manager	
	AV Maintenance Contracts Administration Supervisor	Aviation Art Program Manager	
	Building <b>Inspector/Plans</b> Examiner 2	Commission Public Records Supervisor	
	Community Program Manager, Noise Abatement	Community Project Manager	
	Construction Access Supervisor	Desktop Support Engineer	
	Environmental Data Specialist	Environmental Management Specialist 1	
	Financial Analyst	HRMS Consultant	
	Manager, <b>Signage</b> & Graphics	Mapping Supervisor	
	Operations Supervisor - Airport Security	Operations Supervisor - Harbor Services	
	Planner 2 / Aviation	Planning Research and Data Analyst 1 Aviation	
	Senior Accountant	Senior Contracts Administrator	
	Survey Supervisor	Tax Accountant	
	Total Compensation Analyst		
			571,214 (\$36.62)
	Accounting MIS Project Analyst	Acquisitions Specialist	
	Administrative Coordinator / Port Construction Services	Airport Customer Relations Advocate	
	Assistant to CEO	Aviation Maintenance CMMS Supervisor	
	Benefits Administrator	Construction Coordinator	
	Internal Communications Specialist	IT Service Desk Lead	
	Junior Design Engineer	Network Engineering-Physical Layer	
	Network Security Administrator	Relocation Specialist	
	Seaport Maintenance Shift Supervisor	Senior Human Resources Representative	
	Senior Network Operations Technician	Small Business Analyst	
	Sr Employment Representative	Tenant Facilities Specialist / AV	
	Tourism Management Specialist	Web Coordinator	

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
<b>21</b>	<b>\$44,538 (\$22.84)</b>	<b>\$55,653 (\$28.54)</b>	<b>\$66,807 (\$34.26)</b>
Accountant		Accounting Administrative Supervisor	
Administrative Supervisor		Administrative Supervisor / Fire Department	
Assistant to the Commission		Aviation Facility & Infrastructure Support Supervisor	
Building Inspector/Plans Examiner 1		Business Development Analyst / Aviation	
Claims Specialist		Communications Specialist / Public Affairs	
Contractor Data Systems Administration		Desktop Support Specialist	
Engineering Services Supervisor		Grant & Trade Policy Analyst	
Management System Analyst / Seaport Maintenance		Noise Remedy Specialist	
Planner - Aviation		Project Construction Coordinator	
Seaport Property Management Supervisor		Supervisor Airport ID Access	
Utilities Administrator			
<b>20</b>	<b>\$42,588 (\$21.84)</b>	<b>\$53,235 (\$27.30)</b>	<b>\$63,863 (\$32.75)</b>
Admin Supervisor, AV Planning & Community Development		Administrative Supervisor, AV / CIP	
Airport Concessions Specialist		Airport Customer Service Supervisor	
Assistant Project Manager		Assistant to the Managing Director	
Associate Planner - Seaport		Aviation Properties Supervisor	
Buyer		Contracts Administrator	
Credit Specialist		Executive Assistant	
Executive Assistant / ADO		Human Resources Generalist	
IT Asset Management Analyst		Legal Administrator	
Marketing Research Specialist / Seaport		Payroll Accountant	
Public Records Specialist		Real Estate Development Project Assistant	
Senior Administrative Specialist / Seaport		Senior Construction Inspector	
Senior Survey Technician		Survey Party Chief	
Technical Trainer - AV Operations			

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
	Accounting MIS Project Specialist	Airport Security Plan Specialist	
	Aviation Properties Specialist	Aviation Statistical Specialist	
	Contract Compliance Specialist	Contracts Administrator / Aviation Maintenance	
	Contracts Administrator / Seaport Maintenance	Cost / Administrative Specialist AV ■ CIP	
	Engineering CAD Specialist	Facility Operations Coordinator	
	Harbor Facilities Coordinator	Harbor Moorage Coordinator	
	HRMS Employment Specialist	Labor Relations Assistant	
	Network Operations Technician	Noise Abatement Specialist	
	On Site Property Coordinator	Paralegal	
	PCS Field Operations Administrator	Print Shop Lead	
	Telecommunications Services Coordinator		
	Administrative Assistant	Associate Planner - Aviation	
	Aviation PMG Cost Accounting Specialist	Aviation Tenant Project Coordinator	
	Commission Office Assistant	Engineering Archive Systems Administrator	
	Engineering CAD Technician	Maintenance Services Coordinator	
	Marketing Assistant - Harbor Services	Signing & Graphics Designer Specialist	
	Accounts Payable Lead	Administrative Specialist	
	Asset Management Specialist	Assistant Credit Specialist	
	Aviation Maintenance Payroll Lead	Badge Investigations Specialist	
	CAD Operator - Seaport Maintenance	Commercial Development Budget & Grant Specialist	
	Construction Inspector	Document Control Specialist	
	Grant Accounting Specialist	Harbor Customer Service Specialist	
	Health & Safety Technical Analyst	IT Service Desk Technician	
	Lease Accounting Specialist	Legal Assistant / Paralegal	
	Payroll Analyst	Payroll Lead	
	Project Costing Specialist	Project Management Assistant SP	
	Project Technician AV/PMG	Property Management Specialist / Seaport	
	Total Compensation Specialist 2		

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
<b>16</b>	<b>\$35,763 (\$18.34)</b>	<b>\$44,714 (\$22.93)</b>	<b>\$53,664 (\$27.52)</b>
Acquisition Assistant		Aviation Capital Improvement Program Assistant	
Budget Support Specialist		CMMS Support Specialist	
Commission Records Specialist		Harbor Facilities Specialist	
IT Staff Assistant		Lead Procurement / Inventory Clerk	
Marina Operations Specialist - Bell Harbor		Offset Press Operator	
Permit Technician		Survey Instrument Technician	
Total Compensation Specialist 1			
<b>15</b>	<b>\$34,242 (\$17.56)</b>	<b>\$42,803 (\$21.95)</b>	<b>\$51,383 (\$26.35)</b>
Associate Buyer		Audit Specialist - <b>Landside</b>	
Cash & Investment Specialist		Contract Document Specialist	
Contractor Data Systems Assistant		Engineering CAD Operator	
Facility Specialist		Legal Assistant	
Noise Remedy Administrative Specialist		Procurement & Inventory Clerk/Forklift Training	
Public Affairs Administrative Specialist		Purchasing Specialist Seaport Maintenance	
Seaport Administrative Specialist		Staff Assistant 5	
<b>14</b>	<b>\$32,819 (\$16.83)</b>	<b>\$41,009 (\$21.03)</b>	<b>\$49,238 (\$25.25)</b>
Accounts Receivable Specialist		Assistant Construction Inspector	
Assistant Facility Operations Coordinator		Billing Specialist - <b>Landside</b>	
Bindery Operator		Employee Expense Claims Specialist	
Payables Specialist		Payroll Specialist	
Procurement & Inventory Clerk		Receiving Dock Coordinator, Aviation	
Revenue Specialist			
<b>13</b>	<b>\$31,473 (\$16.14)</b>	<b>\$39,332 (\$20.17)</b>	<b>\$47,210 (\$24.21)</b>
Accounts Payable Clerk Seaport Maintenance		Accounts Payable Specialist	
Assistant Contract Document Specialist		AV Maintenance CMMS Support Assistant	
Maintenance Dispatch Clerk		Material Inventory Specialist	
Staff Assistant 4			
<b>12</b>	<b>\$30,167 (\$15.47)</b>	<b>\$37,694 (\$19.33)</b>	<b>\$45,260 (\$23.21)</b>
Airport Conference Center Coordinator		Aviation Maintenance Timekeeper	
Chainer		Lead Airport Customer Service Representative	
Switchboard Operator			

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Annual Base **Salary** Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
Airport Customer Service Representative 2 Staff Assistant 3		Customer Service Specialist - Landside	
			\$41,574 (\$21.32)
Airport Customer Service Representative 1			
			\$39,397 (\$20.48)
Staff Assistant 2			
			\$36,278 (\$18.09)
Staff Assistant 1		Tour Group Coordinator	
			\$33,911 (\$17.39)
Interoffice Mail Specialist			
			\$31,376 (\$16.09)
Office/Maintenance Clerk			

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
<b>Nonevaluated Exempt Positions</b>			
<b>94</b>	<b>\$96,776 (\$49.63)</b>	<b>\$120,970 (\$62.04)</b>	<b>\$145,164 (\$74.44)</b>
Chief of Police		Fire Chief	
<b>93</b>	<b>\$87,978 (\$45.12)</b>	<b>\$109,973 (\$56.40)</b>	<b>\$131,967 (\$67.68)</b>
Assistant Fire Chief		Deputy Chief of Police	
<b>92</b>	<b>\$30,016 (\$15.39)</b>	<b>\$34,519 (\$17.70)</b>	<b>\$39,021 (\$20.01)</b>
Graduate Intern			
<b>91</b>	<b>\$22,216 (\$11.39)</b>	<b>\$27,770 (\$14.24)</b>	<b>\$33,325 (\$17.09)</b>
College Intern			
<b>90</b>	<b>\$16,366 (\$8.39)</b>	<b>\$16,366 (\$8.39)</b>	<b>\$16,366 (\$8.39)</b>
High School Intern			
<b>Salaries not to exceed 40,000,000 yen per year</b>			
Director, Asia			