



2008

SALARY & BENEFIT

RESOLUTION NO. 3592

Effective January 1, 2008

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RESOLUTION NO. 3592

A RESOLUTION of the Commission of the Port of Seattle Establishing Jobs, Pay Grades, Salaries, Allowances and Adjustments for Port employees not covered by a collective bargaining agreement; 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, 2008 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3572-as amended

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

I. DEFINITIONS

Except as otherwise provided, the following definitions apply to this Resolution:

A. Employee Status

1. An **Employee** is anyone who performs personal services for the Port and receives a paycheck from the Port payroll system with employment taxes withheld. No sub-classes are included in this definition, such as employees of temporary agencies or independent contractors.

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

- a. A **Represented Employee** is an Employee in an Exempt or Non-exempt position that is represented by a collective bargaining agreement.

- b. A **Non-represented Employee** is an Employee in an Exempt or Non-exempt Position not represented by a collective bargaining agreement.
 - c. 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 and 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.
 - d. A **Limited Duration Employee** is an employee who is hired for more than 90 days for a job with a planned end date.
2. **Exempt and Non-exempt** are legal determinations based on provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act (WMWA) and refer to overtime eligibility. All jobs shall be classified according to criteria of the Federal Fair Labor Standards Act as either exempt or nonexempt.

B. Benefit Eligibility

1. An **Eligible Employee** is a full-time or part-time employee hired for an indefinite duration and is eligible for benefits as provided in Sections VII.B. and VII.C.
- a. A **Full-Time Employee** is one who is regularly scheduled as described above for 75 or 80 hours of work per bi-weekly pay period.
 - b. A **Part-Time Eligible Employee** is one who is regularly scheduled to work at least 21 hours per week indefinitely, but less than full-time as explained above.
2. An **Ineligible Employee** is one who is eligible for benefits only as provided in Section VII.B.
- a. A **Part-Time Ineligible Employee** is one who is regularly scheduled to work less than 21 hours per week indefinitely.
 - b. An **On-Call Employee** is one who does not have a regular work schedule and work hours can vary from week to week indefinitely.
 - c. A **Seasonal Employee** is one who is hired for a season not to exceed 6 months.
 - d. An **Emergency Hire Employee** is one who is hired for up to 90 days.

- e. An **Intern** is one who is hired in accordance with the Intern Program Guidelines.

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.

Employees must be terminated when or before time limits are reached for ineligible status as explained above. Under unusual conditions and with appropriate documentation, Human Resources and Development management may authorize an extension to the termination date.

If at any time an employee becomes eligible for retirement benefits according to the applicable laws contained in the Revised Code of Washington (RCW), he or she must become a member of the State of Washington Department of Retirement Systems (DRS).

- 3. A **Veteran Fellow** is one who is hired and receives benefits in accordance with the Veterans Fellow Program guidelines.
- 4. 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 who is eligible for benefits as provided in the relevant provisions of Sections VII.B. and VII.C. DRS-retired Employees who are considered Eligible Employees are entitled to the same benefits as outlined in Sections VII. B. and 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.
- 5. The **Chief Executive Officer** is appointed by the Commission. The terms and conditions of the Salary and Benefits Resolution apply to the Chief Executive Officer. However, any terms and conditions of a negotiated agreement, adopted in open session between the Commissioners and the Chief Executive Officer, shall prevail over any relevant conflicting or inconsistent terms and conditions in the Resolution. Such agreement shall become effective without an amendment to the Resolution.
- 6. A **Commissioner** is one who is elected for a 4-year term and may be re-elected for subsequent 4-year terms and is eligible for benefits as provided in the relevant provisions of Section VII.C.4. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

II. ESTABLISHING JOBS, PAY GRADES, AND SALARY RATES AND RANGES

There are hereby established the following pay grades and salary ranges for all jobs of the Port of Seattle

A. Salary Ranges: All non represented jobs shall be evaluated 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 2008 will be as follows:

**PORT OF SEATTLE
GRADED SALARY RANGE STRUCTURE
3.0% Range Adjustment Effective January 1, 2008**

<u>Grade</u>	<u>Hourly</u>			<u>Annually</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
45	\$109.17	\$136.46	\$163.75	\$212,882	\$266,097	\$319,313
42	\$81.14	\$101.42	\$121.70	\$158,223	\$197,769	\$237,315
41	\$76.93	\$96.16	\$115.39	\$150,014	\$187,512	\$225,011
40	\$72.90	\$91.12	\$109.34	\$142,155	\$177,684	\$213,213
39	\$69.07	\$86.34	\$103.61	\$134,687	\$168,363	\$202,040
38	\$65.41	\$81.77	\$98.12	\$127,550	\$159,452	\$191,334
37	\$61.92	\$77.40	\$92.88	\$120,744	\$150,930	\$181,116
36	\$58.64	\$73.30	\$87.96	\$114,348	\$142,935	\$171,522
35	\$55.48	\$69.34	\$83.21	\$108,186	\$135,213	\$162,260
34	\$52.46	\$65.57	\$78.69	\$102,297	\$127,862	\$153,446
33	\$49.61	\$62.01	\$74.41	\$96,740	\$120,920	\$145,100
32	\$46.87	\$58.59	\$70.31	\$91,397	\$114,251	\$137,105
31	\$44.29	\$55.36	\$66.43	\$86,366	\$107,952	\$129,539
30	\$41.81	\$52.26	\$62.71	\$81,530	\$101,907	\$122,285
29	\$39.47	\$49.33	\$59.20	\$76,967	\$96,194	\$115,440
28	\$37.23	\$46.54	\$55.85	\$72,599	\$90,753	\$108,908
27	\$35.08	\$43.85	\$52.62	\$68,406	\$85,508	\$102,609
26	\$33.06	\$41.32	\$49.58	\$64,467	\$80,574	\$96,681
25	\$31.12	\$38.90	\$46.68	\$60,684	\$75,855	\$91,026
24	\$29.27	\$36.59	\$43.91	\$57,077	\$71,351	\$85,625
23	\$27.51	\$34.39	\$41.26	\$53,645	\$67,061	\$80,457
22	\$25.85	\$32.31	\$38.77	\$50,408	\$63,005	\$75,602
21	\$24.23	\$30.29	\$36.34	\$47,249	\$59,066	\$70,863
20	\$23.18	\$28.97	\$34.76	\$45,201	\$56,492	\$67,782
19	\$22.17	\$27.71	\$33.25	\$43,232	\$54,035	\$64,838
18	\$21.22	\$26.53	\$31.83	\$41,379	\$51,734	\$62,069
17	\$20.33	\$25.42	\$30.50	\$39,644	\$49,569	\$59,475
16	\$19.47	\$24.33	\$29.20	\$37,967	\$47,444	\$56,940
15	\$18.64	\$23.29	\$27.95	\$36,348	\$45,416	\$54,503
14	\$17.86	\$22.33	\$26.79	\$34,827	\$43,544	\$52,241
13	\$17.13	\$21.41	\$25.69	\$33,404	\$41,750	\$50,096
12	\$16.41	\$20.51	\$24.61	\$32,000	\$39,995	\$47,990
11	\$15.74	\$19.67	\$23.60	\$30,693	\$38,357	\$46,020
10	\$15.09	\$18.86	\$22.64	\$29,426	\$36,777	\$44,148
9	\$14.48	\$18.10	\$21.72	\$28,236	\$35,295	\$42,354
8	\$13.91	\$17.38	\$20.86	\$27,125	\$33,891	\$40,677
7	\$13.35	\$16.69	\$20.03	\$26,033	\$32,546	\$39,059
6	\$12.80	\$16.00	\$19.20	\$24,960	\$31,200	\$37,440
5	\$12.30	\$15.37	\$18.45	\$23,985	\$29,972	\$35,978
4	\$11.82	\$14.78	\$17.73	\$23,049	\$28,821	\$34,574
3	\$11.38	\$14.23	\$17.07	\$22,191	\$27,749	\$33,287
2	\$10.92	\$13.65	\$16.38	\$21,294	\$26,618	\$31,941
1	\$10.50	\$13.13	\$15.75	\$20,475	\$25,604	\$30,713

B. Amending Authorized Jobs, Pay Grades, and Salary Ranges: Salary ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes are the result of provisions contained in this Resolution. Exhibit A may be amended by Human Resources and Development Management when the changes are the result of provisions contained in this Resolution (e.g., job evaluations).

C. Salary Rates, Ranges, and Allowances for Non-evaluated Jobs: Salary rates, ranges, and a provision for a special allowance have been developed for non-evaluated 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 not evaluated, and ranges are established to facilitate appropriate salary administration for employees in these jobs.
4. Veterans Fellow Positions: These jobs are not evaluated, and ranges are established to facilitate appropriate salary administration based on the work performed and in accordance with the Veterans Fellow Program guidelines.

III. 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 job. Each job authorized in Exhibit A has been evaluated via the job evaluation system, except those noted in Section II.C., and each evaluated job has been assigned

a grade related to the salary range structure set forth in Section II.A. 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 Director of Human Resources and Development, under the supervision of 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.

IV. 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 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 effectiveness, the Chief Executive Officer may authorize transfers of positions and/or employees from one work unit to another. This includes reallocating additional resources, up to one Full Time Equivalent, to the Commission Office. 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. Internal Internships: Upon mutual agreement and in coordination with Human Resources and Development Staff, managers may work together to authorize and coordinate transfers of employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the employee's same title, grade, pay, benefits and FLSA status are typically maintained during the temporary internship. Internships are designed to be a minimum of 6 months in length and last no more than one year.

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

The Commission hereby authorizes the following salary guidelines:

A. New Hires: 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 exceptional qualifications or experience, or for internal/external equity reasons.

B. 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. 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. However, any terms and conditions of a negotiated agreement, adopted in open session between the Commissioners and the Chief Executive Officer, shall prevail over any relevant conflicting or inconsistent terms and conditions in the Resolution. Such agreement shall become effective without an amendment to the Resolution.
4. The Chief Executive Officer, or the Director of Human Resources and Development under the supervision of 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.

C. 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 will be based on the promotional guidelines included in the Pay for Performance program that are in effect at the time the employee is promoted.

Under special conditions and with appropriate documentation, Human Resources and Development management may authorize a promotional increase outside these guidelines for employees possessing exceptional qualifications or experience, or for internal/external equity reasons.

D. 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. 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.

E. 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. 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.

F. 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.

G. Temporary Assignments: In coordination with Human Resources and Development staff and by mutual agreement with employees, managers may request that staff temporarily perform responsibilities that are at a higher level to help meet business needs. Such assignments often provide intensive development of an employee's skills and abilities.

In addition to the developmental opportunity afforded, employees may be awarded temporary pay increases of up to 6% if the Temporary Assignment will be at least 30 days in duration. The amount of the increase will be determined by the manager in consultation with the Human Resources and Development staff. If the temporary pay increase is awarded, the increase will be processed after the employee has been performing the assignment for 30 days, but retroactive to the day the assignment began. A temporary assignment request should be submitted only for employees who are actually performing the higher level work. These assignments are typically due to a vacancy, extended absence of another employee, or are project-related. The pay adjustments are not intended for employees who are in a learning or training capacity.

Temporary Assignment pay increases may not take an employee's pay to a level that exceeds the maximum of the current range.

Temporary Assignments are generally expected to last no longer than six months and approval from Human Resources and Development is required to extend their duration beyond six months. Temporary Assignments are requested in writing and must have Department Director authorization.

H. 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.

I. 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.

J. 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 8:00 a.m. to 4:30 p.m. 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 (AWA) (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. 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. 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.B.5., 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.

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 in the event the employee does not work on the holiday. 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 compensation at the overtime rate -- in addition to holiday pay or another day off within the current pay period -- for all hours worked, when required, on a holiday (as defined by Section VII.B.5., Holidays), regardless of the number of hours actually worked in the holiday work week. Please see the following examples:

Example #1 – Holiday (Monday) is on the employee’s regularly scheduled work day, they take the day off and then work an extra day later in the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7.5	7.5	7.5	7.5	7.5	7.5
	Holiday	Regular	Regular	Regular	Regular	Overtime

Example #2 – Holiday (Monday) is on the employee’s regularly scheduled work day, they work on the holiday and take another day off during the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.5	7.5	7.5	7.5	7.5		
Regular	Overtime	Regular	Regular	Holiday		

Example #3 – Holiday (Monday) is on the employee’s regularly scheduled work day, they work on the holiday and do not take another day off during the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.5	7.5	7.5	7.5	7.5		
Regular	Overtime and Holiday	Regular	Regular	Regular		

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 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.

Non-exempt employees shall receive Shift Differential pay when using PTO, EI, and/or Holiday pay in lieu of time worked. Cashed out PTO, EI, or Holiday pay in addition to time worked (when no holiday day off is taken) are paid at the employee's base rate.

3. **ICT Stand-by Pay:** Some employees in the Information and Communication Technology (ICT) 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 ICT 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 Non-represented Employees (except as noted) beginning on date of employment:

1. **Social Security (FICA) Insurance:** All Non-represented Employees are covered by law under the Federal Insurance Contribution Act (FICA). Employee and employer contributions and the wage base shall be the amounts designated by law. The Police and Fire Department non-evaluated, 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 annual active duty training periods in the military (including weekend reserve drills 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. For absences that exceed fifteen working days, employees may use Paid Time Off (PTO) in accordance with the provisions of the HR-5 Leave Policy. Time off without pay shall be allowed at the employee's request.

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

5. **Holidays:** (This section is effective from January 1, 2008 through December 31, 2008.) 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 holiday 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.

Normal Date of Observance for Monday Through Friday Schedule	U.S. Staff Holidays
Tuesday, January 1, 2008	New Year's Holiday
Monday, January 21st	Martin Luther King, Jr. Day
Monday, February 18th	President's Day
Monday, May 26th	Memorial Day
Friday, July 4th	Independence Day
Monday, September 1st	Labor Day
Thursday, November 27th	Thanksgiving Day

Friday, November 28th	Day after Thanksgiving Day
Thursday, December 25th	Christmas
Friday, December 26th	Port designated floater

Employees working outside of the United States may observe, upon approval by Human Resources and Development Management, the traditional holidays of the country in which they are working in lieu of the holidays identified above.

- a. **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 in Section VII.B.5.b(4) and up to a full-time schedule.

Ineligible 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. **Eligible Employees:** Holidays for Eligible 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. The holiday hours paid shall be based on the employee’s normal work schedule and will not exceed one regular work day.

Non-exempt employees shall receive overtime compensation for the number of hours they are required to work in addition to holiday pay at their regular rate of pay.

Days off in lieu of holidays shall not be carried over into other pay periods.

If the holiday falls on a non-exempt employee's day off and another day off within the holiday pay period cannot be scheduled, the employee will receive a straight-time pay cash-out of the holiday based on the employee's normal schedule.

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.

- (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.

The number of hours worked by a part-time exempt employee when added to any pro-rated holiday hours may not exceed the number of regularly scheduled hours for a regular pay period.

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. The holiday hours paid shall be based on the employee's normal work schedule and will not exceed one regular work day.

Days off in lieu of holidays shall not be carried over into other pay periods.

If the holiday falls on a non-exempt employee's day off and another day off within the holiday pay period cannot be scheduled, the employee will receive a straight-time pay cash-out of the holiday based on the employee's normal schedule.

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.

- (5) **Terminating Employees:** A terminating employee whose normal last day on the payroll is a Port-designated holiday, shall receive the holiday pay if the employee worked a full shift or used an equivalent amount of PTO the work day prior to the holiday.
- (6) **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.

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 1/4 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 1/2 month service credit. PERS 2 and 3 employees will receive 1/4 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, terminating employment, or retiring should 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 work days per year. EI leave accruals may be used only after the equivalent of 2 full shift work days in a three-day period due to illness, injury or disability. The first two full shift work days will be charged to PTO accounts. The exceptions are for in-patient hospitalization, workers compensation leave, FMLA-designated leave, Family Care Act (FCA) leave, probationary employees, or if PTO is exhausted. Intermittent leave (with no more than 15 calendar days between absences) caused by the same medical condition may be charged to EI without using the equivalent of another two full shift work days 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.

Exempt employees who work less than their regularly scheduled hours in a pay period shall use EI for situations that are consistent with the provisions of this section.

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.

In the case of a regular employee's death, a lump sum payment equivalent to 50% of unused EI leave at the rate of pay at the time of the employee's death shall be paid to the employee's heir or estate, as appropriate, provided the employee had completed five complete years of active employment in a continuous period of employment with the Port of Seattle.

- 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.

e. Paid Time Off (PTO):

- (1) 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.

Exempt employees who work less than their regularly scheduled hours in a pay period shall use PTO for situations that are consistent with the provisions of this section.

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.

(2) Limits on Accumulating PTO:

- (a) Employees Hired Before 12/20/98: 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 2008 is 1,100 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.

- (b) Employees Hired On or After 12/20/98: 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.

- (3) 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:
- (a) 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 ($.07538 \times 1950$ annual hours = 147.0 hours; $.07538 \times 2080$ annual hours = 156.8 hours).
 - (b) 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 ($.09462 \times 1950$ annual hours = 184.5 hours; $.09462 \times 2080$ annual hours = 196.8 hours).
 - (c) 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 ($.10423 \times 1950$ annual hours = 203.3 hours; $.10423 \times 2080$ annual hours = 216.8 hours).
 - (d) 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 ($.11385 \times 1950$ annual hours = 222.0 hours; $.11385 \times 2080$ annual hours = 236.8 hours).
- (4) Cash Out Option: Employees may cash out PTO time under procedures detailed in Port Policy HR-5, Leaves.
- (5) Payment for Accrued PTO at Termination: 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 at the current rate of pay. A probationary employee who terminates active employment before satisfactorily completing the probationary period is ineligible to receive compensation for accrued PTO.

(6) Payment for Accrued PTO upon Death: In the case of a regular employee's death, a lump sum payment for payable amounts of unused PTO shall be paid to the employee's heir or estate, as appropriate, provided the employee had satisfied the probationary period immediately preceding death.

f. Awarded Time: Under limited circumstances, 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.

g. 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.

h. 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.

3. **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.

4. **Insurance Benefits:** Coverages listed in Sections a, b, d, e and f below apply to Eligible and DRS-retired Employees as defined in Sections I.B.1 and I.B.3. 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 all or a portion of the insurance premiums. Employees are responsible for notifying the Port by an approved enrollment method 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 or terminate insurance benefits and/or to modify the cost charged to employees or dependents for such coverage.

- a. Medical Insurance for Employees 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 premium 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 not exceed the maximum premium for the most costly plan provided by the Port for employees with similar family member coverage.
- 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 may not exceed the maximum premium for the most costly plan provided by the Port for employees with similar family member coverage.




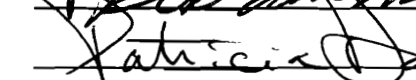
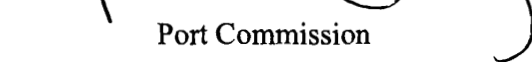
VIII. EFFECTIVE DATE

THIS RESOLUTION shall be effective January 1, 2008 through December 31, 2008. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2008. Notwithstanding the foregoing, the Port reserves the right to amend or terminate any employee welfare benefit plan and/or salary practice.

The intent of this resolution is to administer pay and benefits in accordance with State law. Should any part of this resolution require a change to pay or benefit administration practices by reason of any existing or subsequently enacted legislation such change(s) will be incorporated without the need to amend this Resolution.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No.3572-as amended, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this December 11, 2007,
and duly authenticated in open session by the signatures of the Commissioners voting in favor
thereof and the seal of the Commission.

ALEC FISKEN
LLOYD HARA
JOHN CREIGHTON
BOB EDWARDS
PATRICIA DAVIS

Port Commission

EXHIBIT A TO RESOLUTION NO. 3592
SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 24, 2007
AND SALARY RANGES EFFECTIVE JANUARY 1, 2008

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
45	\$212,882 (\$109.17)	\$266,097 (\$136.46)	\$319,313 (\$163.75)
Chief Executive Officer			
42	\$158,223 (\$81.14)	\$197,769 (\$101.42)	\$237,315 (\$121.70)
Deputy Chief Executive Officer			
41	\$150,014 (\$76.93)	\$187,512 (\$96.16)	\$225,011 (\$115.39)
Managing Director Aviation			
40	\$142,155 (\$72.90)	\$177,684 (\$91.12)	\$213,213 (\$109.34)
Managing Director Seaport		Managing Director, Real Estate & Property Management	
39	\$134,687 (\$69.07)	\$168,363 (\$86.34)	\$202,040 (\$103.61)
Chief Financial Officer			
38	\$127,550 (\$65.41)	\$159,452 (\$81.77)	\$191,334 (\$98.12)
Chief Administrative Officer			
37	\$120,744 (\$61.92)	\$150,930 (\$77.40)	\$181,116 (\$92.88)
General Counsel			
36	\$114,348 (\$58.64)	\$142,935 (\$73.30)	\$171,522 (\$87.96)
Chief Information Officer		Deputy Managing Director, AV Development & Finance	
Deputy Managing Director, AV Facilities & Environment			
35	\$108,186 (\$55.48)	\$135,213 (\$69.34)	\$162,260 (\$83.21)
Chief Engineer / Director Engineering Services		Deputy Managing Director, Seaport	
Director External Affairs		Director, Accounting & Procurement Services	
Director, Human Resources & Development		Director, Public Affairs	

EXHIBIT A TO RESOLUTION NO. 3592
SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 24, 2007
AND SALARY RANGES EFFECTIVE JANUARY 1, 2008

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
34	\$102,297 (\$52.46)	\$127,862 (\$65.57)	\$153,446 (\$78.69)
Chief Technology Officer		Deputy General Counsel	
Director Airport Operations		Director, Labor Relations	
Director, Aviation Capital Improvement Program		Director, Business Development & Management, Aviation	
Director, Economic Business Trade Development		Director, Public Safety & Security	
Director, Seaport Finance & Asset Management		General Manager, Aviation Facilities & Infrastructure	
Manager, Aviation Planning		Sr. Manager, ICT Business Services	
Sr. Manager, ICT Infrastructure Services		Sr. Manager, ICT Service Delivery	
Sr. Manager, ICT Systems Delivery			
33	\$96,740 (\$49.61)	\$120,920 (\$62.01)	\$145,100 (\$74.41)
Director, Harbor Services		Director, Social Responsibility	
Director, Cargo & Cruise Services		General Manager, Aviation Maintenance	
Manager, Aviation Finance & Budget		Manager, Community Development Program / Aviation	
Sr. Manager, Seaport Security		Sr. Port Counsel	
32	\$91,397 (\$46.87)	\$114,251 (\$58.59)	\$137,105 (\$70.31)
Assistant Director Construction Services		Assistant Director, Design Services	
Assistant Director, Aviation CIP		Enterprise Systems Manager	
General Manager, Port Construction Services		General Manager, Seaport Maintenance	
Manager, AV Environmental Management Department		Manager, Aviation Security	
Manager, Seaport Project Management		Manager, Seaport Real Estate	
Seaport Environmental Manager		Sr. Manager, Corporate Finance	
31	\$86,366 (\$44.29)	\$107,952 (\$55.36)	\$129,539 (\$66.43)
Application & Software Systems Manager		Assistant Director, Accounting	
Chief ICT Architect		Manager, Airport Building & Facilities Services	
Manager, Aviation Properties		Manager, Cargo Services	
Manager, Cruise Services		Manager, Enterprise Information Security	
Port-wide Real Estate Manager		Sr. Manager, Procurement Services	
Sr. Manager, Airport Operations		Sr. Manager, Revenue Services & Payroll	
Strategic Planning Manager			

EXHIBIT A TO RESOLUTION NO. 3592
SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 24, 2007
AND SALARY RANGES EFFECTIVE JANUARY 1, 2008

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
30	\$81,530 (\$41.81)	\$101,907 (\$52.26)	\$122,285 (\$62.71)
Airport Facilities & Infrastructure Systems Manager Assistant Director, Public Affairs Capital Construction Project Manager 5 Employment & Aviation Human Resources Manager Enterprise Services Architect / Development Manager GIS Architect ICT Contract & Vendor Manager Internal Audit Manager Manager, Concessions Management Manager, Contract Services Manager, Fishing Vessel Services Manager, ICT Service Management Manager, Recreational Boating Services Manager, Seaport Finance & Budget Manager, Seaport Security Mechanical / Electrical Manager Sr. Manager, Aviation Maintenance Technology Economist Treasury Manager		APS Business Technology Manager Aviation CIP Program Leader Civil / Structural Design Manager Engineering Quality Manager Financial Reporting Manager Government Relations Manager ICT Quality Assurance Manager Manager, Combined Communications Center Manager, Consulting Services Manager, Employee Health & Safety Manager, ICT Project Office Manager, Port Construction Services Operations Manager, Seaport Commercial Development Manager, Seaport Planning Manager, SeaTac Utilities Sr. Manager, Seaport Maintenance Sr. Manager, Aviation Maintenance Assets & Logistics Total Compensation Manager	
29	\$76,967 (\$39.47)	\$96,194 (\$49.33)	\$115,440 (\$59.20)
Business Technology Consultant Construction Manager Enterprise GIS Manager ICT Business Case Manager ICT Producer Lead Database Engineer Manager, Airport Security Operations Manager, Aviation Property Acquisition Manager, Corporate Communications Manager, ICT Service Desk Manager, Noise Planning & Funding Manager, Port Construction Services Field Operations Manager, Seaport Commercial Properties Manager, Survey Services Network Engineering Manager Police Communications Manager / Technology Liaison Risk Manager Sr. Systems Engineer / Utility Manager		Community Relations Manager Corporate Budget Manager Environmental Program Supervisor ICT Contracts Manager International Tourism Development Manager Lead Software Developer Manager, Aviation Business Development Manager, Client Services & Support Manager, ICT Infrastructure Support Manager, Internat'l Marketing & Business Development Manager, PCS Construction Services Manager, Regional Transportation Manager, Seaport Industrial Properties Manager, Windows Server Engineering Planning Program Manager, Aviation Police Department Administrative Manager Server Engineering Manager Tax Manager	

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
28	\$72,599 (\$37.23)	\$90,753 (\$46.54)	\$108,908 (\$55.85)
APS Business Technology Consultant		Assistant Manager, Aviation Building Department	
AV Maintenance CIP Liaison & Small Works Manager		Aviation Community Relations Manager	
Aviation Operations Finance & Budget Manager		Business Development Representative	
Capital Construction Project Manager 4		Director Commission Services	
HRD Business Process Manager		ICT Infrastructure Architect	
ICT Project Manager		International Relations Manager	
Labor Relations Manager		Lead Systems Engineer	
Learning and Leadership Manager		Manager, Airport Security Access	
Manager, Aviation Maintenance		Manager, Aviation Maintenance Business & Finance	
Manager, Construction Safety Management		Manager, Corporate Facilities	
Manager, Seaport Maintenance Compliance & Fleet		Manager, Seaport Maintenance Finance & Inventory	
Market Development Manager		Mgr Noise Remedy	
Port Counsel		Principle Engineer	
Program Controls Manager		Sr. Account Representative, Cargo Services	
Sr. Environmental Program Manager		Sr. Public Affairs Program Manager	
Stormwater Program Manager			
27	\$68,406 (\$35.08)	\$85,508 (\$43.85)	\$102,609 (\$52.62)
Account Representative, Cargo Services		Accounting Manager	
Airport Badging Manager		Airport Emergency Program Manager	
Airport Facilities Manager		Airport Quality Assurance Manager	
Airport Ramp Services Manager		Airport Shared Facilities Manager	
Assistant Manager, Corporate Finance		Assistant Manager, Aviation Finance & Budget	
Assistant Manager, Finance & Budget / Seaport		Aviation Facilities & Property Manager	
Aviation Property Manager 3		Capital Construction Project Manager 3	
Claims Manager		Compensation Manager	
Cruise & Dock Services Manager		ERP Developer	
Finance Manager, HERS		Finance Services Manager, Seaport Maintenance	
Health & Safety Management Lead		ICT Finance & Services Manager	
Lead ICT Business Analyst		Manager, Airport Certification	
Manager, Airport Communication Center		Manager, Airport Customer Services	
Manager, Airport Landside Operations		Manager, Airport Training	
Manager, Aviation Maintenance Business Systems		Manager, Aviation Maintenance Logistics	
Manager, Construction Planning & Coordination		Manager, Employee Parking	
Manager, Ground Transportation		Manager, Harbor Business & Operations	
Manager, PCS Contracts & Systems		Manager, PCS Project Development	
Network Operations Manager		Procurement Manager	
Project Planner		Regional Transportation Program Planner	
Resident Engineer		Seaport Emergency Program Manager	
Seaport Facilities Maintenance Manager		Seaport Facilities Maintenance Manager, Containers	
Seaport Maintenance Project Manager		Seaport Real Estate Manager	
Seaport Security Program Manager		Software Developer	

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Grade	Minimum	Midpoint	Maximum
27	\$68,406 (\$35.08)	\$85,508 (\$43.85)	\$102,609 (\$52.62)
Sr. Design Engineer		Sr. Diversity & Employee Relations Consultant	
Sr. Infrastructure Systems Engineer		Sr. Internal Auditor	
Sr. Linux Server Engineer		Sr. Organizational Development Consultant	
Surface Water Manager			
26	\$64,467 (\$33.06)	\$80,574 (\$41.32)	\$96,681 (\$49.58)
Airline Scheduling Coordinator		Airport Duty Manager	
Airport Operations Development Manager		Aviation Maintenance Safety Program Manager	
Aviation Property Manager 2		Capital Construction Project Manager 2	
Community Outreach Program Manager		Concessions Manager	
Construction Safety Manager		Database Engineer	
Environmental Compliance Specialist		Environmental Management Specialist 2	
Erosion Control / Storm Water Engineer		ERP Administrator	
Industrial Hygienist		Manager, Budget & Technical Services	
Marketing Representative, Harbor Services		Media Officer	
Mgr, Abatement Design Services		PCS Lead Construction Manager	
Project Scheduler Aviation PMG		Public Affairs Program Manager	
Seaport Real Estate Specialist		Sr. Business Development Analyst, Aviation	
Sr. Finance & Budget Analyst, Aviation		Sr. Network Engineer	
Sr. Planner, Seaport		Sr. Windows Server Engineer	
Systems Engineer			
25	\$60,684 (\$31.12)	\$75,855 (\$38.90)	\$91,026 (\$46.68)
Accounts Receivable Supervisor		Assistant Manager, Dock Operations	
Assistant Resident Engineer		Audio Visual Services Manager	
Billing Supervisor		Communications Project Manager, Public Affairs	
Contract Administration Manager		DBE Liaison / Compliance Specialist	
Design Engineer		Health & Safety Management Specialist 1	
Human Resources Consultant		Infrastructure System Engineer	
Internal Auditor		Jr. Account Representative, Cargo Services	
Mapping Manager		Payroll Supervisor	
PCS Project Controls Manager		PCS RMM Operations & Maintenance Construction Manager	
PCS Safety Technician		Risk Management Specialist	
Software Test Engineer		Sr. Aviation Financial Analyst	
Sr. Corporate Budget Analyst		Sr. Financial Controls & Reporting Analyst	
Sr. ICT Financial Analyst		Sr. Planner, Aviation	
Sr. Seaport Financial Analyst		Survey Crew Manager	
Wildlife Biologist			

**EXHIBIT A TO RESOLUTION NO. 3592
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 AND SALARY RANGES EFFECTIVE JANUARY 1, 2008**

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
24	\$57,076 (\$29.27)	\$77,451 (\$39.59)	\$85,625 (\$43.91)
Accounts Payable Supervisor		Acquisitions Specialist	
APS Business Technology Analyst		Asst. Manager, AV Maint. Warehouse & Procurement Svcs	
Aviation Maintenance Distribution Center Manager		Aviation Small Works Supervisor	
Baggage Handling Coordinator		Building Inspector / Plans Examiner	
Capital Construction Project Manager 1		Concessions Compliance Inspector	
Construction Coordination Supervisor		Corporate Financial Analyst	
Cost Engineer		Disability Management Specialist	
ICT Business Analyst		Landside Supervisor	
Linux Server Engineer		Manager, ICT Administration	
Network Engineer		Relocation Specialist	
Seaport Maintenance CMMS Supervisor		Sr. Accountant	
Sr. Lease Administration Supervisor		Sr. Total Compensation Analyst	
Telecommunications Engineer		Windows Server Engineer	
23	\$53,645 (\$27.51)	\$67,061 (\$34.39)	\$80,457 (\$41.26)
Administrator MRD System		Airport Customer Service Coordinator	
Airport Customer Service Supervisor		APS Administrative Manager	
Art Program Manager, Aviation		Assistant to the Chief Executive Officer	
AV Maintenance Contracts Administration Supervisor		Aviation Maintenance Lead Planner / Coordinator	
Aviation Property Manager 1		Business Development Analyst, Aviation	
Buyer		Claims Specialist	
Communications Specialist, Public Affairs		Community Outreach Specialist	
Credit Analyst		Desktop Support Engineer	
Environmental Data Specialist		Environmental Management Specialist 1	
Harbor Operations Supervisor		HRMS Consultant	
ICT Service Analyst		Learning/Training Specialist	
Lease Administration Supervisor		Manager, Signage & Graphics	
Noise Program Manager, Funding		Noise Program Mgr-Systems	
Operations Supervisor, Airport Security		Planner 2 - Aviation	
Planning Research / Data Analyst, Aviation		Research and Policy Analyst	
Seaport Financial Analyst		Small Business Analyst	
Sr. Contracts Administrator		Sr. Engineering Design Technician	
Survey Data Specialist		Survey Project Manager	
Tourism Management Specialist			

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Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
22	\$50,408 (\$25.85)	\$63,005 (\$32.31)	\$75,602 (\$38.77)
Accountant		Administrative Coordinator, PCS	
Administrative Supervisor, Attorney Services		AV Emergency Program Technical Training Developer	
Aviation Maintenance Planner / Coordinator		Benefits Administrator	
CAD Standards Review Technician		Commission Records Supervisor	
Communications Specialist HR		Construction Coordinator	
Engineering Design Technician		Financial Controls & Reporting Analyst	
ICT Service Desk Lead		Jr. Design Engineer	
Network Engineer, Physical Layer		Network Security Administrator	
Records Program Manager		Sr. Civil Engineering Technician	
Sr. Employment Representative		Sr. Human Resources Representative	
Sr. Network Operations Technician		Survey CAD Technician	
Total Compensation Analyst 2		Web Coordinator	
21	\$47,249 (\$24.23)	\$59,066 (\$30.29)	\$70,863 (\$36.34)
Administrative Supervisor		Administrative Supervisor, Fire Department	
Assistant to the Port Commission		AV Facilities & Infrastructure Support Supervisor	
AV Maintenance Procurement & Inventory Supervisor		Construction Management Assistant	
Contractor Data Systems Administrator		Desktop Support Specialist	
Document Control Supervisor		Engineering Archive Systems Administrator	
Grant & Trade Policy Analyst		ICT Administrative Supervisor	
International Program Coordinator		Noise Remedy Specialist	
On Site Properties Representative		Planner 1 - Aviation	
Planner 1 - Seaport		Seaport Maintenance Contracts Administrator	
Supervisor, Airport ID Access			
20	\$45,201 (\$23.18)	\$56,492 (\$28.97)	\$67,782 (\$34.76)
Admin Supv/Planning & Comm Dev		Administrative Supervisor, Aviation CIP	
Assistant Project Manager		Assistant to the Managing Director	
Associate Accountant		Associate Civil Engineering Technician	
Associate Seaport Financial Analyst		Aviation Statistical Specialist	
Concessions Specialist		Contract Compliance Specialist	
Contracts Administrator		Executive Assistant	
Executive Assistant, Aviation Director's Office		Human Resources Generalist	
ICT Asset Management Analyst		Marketing Research Specialist, Seaport	
Noise Abatement Specialist		Public Affairs Marketing Specialist	
Real Estate Development Project Assistant		Sr. Administrative Specialist, Seaport	
Sr. Construction Inspector		Total Compensation Analyst 1	
Training Coordinator			

**EXHIBIT A TO RESOLUTION NO. 3592
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 AND SALARY RANGES EFFECTIVE JANUARY 1, 2008**

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
19	\$43,232 (\$22.17)	\$54,035 (\$27.71)	\$64,838 (\$33.25)
Airport Security Planning Specialist		Airport Security Plans & Investigations Specialist	
Aviation Maintenance Small Works Contracts Specialist		Cost / Administrative Specialist, Aviation CIP	
Document Control Lead		Facility Coordinator	
Harbor Facilities Coordinator		Harbor Moorage Coordinator	
HRMS Employment Specialist		Network Operations Technician	
Paralegal		PCS Field Operations Administrator	
Print Shop Lead		Project Controls Technician	
Seaport Maintenance Employee & Budget Specialist		Sr. Auditing Specialist	
18	\$41,379 (\$21.22)	\$51,734 (\$26.53)	\$62,069 (\$31.83)
Accounts Payable Lead		Acquisitions / Relocation Assistant	
Administrative Assistant		Associate Buyer	
Aviation Maintenance Budget Support Specialist		Aviation Maintenance Small Works Inspector	
Aviation PMG Cost Accounting Specialist		Marketing Assistant, Harbor Services Group	
Payroll Analyst		Signing & Graphics Designer Specialist	
Sr. Lease Administration Specialist		Sr. Utilities & Lease Specialist	
Tenant Project Coordinator – Aviation			
17	\$39,644 (\$20.33)	\$49,596 (\$25.42)	\$59,475 (\$30.50)
Administrative Specialist		Assistant Civil Engineering Technician	
AV Maintenance Lead Procurement & Inventory Specialist		Aviation Maintenance Payroll Lead	
CAD Operator, Seaport Maintenance		Commission Records Specialist	
Commission Staff Assistant		Community Development Budget & Grant Specialist	
Construction Inspector		Document Control Specialist	
Executive Staff Assistant		Harbor Customer Service Specialist	
Health & Safety Technology Analyst		ICT Service Desk Technician	
Lead Airport Customer Service Representative		Lease Administration Specialist	
Legal Assistant		Project Management Assistant, Seaport	
Project Technician, Aviation Project Management Group		Records Management Specialist	
Records Program Assistant		Total Compensation Specialist 2	

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Grade	Minimum	Midpoint	Maximum
16	\$37,967 (\$19.47)	\$47,444 (\$24.33)	\$56,940 (\$29.20)
Accounts Receivable Specialist		AV Maintenance Procurement & Inventory Specialist	
Aviation Capital Improvement Program Assistant		Billing Specialist, Landside Operations	
CMMS Support Specialist		Harbor Facilities Specialist	
ICT Staff Assistant		Marina Operations Specialist	
Offset Press Operator		Payroll Specialist	
Permit Technician		Revenue Specialist	
Seaport Maintenance Purchasing Specialist		Total Compensation Specialist 1	
15	\$36,348 (\$18.64)	\$45,416 (\$23.29)	\$54,503 (\$27.95)
Administrative Specialist, Public Affairs		Administrative Specialist, Seaport	
Airport Conference Center Coordinator		Capital Services Coordinator	
Contract Document Specialist		Contract Services Specialist	
Facility Specialist		Noise Remedy Admin Specialist	
Payables Specialist		Receiving Dock Coordinator, Aviation	
Seaport Maintenance Material & Inventory Specialist		Staff Assistant 5	
Training Support Specialist, Aviation			
14	\$34,827 (\$17.86)	\$43,544 (\$22.33)	\$52,241 (\$26.79)
Assistant Facility Coordinator		Aviation Maintenance CMMS Support Assistant	
Bindery Operator		Seaport Maintenance Accounts Payable Clerk	
Seaport Maintenance CMMS Support Assistant		Seaport Maintenance Dispatcher / Scheduler	
13	\$33,404 (\$17.13)	\$41,750 (\$21.41)	\$50,096 (\$25.69)
Airport Customer Service Representative 1		Contract Specialist	
Staff Assistant 4			
12	\$32,000 (\$16.41)	\$39,995 (\$20.51)	\$47,990 (\$24.61)
Utilities and Lease Specialist			
11	\$30,693 (\$15.74)	\$38,357 (\$19.67)	\$46,020 (\$23.60)
Conference Center Assistant		Customer Service Specialist, Landside Operations	
Payables Assistant		Staff Assistant 3	
10	\$29,426 (\$15.09)	\$36,777 (\$18.66)	\$44,148 (\$22.64)
Airport Tour Guide			

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Grade	Minimum	Midpoint	Maximum
9	\$28,236 (\$14.48)	\$35,295 (\$18.10)	\$42,354 (\$21.72)
Staff Assistant 2			
6	\$24,960 (\$12.80)	\$31,200 (\$16.00)	\$37,440 (\$19.20)
Staff Assistant 1			
5	\$23,985 (\$12.30)	\$29,972 (\$15.37)	\$35,978 (\$18.45)
Interoffice Mail Specialist			
3	\$22,191 (\$11.38)	\$27,749 (\$14.23)	\$33,287 (\$17.07)
Office/Maintenance Clerk			
Nonevaluated Exempt Positions			
94	\$108,810 (\$55.70)	\$135,762 (\$69.82)	\$162,914 (\$83.55)
Chief of Police		Fire Chief	
93	\$98,736 (\$50.63)	\$123,420 (\$63.29)	\$148,104 (\$75.95)
Assistant Fire Chief		Deputy Chief of Police	
92	\$30,966 (\$15.88)	\$35,607 (\$18.26)	\$40,268 (\$20.65)
Graduate Intern			
91	\$23,166 (\$11.88)	\$28,958 (\$14.85)	\$34,749 (\$17.82)
College Intern			
90	\$17,310 (\$8.88)	\$17,310 (\$8.88)	\$17,310 (\$8.88)
High School Intern			
Salaries not to exceed 40,000,000 yen per year			
Director Asia			