

**1993**

**SALARY AND BENEFIT RESOLUTION NO. 3127**

**Effective December 27, 1992**

INDEX

RESOLUTION NO. 3127

Page No.

<b>I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RATES AND RANGES.....</b>	<b>1</b>
A. Classification of Positions .....	1
B. Graded Salary Ranges .....	1
Schedule of Salary Ranges .....	2
C. Salary Rates, Ranges, and Allowances for Nongraded .....	3
Positions .....	3
1. Japan Regional Staff Positions .....	3
2. Student Helper or International Intern Positions .....	3
D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges .....	3
<b>II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM...</b>	<b>3</b>
<b>III. FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES</b>	<b>4</b>
A. Authorized Positions .....	4
B. Selection Criteria .....	5
C. Setting Salaries .....	5
1. Hires .....	5
2. Transfers .....	5
<b>IV. DEFINITIONS OF EMPLOYMENT STATUS.....</b>	<b>5</b>
A. Employee .....	5
B. Eligible Employee .....	6
1. Full-Time .....	6
2. Part-Time .....	6
C. Ineligible.....	6
1. Limited .....	6
2. Extended or On-call .....	6
3. Student Interns .....	6
a. Domestic Student Interns .....	6
b. International Interns .....	6
4. Ending of Ineligible Status .....	7
5. Conversion From Ineligible to Eligible Status .....	7
D. Immigration and Naturalization Control Act .....	7
<b>V. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES AND ADJUSTMENTS.....</b>	<b>7</b>
A. Probationary Salary Increases .....	7
B. Upgrade Adjustments .....	7
1. Initial Adjustment .....	7
2. Secondary Adjustment .....	8
C. Pay for Performance/Special Adjustment Program and Fund Administration.....	8
D. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges .....	9
E. Temporary Pay for Replacements .....	9
F. Foreign Language Premium .....	9
G. Payment for Relocation Costs .....	9

INDEX (Continued)

RESOLUTION NO. 3127

Page No.

<b>VI. ADMINISTRATION OF PAY PRACTICES</b> .....	10
A. Conversion of Salary Rates .....	10
B. Authorized Work Schedules for Full-Time Employees .....	10
C. Extra Compensation .....	10
1. Overtime .....	10
2. Shift Differential .....	10
<b>VII. ADMINISTRATION OF BENEFIT PROGRAM</b> .....	11
A. Authorization to Amend Benefit Program.....	11
B. Basic Benefits Provided for All Salaried Employees .....	11
1. Social Security (FICA) Insurance .....	11
2. Industrial Insurance or Other Duty Disability Benefits .....	11
3. Unemployment Compensation .....	11
4. Military Leave .....	11
5. Transportation and Parking .....	11
C. Benefits Provided Eligible Employees.....	12
1. Retirement .....	12
2. Compensated Leave .....	12
a. Civic Duty Leave .....	12
b. Sick Leave .....	13
c. Long Term Sick Leave Account .....	14
d. Bereavement Leave .....	14
3. Holidays .....	14
a. Full-Time Employees .....	16
b. Part-Time Employees .....	16
c. Ineligible Employees .....	16
d. Employees on Approved Leaves .....	16
4. Vacation With Pay .....	17
a. Scheduling of Vacation Leave .....	17
b. Limits on Accumulating Vacation Leave .....	17
c. Rates of Accrual .....	17
5. Pooled Leave .....	18
a. Vacation Conversions/Forfeiture.....	18
b. Sick Leave Conversions .....	18
6. Awarded Time .....	18
7. Shared Leave .....	18
8. Payment for Accrued Leave at Termination .....	19
a. Sick Leave .....	19
b. Vacation .....	19
c. Pooled Leave .....	19
9. Insurance Benefits .....	20
a. Medical Insurance for Employees or Commissioners..	20
b. Medical Insurance for Dependents .....	20
c. Medical Insurance Premium Reimbursement for Port Commissioners.....	20
d. Life Insurance.....	21
e. Long-Term Disability Insurance .....	21
f. Dental Insurance .....	21
g. Dental Insurance Premium Reimbursement for Port Commissioners.....	21
<b>VIII. EFFECTIVE DATE</b> .....	22

**RESOLUTION NO. 3127**

**A RESOLUTION** of the Commission of the Port of Seattle establishing positions, classifications, salaries, allowances and adjustments for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: Social Security, industrial insurance, unemployment compensation, military leave, and transportation and parking; retirement; compensated leave, including civic duty, sick and bereavement leave, holidays, vacation, pooled and shared leave, and compensatory time; insurance benefits, including medical, dental, life and long-term disability; and authorizing this resolution to be effective on December 27, 1992 and repealing all prior resolutions dealing with the same subject, including Resolution No. 3115, as amended.

**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 salary ranges for all salaried positions of the Port of Seattle, other than those covered under the Wage Resolution or signed labor agreements:

A. Classification of Positions: All salaried positions shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt or nonexempt. Salaried position classifications are established and set forth in Exhibit A, "Schedule of Authorized Positions" and are attached hereto and by this reference incorporated herein.

B. Graded Salary Ranges: All salaried positions shall be classified according to their relative skill requirements, responsibilities, and other factors as explained in Section II. Such salaried positions as graded and classified shall be paid in accordance with the following graded salary ranges:

PORT OF SEATTLE SALARY STRUCTURE

June 1992

Grade	Range Minimum		Range Midpoint		Range Maximum	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
45	9,947	119,359	12,433	149,199	14,920	170,038
42	8,483	101,802	10,604	127,252	12,725	152,703
41	8,041	96,498	10,052	120,622	12,062	144,747
40	7,621	91,446	9,526	114,308	11,431	137,169
39	7,220	86,635	9,025	108,294	10,829	129,953
38	6,838	82,053	8,547	102,567	10,257	123,080
37	6,474	77,690	8,093	97,112	9,711	116,535
36	6,128	73,534	7,660	91,917	9,192	110,301
35	5,798	69,576	7,247	86,970	8,697	104,364
34	5,484	65,806	6,855	82,258	8,226	98,710
33	5,185	62,216	6,481	77,771	7,777	93,325
32	4,900	58,797	6,125	73,497	7,350	88,196
31	4,628	55,541	5,786	69,427	6,943	83,312
30	4,370	52,440	5,463	65,550	6,555	78,660
29	4,124	49,487	5,155	61,858	6,186	74,320
28	3,889	46,674	4,862	58,342	5,834	70,011
27	3,666	43,995	4,583	54,993	5,499	65,992
26	3,454	41,443	4,317	51,804	5,180	62,165
25	3,251	39,014	4,064	48,767	4,877	58,520
24	3,058	36,699	3,823	45,874	4,587	55,049
23	2,875	34,495	3,593	43,119	4,312	51,743
22	2,700	32,396	3,375	40,496	4,050	48,595
21	2,533	30,397	3,166	37,997	3,800	45,596
20	2,421	29,050	3,026	36,312	3,631	43,574
19	2,316	27,798	2,896	34,747	3,475	41,697
18	2,217	26,606	2,771	33,257	3,326	39,909
17	2,123	25,471	2,653	31,838	3,184	38,206
16	2,032	24,390	2,541	30,487	3,049	36,584
15	1,947	23,360	2,433	29,200	2,920	35,040
14	1,865	22,379	2,331	27,974	2,797	33,569
13	1,787	21,445	2,234	26,807	2,681	32,168
12	1,713	20,556	2,141	25,695	2,569	30,834
11	1,642	19,709	2,053	24,636	2,464	29,563
10	1,575	18,902	1,969	23,627	2,363	28,353
9	1,511	18,133	1,889	22,667	2,267	27,200
8	1,450	17,402	1,813	21,752	2,175	26,103
7	1,392	16,705	1,740	20,881	2,088	25,057
6	1,337	16,041	1,671	20,051	2,005	24,062
5	1,284	15,409	1,605	19,261	1,926	23,113
4	1,234	14,807	1,542	18,509	1,851	22,210
3	1,186	14,223	1,483	17,792	1,779	21,350
2	1,141	13,687	1,426	17,109	1,711	20,351
1	1,097	13,167	1,372	16,459	1,646	19,751

**Section I. (Cont'd.)**

**C. Salary Rates, Ranges, and Allowances for Nongraded Positions:**

Salary rates, ranges, and a provision for a special allowance have been developed for nongraded 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: The Executive Director is authorized to provide in addition to their salary as provided by this Resolution the following: direct payment or supplement for housing; transportation to and from assignment of employee, family, and required personal effects; transportation and travel costs of employee and spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.

2. Student Helper 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 the Director of Human Resources based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Such compensation may be disbursed directly for housing subsistence, etc., for administrative convenience.

**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 Executive Director when the changes are the result of provisions contained in this Resolution.

**II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM**

It is the policy of the Commission to pay Port employees on the basis of generally prevailing salary rates within appropriate geographic markets; and to establish a system of position evaluation which recognizes each position's mental, physical and social requirements, accountability and work environment. The position evaluation system shall be administered by the Director of Human Resources under the supervision of the Executive Director. Each position authorized in Exhibit A has been evaluated and classified in accordance with the position evaluation system, except those noted in Section I.C., and each evaluated position has been assigned a grade number related to the salary schedules set forth in Section I.B. The Director of Human Resources shall, on a continuing basis, evaluate new positions and reevaluate existing authorized positions, taking into account any change in mental, physical or social

**Section II. (Cont'd.)**

requirements, etc., which could result in placement in a different salary grade range. The Director of Human Resources is hereby directed to recommend, on a continuing basis, appropriate reclassifications to ensure that the purposes and objectives of the position evaluation system are maintained. The Executive Director shall have the final approval authority for all position evaluations and title changes for all positions except Executive Director. This authority shall include reevaluation of existing positions and establishment and evaluation of new positions if funding for such new positions has been approved through the budgetary process.

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

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

### Section III. (Cont'd.)

B. Selection Criteria: Selections of appointees for new hires, transfers, or promotion shall to the extent feasible conform to current position evaluation criteria developed in the position specifications for each authorized position; however, in the paramount interest of developing a strong personnel base, the Director of Human Resources 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 and transfers are provided as follows:

1. Hires: Though salaries shall normally be set between the minimum and midpoint of the salary range for hires, under special conditions the Executive Director may authorize a salary above midpoint of the salary range for appointees possessing special qualifications or exceptional experience.
2. Transfers:
  - a. Promotional Transfers: See Section IV.A.3.
  - 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 Interdepartmental Transfers: Upon mutual agreement and in coordination with the Director of Human Resources, department directors may authorize interdepartmental transfers of employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the same title and salary range may be maintained during the transfer.

#### IV. DEFINITIONS OF EMPLOYMENT STATUS

A. An Employee is anyone who performs personal services for the Port as a common law employee. For the purposes of this Resolution, the definition of an employee may include a "contract employee" who is a common-law employee individually contracted to perform work for the Port and who does not qualify as an independent contractor. PERS regulations defining eligible positions apply to contract employees. However, contract employees will be provided benefits only as detailed in Section VII.A., Basic Benefits Provided for All Salaried Employees, and Section VII.B.1., Retirement. The definition of employee excludes independent contractors, such as persons rendering professional services on a fee, retainer, or contract basis. All proposed professional services agreements must be approved in advance by the Executive Director or his designee.



Section IV. (Cont'd.)

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 a year. Until a new hire or rehire successfully completes the six-month probationary period, the employee is considered to be a "probationary employee."

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 90 hours per calendar month (21 hours per week) indefinitely, but less than full-time as explained above.

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

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

1. Ineligible Limited: Applies only to those hired in a position scheduled to end within four calendar months of full-time employment or part-time of 90 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 hired to work less than 90 hours a calendar month (less than 70 hours for PERS Plan One members) in an on-call assignment or for an extended specified duration; or those hired to work 90 or more hours a calendar month in up to four or less calendar months within each 12-month period. In order to retain ineligible status for an extended period, compensated hours must be less than 90 (or 70, as above) per month in at least 8 of every 12 calendar months worked.
3. Student Interns:
  - a. Domestic Student Interns are limited to four consecutive calendar months of full-time employment, and subsequent part-time employment if scheduled to work less than 90 hours a month, as in C.2.
  - b. International Interns are limited to the same hire restrictions as for domestic student interns. However, if such international intern is demonstrated to be a nonresident, non-citizen of the U.S. and is not covered by Social Security, such international interns may be allowed to work full-time for up to 12 months.
  - c. Ineligible status applies to all interns.

Section IV. (Cont'd.)

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 PERS definitions, 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 determines that an eligible position should have been considered eligible, then PERS membership will be required of the employee retroactive to the first day of eligibility.

D. 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 for eligible employees as defined in Section IV.B.:

A. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment as a new hire or a rehire in an authorized, eligible position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of a performance planning and appraisal system, and who were hired at the minimum of the salary range for their position may receive an increase ranging from 4% to 7% of their salary. When an initial upgrade adjustment of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a secondary upgrade adjustment may be considered within the guidelines established in Section A.3.b. Such probationary adjustments, if granted, should be implemented within two weeks of the satisfactory completion of the probationary period.

B. Upgrade Adjustments:

1. Initial Adjustment: Initial increases may be as a result of reclassifications or reevaluations. Employees may be granted an increase normally ranging from 4% to 10%. Increases may be greater than 10% if the new salary does not exceed midpoint of the new salary range. Salary adjustments, if any, should take into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties. Any recommended increase exceeding the amount specified above requires the approval of the Director of Human Resources.

Section V. (Cont'd.)

2. Secondary Adjustment: For regular Port employees who are promoted to the minimum of a higher salary range, secondary adjustments may be made under the following conditions:

At the completion of six months in a new eligible position, a department director may elect to provide an adjustment of from 4% to 10% of an employee's salary for employees who received an upgrade to the minimum of a salary range and whose salary has remained at range minimum, except in cases where the incumbent has received a non-discretionary salary adjustment. Such secondary salary adjustment shall not be automatic and shall be made only at the discretion of the department director, based upon the employee's work performance in the new classification as documented by the supervisor through a work performance appraisal. Such adjustments, if granted, should be implemented within two weeks of the completion of six months in the new classification.

C. Pay for Performance/Special Adjustment Program and Fund

Administration: The pay for performance program shall be administered under Human Resources Procedure HR-21, Salary Administration. The pay for performance/special adjustment fund shall be established in an amount determined by the budget process and administered according to a plan approved by the Executive Director and implemented by the Director of Human Resources, subject to the following provisions:

1. The Director of Human Resources 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, the Executive Director may recommend adjustments to salary ranges and/or rates where realignment is needed.
2. All salaried employees whose salary ranges are established in Exhibit A shall be eligible for pay for performance adjustments within procedural guidelines. Such adjustments shall take into account market movement as determined by the foregoing salary survey data, ratio of current salary to market rate, and performance level as documented by a current work performance appraisal.
3. Pay for performance for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members.
4. The Executive Director may provide special salary adjustments for reasons such as the following: (1) to alleviate salary compression between a supervisor and subordinate; (2) and to reward employees who make a significant non-job-related contribution to the Port, normally a situation in which the Port recognizes significant savings. This special adjustment provision provides the Executive Director flexibility to ensure appropriate compensation in circumstances which are not otherwise addressed in Port salary administration policies and procedures, including but not limited to those instances outlined herein.

Section V. (Cont'd.)

D. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges: Employees in positions whose salaries fall below an adjusted salary grade range for their classification shall automatically receive the amount of increase necessary to reach the minimum rate of pay for the adjusted salary range. Employees at or above salary range maximum may be eligible for lump sum awards which do not increase base salary. All increases shall conform to the provisions and limitations in salary administration policy described in this section.

E. Temporary Pay for Replacements: When an employee is temporarily assigned for a period of 30 calendar days or more to a higher classification, such employee may receive a temporary reclassification adjustment to the minimum of the higher grade or up to 10% of base salary if fulfilling all duties of the employee being replaced. Such a temporary adjustment may be processed after the 30 calendar day period and would be retroactive to the first day in the temporary assignment. In no case shall the temporary reclassification adjustment result in a salary which exceeds the maximum of the salary range of the higher classification.

F. 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.

G. Payment for Relocation Costs: The Director of Human Resources 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.

## VI. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: For all salaried employees, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by multiplying the monthly salary by 12 (months) divided by the number of pay periods (26) in the year, divided by the number of hours in the pay period (75 or 80).

B. Authorized Work Schedules for Full-time Employees: Normal full-time work schedules are made up of either 75 or 80 hour bi-weekly pay periods. Department Directors are authorized to approve alternative shift arrangements when deemed in the best interests of operating efficiency. Vacation, sick and 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.3, Holidays: "an employee's Saturday" shall indicate the sixth day and "an employee's Sunday" shall indicate the seventh day in a full-time work week, regardless of the actual first and last day of a five consecutive-day work week. This definition applies to overtime determinations only and in no way alters the defined Port payroll week which begins at 12:01 a.m. Sunday and ends at midnight Saturday.

1. Overtime: Employees in nonexempt classifications shall receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above a full-time regularly scheduled workshift (see C. above) and/or work week, as the case may be. When required to work, overtime shall be paid for all work performed on "an employee's Saturday," "an employee's Sunday," and on a holiday to the extent provided in Section VII.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Overtime will be paid the same shift rate that was in effect at the beginning of the period worked.
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 full-time work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a full-time work shift which ends later than 2:00 a.m.

## VII. ADMINISTRATION OF BENEFIT PROGRAM

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

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

1. Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act (FICA). During 1993, employee and employer contributions are scheduled to be 7.65% on earnings up to a maximum of \$57,600 and 1.45% (Medicare portion) on earnings between \$57,600 and \$135,000.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except 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 sick 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 training duty in military reserve units shall be allowed up to fifteen working days per Federal fiscal year (October through September) of military leave as provided in and limited by R.C.W. 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 for weekend drills does not normally constitute military leave; however, time off without pay may be allowed when necessary at department director discretion.

5. Transportation and Parking: For purpose of commuting to and from work, and in the interest of fuel conservation, employees may select one of the following: payment for 50% of the cost of a monthly METRO bus pass or Washington State Ferry pass, not to exceed \$15 except that employees in regional offices may receive 50% reimbursement for their local public transportation; van/car pools for employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charge to the employee passenger commuting within King County and 75% charged to the employee passenger commuting outside of King County; or parking at no cost. Employees may be requested to drive their

Section VII. (Cont'd.)

own vehicles for Port business and will be reimbursed pursuant to applicable Port Resolutions. The Transportation Subsidy and Parking Policy is under the administrative authority of the Director of Facilities Development & Management. The Port retains its option to terminate this program at any time. The Port also retains its option to revise the program in response to the Transportation Demand Management Act.

C. Benefits Provided Eligible Employees: (Contract employees in eligible positions are provided only the retirement benefit listed immediately below. No other benefits in this section apply to contract employees.)

1. Retirement: Employees 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 management personnel, if eligible under RCW 41.26, become members of the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 are covered by "Plan One" and employees who became members on or after October 1, 1977 are covered by "Plan Two". Refer to appropriate retirement membership handbooks for differences between Plan One and Plan Two.

Effective September 2, 1984, State retirement contributions are excluded from an employee's gross pay for Federal Income Tax purposes only.

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 1 and PERS 2 working in eligible positions less than "threshold" hours. In PERS 1 this means that employees who work less than 70 hours in one month will receive 1/4 month service credit for that month. Under PERS 2, employees who work at least 70 hours in one month, but less than 90 hours, will receive 1/2 month service credit. PERS 2 employees will receive 1/4 month service credit if they work less than 70 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 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

Section VII. (Cont'd.)

- (2) Subpoenaed Witness Leave: When an eligible employee is subpoenaed as a witness under circumstances which are determined by the Director of Human Resources to constitute Port duty, the same pay conditions listed for jury duty shall apply.
- b. Sick Leave: Eligible salaried employees shall receive sick leave accruals as follows:

- (1) Salaried Employees Other than Fire Department Managers Covered by LEOFF, Plan One: Eligible salaried employees shall accrue sick leave at the rate of 0.04616 hour per straight-time hour paid. These accruals shall commence from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.

Accumulation of sick leave shall be limited to the amount that each eligible employee can earn in a 5-year period under the provisions stated above; i.e., 60 days for most employees, except employees in positions approved for a four-day work week would be limited to an accumulation equivalent to 48 10-hour shifts. When maximum accumulation limit is reached, additional accruals will cause the oldest sick leave accruals to be converted at 50% value to the pooled leave account. (See Section VII.B.5 for further details.)

- (2) Fire Department Managers Covered by LEOFF, Plan One: Fire Department Managers covered by LEOFF, Plan One, shall, as of January 1, 1978, be excluded from adding to sick leave accruals earned between January, 1970 and December, 1977. Unused sick leave accruals remaining on the records of such employees may be used at the employee's option in case of short-term illness.

At the discretion of the Fire Chief, Managers covered by LEOFF, Plan One, may be granted up to six full-time shifts per year of sick leave. Unused portions of this discretionary sick leave shall not be accrued or compensated for at termination. However, if a claim for such sick leave is later approved by the King County Disability Retirement Board as being payable through LEOFF, Plan One, the Fire Chief may credit the discretionary sick leave account of an employee. In no case shall sick leave payments be duplicated.

Sick 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 life partner, and the parents or children of the employee, spouse or life partner. For the purposes of this Resolution, an employee and a life 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; and 7) are each other's sole life partner and are responsible for each other's common welfare. In special circumstances, the Department Director of Human Resources may include others in this definition. Departmental management may at any time require a physician's statement



Section VII. (Cont'd.)

to justify use of sick leave. A physician's release shall be required prior to the return to work by an employee 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 sick leave 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 the department director and under the supervision of the Director of Human Resources, 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 work week. 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. Bereavement leave may also be granted in the case of the death of a sibling, grandparent or grandchild of the employee, spouse or life partner. In special circumstances, the Director of Human Resources 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.
3. Holidays: (This section, other than the two employee-designated holidays shown below, is effective from January 1, 1993 through December 31, 1993.) These twelve holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

Section VII. (Cont'd.)

Normal Date of Observance for  
Monday Through Friday Schedule

Friday, January 1  
Third Monday in January (18)  
Third Monday in February (15)  
  
Last Monday in May (31)  
First Monday in July (5)  
First Monday in September (6)  
Fourth Thursday in November (25)  
Fourth Friday in November (26)  
Thursday, December 23

Friday, December 24  
\*Employee selects date

\*Employee selects date

U.S. Staff Holidays

New Year's Day  
Martin Luther King, Jr. Day  
Washington's Birthday  
Observed  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Port-designated Floater, in  
lieu of Lincoln's Birthday  
Christmas Eve Day  
\*Employee-designated floater  
in lieu of Veteran's Day;  
may be taken from 12/27/92  
through 12/25/93.  
Personal holiday; may be  
taken from 12/27/92 through  
12/25/93.

\*Eligibility for these holidays is not established until the  
probationary period is satisfactorily completed (Section IV.A.1.).

Date of Observance

January 1  
January 2  
January 3  
January 15  
February 11  
March 20  
April 29  
May 3  
May 4  
May 5  
September 15  
September 23  
October 11  
November 3  
November 23  
December 23  
December 30  
December 31

Japan Staff Holidays\*

New Year's Celebration  
New Year's Celebration  
New Year's Celebration  
Adult's Day  
Independence Day  
Spring Equinox  
Greenery Day  
Constitution Memorial Day  
Holiday  
Children's Day  
Respect for the Aged Day  
Autumn Equinox  
Health Sports Day Observance  
Cultural Day  
Labor Thanksgiving Day  
Emperor's Birthday  
Year End Holiday  
Year End Holiday

\* In recognition of cultural differences and international business  
practices, Japan regional staff shall observe these holidays

At least one week advance notice and department director  
approval are required for the personal floater and personal  
holiday. Each eligible employee shall take these two holidays  
subject to appropriate scheduling with their department  
director. On November 1, 1993, each department director shall  
set up a schedule for eligible employees who have not yet  
scheduled these holidays. An employee shall receive no extra  
pay for not taking these holidays, unless directed by the  
department director to work on the day scheduled and no other  
day off can be scheduled before the end of the payroll calendar  
year. A terminating employee shall receive no pay for a  
personal holiday or personal floater not taken prior to the last  
day worked.

Section VII. (Cont'd.)

a. Holidays for full-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 on Other Than a Monday Through Friday Work Schedule: When a calendar holiday (i.e., Christmas Day, New Year's Day, 4th of July) falls on a regularly scheduled work day that is a Saturday or a Sunday, that day will be considered the holiday instead of the Port-designated day. When a holiday falls on a regularly scheduled day off, the last preceding or the next following workday shall be treated as the holiday.

If the holiday (or the alternate day where applicable) cannot be scheduled as a day off for an otherwise eligible employee, overtime compensation shall be paid for the number of hours required to work on such a day in addition to holiday pay at the straight-time rate--not to exceed the normally scheduled paid holiday hours up to a full-time day.

In unusual cases, when scheduling of a day off in lieu of a holiday cannot be arranged for an individual employee according to the conditions as stated above, an alternate day off within the immediate pay period may be approved. Days off in lieu of holidays shall not be carried over into other pay periods.

b. Part-Time Employees:

- (1) Eligible part-time employees may receive compensation for the holidays (as specified in a. above) 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.
- (2) Ineligible part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay only.

c. Ineligible Employees: Unless clearly scheduled for full-time work for at least 30 calendar days before and the day after a holiday, ineligible employees are not eligible for pay on holidays not worked.

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 sick leave 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.

Section VII. (Cont'd.)

Eligible 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 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. Vacation With Pay:

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

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

In order to promote the health and efficiency of employees, scheduling of vacations of more than one week (five consecutive days) shall be encouraged.

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation limit shall be limited to a 24-month accrual at any time. See Section VII.B.5 Pooled Leave for possible conversion of vacation into a pooled leave account. Departmental management shall be responsible for encouraging and allowing proper scheduling for employees taking annual leave in order to avoid any forfeiture of vacation leave. It is not the intent that employees be allowed to forfeit vacation.

- c. Rates of Accrual: Eligible salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. Vacation leave is earned as follows:

- (1) Two Weeks Vacation: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, eligible employees shall accrue vacation at the rate of .03847 hours per straight-time hour paid (.03847 x 1950 annual hours = 75 vacation hours; .03847 x 2080 annual hours = 80 vacation hours).
- (2) Three Weeks Vacation: From the thirty-seventh full month to and including the eighty-fourth full month of continuous employment, eligible employees shall accrue vacation at the rate of .05770 hours per straight-time hour paid (.05770 x 1950 annual hours = 112.5 vacation hours; .05770 x 2080 annual hours = 120 vacation hours).

Section VII. (Cont'd.)

- (3) Three and One-Half Weeks Vacation: From the eighty-fifth full month to and including the one-hundred thirty-second full month of continuous employment, eligible employees shall accrue vacation at the rate of .06731 hours per straight-time hour paid (.06731 x 1950 annual hours = 131-1/4 vacation hours; .06731 x 2080 annual hours = 140 vacation hours).
  - (4) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, eligible employees shall accrue vacation at the rate of .07693 hours straight-time hour paid (.07693 X 1950 annual hours = 150 vacation hours; .07693 X 2080 annual hours = 160 vacation hours).
5. Pooled Leave: Eligible salaried employees may build up a pooled leave account to use as service time during later employment years for such reasons as a sabbatical, educational leave, civic duty leave other than that covered in Section VII.B.2.a., or at retirement or termination. See Port Policy HR-5, Leaves, for detailed pooled leave procedures.
    - a. Vacation Conversions/Forfeiture: When a maximum accumulation limit is reached, additional accruals will cause the oldest accruals to be converted at full value either to the pooled leave account or a temporary holding account, depending on whether the equivalent of 10 vacation days have been used during the payroll year. If 10 vacation days are not used during the payroll year, all vacation hours in the holding account will be forfeited.
    - b. Sick Leave Conversions: When the 60-day accumulation limit is reached, additional accruals will cause the oldest sick leave accruals to be converted at 50% value to the pooled leave account.
  6. Awarded Time: Under limited circumstances, exempt, post-probationary employees may be awarded time off in recognition of significant results accomplished from time above and beyond a normal ten-day work schedule spent performing critical duties. The awarding time is at the department director's discretion within the guidelines provided in Port Policy HR-5, Leaves. Awarded time is not convertible to cash and may not be taken after the last worked day.
  7. 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 salaried employees who have exhausted their leave. Employees who may benefit are those 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.

An employee may donate paid leave as long as sufficient paid leave is maintained to cover a case of their own disability until LTD benefit checks may be received. Paid leave may be donated from vacation or pooled leave.

Donated leave will be transferred at a rate of hour-for-hour to a specific individual. Donations and requests for shared leave will be coordinated in Human Resources.

Section VII. (Cont'd.)

8. Payment for Accrued Leave at Termination:

- a. Sick 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, as described below, for 50% of their unused sick leave at the rate of pay at termination.
- b. Vacation: Upon termination, eligible employees shall receive compensation at 100% value in lieu of unused accrued vacation leave as described below. No vacation time may be taken after the last day worked. A probationary employee who terminates active employment before satisfactorily completing the probationary period shall receive no vacation 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 vacation payments for State retirement members, the Port Auditor is authorized to make such vacation payoffs in a manner consistent with then current State law(s).
- c. Pooled Leave: Upon termination pooled leave is normally used as service time with full pay and a continuation of benefits. Pooled leave may be cashed out if the benefits available from using the leave as service time are waived in writing.

Method of payment for a., b., and c. above is as follows:

- PERS 1A Plan One members hired before June 24, 1984, have an option of transferring payable portions of sick leave and/or vacation leave to pooled leave for use as service time; or receiving a lump sum payment for payable portions of sick leave and vacation and using pooled leave as service time.
- PERS 1B Plan One members hired on or after June 24, 1984, have an option of transferring 100% of vacation leave to pooled leave for use as service time, or receiving a lump sum payment for up to 240 hours and transferring the balance to pooled leave. The payable portion of sick leave will be transferred to pooled leave.
- PERS 2 Plan Two and LEOFF members will receive payable portions of sick leave and vacation in a lump sum and will use pooled leave as service time.

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 the Human Resources Department 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., b., and c. above shall be paid to the employee's heir or estate, as appropriate.

Section VII. (Cont'd.)

9. Insurance Benefits: Coverages listed in Sections a. through f. below apply to eligible employees as defined in Section IV.B. 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. Medical Insurance for Employees or Commissioners:

Probationary, eligible employees who normally maintain active employment schedules of 90 hours or more each month, as well as Port Commissioners who so elect, shall receive paid surgical, hospital, and major medical insurance coverage limited to the regular adult premium for the Port's lowest cost indemnity medical plan beginning on the first of the month following a calendar month of continuous employment. 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 the equivalent of one calendar month of satisfactory employment (90 hours minimum), eligible 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. 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) 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.

Section VII. (Cont'd.)

- d. Life Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), eligible 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 day following 180 days of full-time employment (or 975 hours for part-time employment), eligible 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 the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum) in a position scheduled for at least 30 hours per week or 130 hours per month, eligible employees and their eligible dependents shall receive paid dental insurance coverage. 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 six calendar months as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts as a Port Commissioner. In the event of an eligible part-time employee's hours being scheduled from less than 30 to 30 or more per week, dental coverage will become effective the first of the month after the average hours worked per week equals 30 or more for a six-month period and the employee has completed at least 975 hours of satisfactory employment. Conversely, if an eligible full-time employee's hours are scheduled to less than 30 hours per week but no less than 21, dental coverage will cease the first of the month after the average hours worked per week during a six-month period falls below 30. 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 six full calendar months as a Commissioner. Reimbursement must not exceed the cost of Port employee premiums.



VIII. EFFECTIVE DATE

THIS RESOLUTION shall be effective December 27, 1992. The Director of Human Resources is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 27, 1992.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3115, as Amended, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 8th day of December, 1992, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Paige R Miller  
Gary Grant  
Will Sully  
Patricia J. ...  
John S. ...  
Port Commission

RESOLUTION NO. 3127  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 SALARY RANGE EFFECTIVE JUNE 28, 1992

EXHIBIT A

Position Title	Salary Grade	BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
Executive Director	45	119,359	149,199	170,038
Deputy Executive Director	42	101,802	127,252	152,703
Managing Director, Aviation Division	40	91,446	114,308	137,169
Managing Director, Marine Division	40	91,446	114,308	137,169
Senior Director, Services Division	37	77,690	97,112	116,535
Chief Financial Officer	36	73,534	91,917	110,301
Deputy Managing Director, Aviation	36	73,534	91,917	110,301
Chief Engineer	35	69,576	86,970	104,364
Director, Airport Operations	34	65,806	82,258	98,710
Director, Aviation Facilities and Maintenance	34	65,806	82,258	98,710
Director, Marine Services	34	65,806	82,258	98,710
Senior Director, Human Resources	34	65,806	82,258	98,710
Director, Information Systems	33	62,216	77,771	93,325
General Counsel	33	62,216	77,771	93,325
Chief of Police	32	58,797	73,497	88,196
Controller	31	55,541	69,427	83,312
Director, Aviation Planning	31	55,541	69,427	83,312
Director, Communications	31	55,541	69,427	83,312
Director, Development	31	55,541	69,427	83,312
Director, Government Relations	31	55,541	69,427	83,312
Director, Human Resources	31	55,541	69,427	83,312
Director, Labor Relations	31	55,541	69,427	83,312
Director, Logistics Operations	31	55,541	69,427	83,312
Director, Logistics Services	31	55,541	69,427	83,312
Director, Marine Planning	31	55,541	69,427	83,312
Director, Trade and Business Development	31	55,541	69,427	83,312
Director, Administrative Services	30	52,440	65,550	78,660
Director, Aviation Marketing	30	52,440	65,550	78,660
Director, Aviation Property Management	30	52,440	65,550	78,660
Director, Boat Harbors	30	52,440	65,550	78,660
Fire Chief	30	52,440	65,550	78,660
General Manager, Maintenance	30	52,440	65,550	78,660
Manager, Airport Operations	30	52,440	65,550	78,660
Manager, Environmental Management	30	52,440	65,550	78,660
Manager, Mechanical/Electrical Systems Design	30	52,440	65,550	78,660
Assistant Director, Human Resources	29	49,487	61,858	74,320
Deputy Chief of Police	29	49,487	61,858	74,320
Director, Administration and Finance	29	49,487	61,858	74,320
Director, Diversity Programs	29	49,487	61,858	74,320
Director, Management Services	29	49,487	61,858	74,320
Director, Risk and Loss Prevention	29	49,487	61,858	74,320
General Manager, Landside Operations	29	49,487	61,858	74,320
Manager, Airport Engineering	29	49,487	61,858	74,320
Manager, Airport Facilities	29	49,487	61,858	74,320
Manager, Civil Design	29	49,487	61,858	74,320
Manager, Marine Engineering	29	49,487	61,858	74,320
Manager, Marine Real Estate	29	49,487	61,858	74,320
Senior Port Counsel	29	49,487	61,858	74,320
Assistant Director, Customer Accounting	28	46,674	58,342	70,011
Assistant Director, General Accounting	28	46,674	58,342	70,011
Assistant Fire Chief	28	46,674	58,342	70,011
Assistant General Manager, Maintenance	28	46,674	58,342	70,011
Assistant Manager, Airport Operations	28	46,674	58,342	70,011
Development Project Manager	28	46,674	58,342	70,011
Director, Aviation Communications	28	46,674	58,342	70,011
Manager, Aviation Planning	28	46,674	58,342	70,011
Manager, Budget and Finance	28	46,674	58,342	70,011
Manager, Central Waterfront Project	28	46,674	58,342	70,011
Manager, Construction Services	28	46,674	58,342	70,011
Manager, Corporate Finance	28	46,674	58,342	70,011
Manager, Facility Planning	28	46,674	58,342	70,011
Manager, Marine Operations	28	46,674	58,342	70,011

RESOLUTION NO 3127  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 SALARY RANGE EFFECTIVE JUNE 28, 1992

EXHIBIT A

Position Title	Salary Grade	BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
Manager, Marine Sales	28	46,674	58,342	70,011
Manager, Marketing and Business Development	28	46,674	58,342	70,011
Manager, Noise Remedy	28	46,674	58,342	70,011
Systems Manager	28	46,674	58,342	70,011
Assistant Director, Port Communications	27	43,995	54,993	65,992
Corporate Marketing Manager	27	43,995	54,993	65,992
Manager, Air Cargo Development	27	43,995	54,993	65,992
Manager, Air Carrier Development	27	43,995	54,993	65,992
Manager, Aviation Finance	27	43,995	54,993	65,992
Manager, Health and Safety	27	43,995	54,993	65,992
Manager, ID Access	27	43,995	54,993	65,992
Manager, Intermodal Services	27	43,995	54,993	65,992
Manager, International Passenger Development	27	43,995	54,993	65,992
Manager, Logistics Administration and Finance	27	43,995	54,993	65,992
Manager, Marine Maintenance	27	43,995	54,993	65,992
Manager, Technical Services	27	43,995	54,993	65,992
Manager, Terminal Operations	27	43,995	54,993	65,992
Manager, Warehouse Facilities	27	43,995	54,993	65,992
Planning Program Manager	27	43,995	54,993	65,992
Port Counsel	27	43,995	54,993	65,992
Senior Program Manager, Engineering	27	43,995	54,993	65,992
Technical Services Supervisor	27	43,995	54,993	65,992
Business Development Specialist	26	41,443	51,804	62,165
Human Resource Program Coordinator	26	41,443	51,804	62,165
Manager, Central Control	26	41,443	51,804	62,165
Manager, Contracts Administration	26	41,443	51,804	62,165
Manager, Landside Operations	26	41,443	51,804	62,165
Manager, Marine Terminal Operations	26	41,443	51,804	62,165
Manager, Marketing Research	26	41,443	51,804	62,165
Manager, Public Parking	26	41,443	51,804	62,165
Manager, Training and Development	26	41,443	51,804	62,165
Program Manager, Engineering	26	41,443	51,804	62,165
Purchasing Manager	26	41,443	51,804	62,165
Resident Engineer	26	41,443	51,804	62,165
Senior Acquisition Specialist	26	41,443	51,804	62,165
Senior Airport Supervisor	26	41,443	51,804	62,165
Senior Engineer	26	41,443	51,804	62,165
Senior Engineer, Cargo Systems	26	41,443	51,804	62,165
Senior Planner	26	41,443	51,804	62,165
Senior Technical Specialist-Civil	26	41,443	51,804	62,165
Senior Technical Specialist-Electrical	26	41,443	51,804	62,165
Senior Technical Specialist-Electronic Software	26	41,443	51,804	62,165
Senior Technical Specialist-Mechanical	26	41,443	51,804	62,165
Technical Support Supervisor	26	41,443	51,804	62,165
Assistant to the Director, Marine Services	25	39,014	48,767	58,520
Building and Grounds Supervisor	25	39,014	48,767	58,520
Community Relations Manager	25	39,014	48,767	58,520
Conveyor Systems Supervisor	25	39,014	48,767	58,520
Electrical Systems Supervisor	25	39,014	48,767	58,520
Environmental Management Specialist II	25	39,014	48,767	58,520
Fire Marshall	25	39,014	48,767	58,520
Government Relations Manager	25	39,014	48,767	58,520
International Business Analyst	25	39,014	48,767	58,520
Manager, Chill Facilities Operations	25	39,014	48,767	58,520
Manager, Commercial Fishing Operations	25	39,014	48,767	58,520
Manager, Container Freight Station	25	39,014	48,767	58,520
Manager, Drafting	25	39,014	48,767	58,520
Manager, General Accounting	25	39,014	48,767	58,520
Manager, Marketing Customer Service	25	39,014	48,767	58,520
Manager, Recreational Boating Operations	25	39,014	48,767	58,520
Marine Communications Manager	25	39,014	48,767	58,520
Mechanical Systems Supervisor	25	39,014	48,767	58,520

RESOLUTION NO 3127  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 SALARY RANGE EFFECTIVE JUNE 28, 1992

EXHIBIT A

Position Title	Salary Grade	BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
Senior Financial Analyst	25	39,014	48,767	58,520
Senior International Marketing/Sales Representative	25	39,014	48,767	58,520
Senior Marketing/Sales Representative	25	39,014	48,767	58,520
Senior Property Manager	25	39,014	48,767	58,520
Senior Sales Account Representative	25	39,014	48,767	58,520
Systems Project Leader	25	39,014	48,767	58,520
Airport Supervisor	24	36,699	45,874	55,049
Associate Engineer	24	36,699	45,874	55,049
Chief of Surveys	24	36,699	45,874	55,049
Electronic Systems Specialist, Marine	24	36,699	45,874	55,049
Maintenance Support Supervisor	24	36,699	45,874	55,049
Management Analyst	24	36,699	45,874	55,049
Manager, Disbursements	24	36,699	45,874	55,049
Manager, Revenue Accounting	24	36,699	45,874	55,049
Noise Abatement Officer	24	36,699	45,874	55,049
Senior Business Planner	24	36,699	45,874	55,049
Senior Communications Specialist	24	36,699	45,874	55,049
Senior Systems Analyst	24	36,699	45,874	55,049
Senior Voice Communications Analyst	24	36,699	45,874	55,049
Technical Specialist-Mechanical	24	36,699	45,874	55,049
Assistant Manager, Landside Operations	23	34,495	43,119	51,743
Claims Manager	23	34,495	43,119	51,743
Customer Service Supervisor	23	34,495	43,119	51,743
Environmental Management Specialist I	23	34,495	43,119	51,743
Facilities Supervisor	23	34,495	43,119	51,743
Financial Analyst	23	34,495	43,119	51,743
Intermodal Marketing Specialist	23	34,495	43,119	51,743
Lead Microcomputer Specialist	23	34,495	43,119	51,743
Maintenance Contracts Supervisor	23	34,495	43,119	51,743
Maintenance Control Supervisor	23	34,495	43,119	51,743
Maintenance Shift Supervisor	23	34,495	43,119	51,743
Manager, General Services	23	34,495	43,119	51,743
Manager, Homeowner Relations	23	34,495	43,119	51,743
Manager, Publications	23	34,495	43,119	51,743
Marine Maintenance Contracts Administrator	23	34,495	43,119	51,743
Planner	23	34,495	43,119	51,743
Print Shop Supervisor	23	34,495	43,119	51,743
Property Manager	23	34,495	43,119	51,743
Purchasing Supervisor	23	34,495	43,119	51,743
Senior Accountant	23	34,495	43,119	51,743
Senior Contracts Administrator	23	34,495	43,119	51,743
Systems Analyst	23	34,495	43,119	51,743
Technical Support Analyst	23	34,495	43,119	51,743
Terminal Operations Supervisor	23	34,495	43,119	51,743
Warehouse Supervisor	23	34,495	43,119	51,743
Assistant Engineer	22	32,396	40,496	48,595
Benefits Analyst	22	32,396	40,496	48,595
Compensation Analyst	22	32,396	40,496	48,595
Environmental Health Specialist	22	32,396	40,496	48,595
Industrial Hygienist	22	32,396	40,496	48,595
Labor Relations Administrator	22	32,396	40,496	48,595
Maintenance Management Systems Analyst	22	32,396	40,496	48,595
Manager, Workers Compensation	22	32,396	40,496	48,595
Market Research Analyst	22	32,396	40,496	48,595
Media Relations Specialist	22	32,396	40,496	48,595
Microcomputer Specialist	22	32,396	40,496	48,595
Noise Insulation Supervisor	22	32,396	40,496	48,595
Operations Supervisor	22	32,396	40,496	48,595
Senior Human Resources Representative	22	32,396	40,496	48,595
Senior Programmer Analyst	22	32,396	40,496	48,595
Systems and Procedures Analyst	22	32,396	40,496	48,595
W/MBE Program Supervisor	22	32,396	40,496	48,595

RESOLUTION NO. 3127  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 SALARY RANGE EFFECTIVE JUNE 28, 1992

EXHIBIT A

Position Title	Salary Grade	BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
Assistant to the Executive Director	21	30,397	37,997	45,596
Aviation Services Supervisor	21	30,397	37,997	45,596
Claims Representative	21	30,397	37,997	45,596
Engineering Services Supervisor	21	30,397	37,997	45,596
Executive Administrator	21	30,397	37,997	45,596
Facilities and Maintenance Supervisor	21	30,397	37,997	45,596
Facilities Coordinator	21	30,397	37,997	45,596
Graphic Designer	21	30,397	37,997	45,596
Health and Safety Specialist	21	30,397	37,997	45,596
Internal Communications Specialist	21	30,397	37,997	45,596
Maintenance Contracts Administrator	21	30,397	37,997	45,596
Maintenance Service Supervisor	21	30,397	37,997	45,596
Material Requirements Supervisor	21	30,397	37,997	45,596
Police Services Supervisor	21	30,397	37,997	45,596
Programmer Analyst III	21	30,397	37,997	45,596
Project Analyst	21	30,397	37,997	45,596
Public Information Project Manager	21	30,397	37,997	45,596
Records System Supervisor	21	30,397	37,997	45,596
Senior Buyer	21	30,397	37,997	45,596
Senior Marketing Specialist	21	30,397	37,997	45,596
Senior Office System Analyst	21	30,397	37,997	45,596
Traffic Services Supervisor	21	30,397	37,997	45,596
Voice Communications Technician	21	30,397	37,997	45,596
Word Processing Supervisor	21	30,397	37,997	45,596
Administrative Supervisor	20	29,050	36,312	43,574
Assistant to the General Manager	20	29,050	36,312	43,574
Associate Financial Analyst	20	29,050	36,312	43,574
Associate Planner	20	29,050	36,312	43,574
Cargo Information Supervisor	20	29,050	36,312	43,574
Commission Records Supervisor	20	29,050	36,312	43,574
Designer	20	29,050	36,312	43,574
Facilities Inspector	20	29,050	36,312	43,574
Junior Engineer	20	29,050	36,312	43,574
Operations Shift Supervisor	20	29,050	36,312	43,574
Senior Construction Inspector	20	29,050	36,312	43,574
Staff Accountant	20	29,050	36,312	43,574
Survey Party Chief	20	29,050	36,312	43,574
Technical Support Specialist III	20	29,050	36,312	43,574
Assistant Industrial Hygienist	19	27,798	34,747	41,697
Billing Supervisor	19	27,798	34,747	41,697
Communications Specialist	19	27,798	34,747	41,697
Homeowner Relations Specialist	19	27,798	34,747	41,697
Human Resource Representative	19	27,798	34,747	41,697
Legal Administrator	19	27,798	34,747	41,697
Marketing Specialist	19	27,798	34,747	41,697
Operations Coordinator	19	27,798	34,747	41,697
Parking and Ground Transportation Supervisor	19	27,798	34,747	41,697
Programmer Analyst II	19	27,798	34,747	41,697
Sales Relocation Specialist	19	27,798	34,747	41,697
Special Services Coordinator	19	27,798	34,747	41,697
Terminal Office Coordinator	19	27,798	34,747	41,697
Traffic Coordinator	19	27,798	34,747	41,697
Transportation Rate Analyst	19	27,798	34,747	41,697
Access Control Supervisor	18	26,606	33,257	39,909
Administrative Assistant	18	26,606	33,257	39,909
Buyer	18	26,606	33,257	39,909
Commission Office Supervisor	18	26,606	33,257	39,909
Contract Compliance Specialist	18	26,606	33,257	39,509
Credit Specialist	18	26,606	33,257	39,909
Dispatcher	18	26,606	33,257	39,909
Insulation Contract Expeditor	18	26,606	33,257	39,909
Intermodal Traffic Specialist	18	26,606	33,257	39,909

RESOLUTION NO. 3127  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 SALARY RANGE EFFECTIVE JUNE 28, 1992

EXHIBIT A

Position Title	Salary Grade	BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
Maintenance Planner	18	26,606	33,257	39,909
Maintenance Shift Coordinator	18	26,606	33,257	39,909
Marina Maintenance Supervisor	18	26,606	33,257	39,909
Payroll Accountant	18	26,606	33,257	39,909
Records and Forms Office Analyst	18	26,606	33,257	39,909
Senior Drafter	18	26,606	33,257	39,909
Senior Freight Agent	18	26,606	33,257	39,909
Senior Survey Technician	18	26,606	33,257	39,909
Voice Communications Analyst	18	26,606	33,257	39,909
World Trade Center Coordinator	18	26,606	33,257	39,909
Accounting Technician	17	25,471	31,838	38,206
Construction Inspector	17	25,471	31,838	38,206
Lead Waste Plant Operator	17	25,471	31,838	38,206
Programmer Analyst I	17	25,471	31,838	38,206
Senior Maintenance Contracts Specialist	17	25,471	31,838	38,206
Senior Operations Controller	17	25,471	31,838	38,206
Technical Support Specialist II	17	25,471	31,838	38,206
Commission Records Specialist	16	24,390	30,487	36,584
Human Resources Coordinator	16	24,390	30,487	36,584
Senior Customer Service Representative	16	24,390	30,487	36,584
Senior Noise Insulation Technician	16	24,390	30,487	36,584
Senior Ramp Controller	16	24,390	30,487	36,584
Survey Instrument Technician	16	24,390	30,487	36,584
Alarm Inspector	15	23,360	29,200	35,040
Freight Agent	15	23,360	29,200	35,040
Junior Operations Controller	15	23,360	29,200	35,040
Market Research Assistant	15	23,360	29,200	35,040
Noise Abatement Specialist	15	23,360	29,200	35,040
Property Room Supervisor	15	23,360	29,200	35,040
Staff Assistant V	15	23,360	29,200	35,040
Waste Plant Operator	15	23,360	29,200	35,040
Assistant Construction Inspector	14	22,379	27,974	33,569
Drafter III	14	22,379	27,974	33,569
Maintenance Contracts Specialist	14	22,379	27,974	33,569
Noise Insulation Technician	14	22,379	27,974	33,569
Payroll Specialist	14	22,379	27,974	33,569
Sales Relocation Assistant	14	22,379	27,974	33,569
Senior Human Resources Assistant	14	22,379	27,974	33,569
Senior Material Requirements Clerk	14	22,379	27,974	33,569
Accounts Receivable Specialist	13	21,445	26,807	32,168
Customer Service Representative	13	21,445	26,807	32,168
Graduate Intern	13	21,445	26,807	32,168
Lease Accounts Specialist	13	21,445	26,807	32,168
Lease Records Specialist	13	21,445	26,807	32,168
Noise Remedy Assistant	13	21,445	26,807	32,168
Offset Duplicator Operator	13	21,445	26,807	32,168
Ramp Controller	13	21,445	26,807	32,168
Senior Word Processing Operator	13	21,445	26,807	32,168
Staff Assistant IV	13	21,445	26,807	32,168
Technical Support Specialist I	13	21,445	26,807	32,168
Utilities Specialist	13	21,445	26,807	32,168
Workers Compensation Specialist	13	21,445	26,807	32,168
Drafter II	12	20,556	25,695	30,834
Equal Employment Technician	12	20,556	25,695	30,834
Ground Transportation Controller	12	20,556	25,695	30,834
Head Chainer	12	20,556	25,695	30,834
Maintenance Clerk	12	20,556	25,695	30,834
Material Requirements Clerk	12	20,556	25,695	30,834
Boat Harbor Attendant	11	19,709	24,636	29,563
Computer Operator	11	19,709	24,636	29,563
Disbursement Assistant	11	19,709	24,636	29,563
Engineering Reproduction Technician	11	19,709	24,636	29,563

RESOLUTION NO 3127  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 SALARY RANGE EFFECTIVE JUNE 28, 1992

EXHIBIT A

Position Title	Salary Grade	BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
Marina Attendant	11	19,709	24,636	29,563
Moorage Attendant	11	19,709	24,636	29,563
Print Shop Expediter	11	19,709	24,636	29,563
Senior Data Processing Operator	11	19,709	24,636	29,563
Staff Assistant III	11	19,709	24,636	29,563
Executive Receptionist	10	18,902	23,627	28,353
Rear Chainer	10	18,902	23,627	28,353
Senior Buyer Assistant	10	18,902	23,627	28,353
Senior Custodian	10	18,902	23,627	28,353
Senior Voice Communication Operator	10	18,902	23,627	28,353
Word Processing Operator	10	18,902	23,627	28,353
Buyer Assistant	9	18,133	22,667	27,200
Custodian	9	18,133	22,667	27,200
Drafter I	9	18,133	22,667	27,200
Maintenance Information Specialist	9	18,133	22,667	27,200
Print Shop Processor	9	18,133	22,667	27,200
Staff Assistant II	9	18,133	22,667	27,200
Stockroom Clerk	9	18,133	22,667	27,200
Access Controller	8	17,402	21,752	26,103
Customer Service Assistant	8	17,402	21,752	26,103
Data Processing Operator	8	17,402	21,752	26,103
Voice Communications Operator	8	17,402	21,752	26,103
Messenger	6	16,041	20,051	24,062
Staff Assistant I	6	16,041	20,051	24,062
Student Intern	3	14,223	17,792	21,350

JAPAN OFFICE NONGRADED POSITIONS

Managing Director, Asia  
 Manager, Asia  
 Administrative Assistant, Asia

Salaries not to exceed  
 40,000,000 yen per annum