

SALARY AND BENEFIT RESOLUTION NO. 3050

Effective December 17, 1989

INDEX

RESOLUTION NO. 3050

	<u>Page No</u>
I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES	1
A. Classification of Positions	1
B. Graded Salary Ranges	1
Schedule of Salary Ranges	2
C. Salary Rates, Ranges, and Allowances for Certain Nongraded Positions	3
1. Police and Fire Classifications	3
2. Marketing Positions	3
3. Executive Positions and Department Directors	3
4. Legal Staff	3
5. Domestic Student Intern or International Intern Positions	3
D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges	3
II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM ..	4
III. FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES	4
A. Selection Criteria	4
B. Authorized Positions	5
C. Setting Salaries	5
1. Hires	5
2. Transfers	5
IV. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES AND ADJUSTMENTS	5
A. For Salaried Employees Whose Salary Ranges Are Established in Exhibit A	5
1. Probationary Salary Increases	5
2. Discretionary Merit/Special Adjustment Fund Administration	6
3. Upgrade Adjustments	7
a. Initial Adjustment	7
b. Secondary Adjustment	7
4. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges	7
5. Temporary Pay for Replacements	8
B. General Adjustments for Salaried Employees Whose Salary Rates or Ranges Are Established in Exhibit A	8
C. Special Job-related Add-on Allowance for Employees in Certain Exempt Positions	8
D. Foreign Language Premium	8
E. Payment for Relocation Costs	9
V. DEFINITIONS OF EMPLOYMENT STATUS	9
A. Employee	9
B. Regular Employee	9
1. Full-Time	9
2. Part-Time	9
C. Temporary	9
1. Limited Assignment	9
2. Short-term, Relief and On-Call	10
3. Student Interns	10
a. Domestic Student Interns	10
b. International Interns	10
4. Ending of Temporary Status	10
5. Conversion From Temporary to Regular Status	10
6. Status of Certain PERS Members	10
D. Immigration and Naturalization Control Act	11

INDEX (Continued)

RESOLUTION NO. 3050

Page No

VI.	ADMINISTRATION OF PAY PRACTICES	11
A.	Conversion of Salary Rates	11
B.	Authorized Work Schedules for Full-Time Employees	11
C.	Extra Compensation	11
1.	Overtime	11
2.	Shift Differential	12
VII.	ADMINISTRATION OF BENEFIT PROGRAM	12
A.	Basic Benefits Provided for All Salaried Employees	12
1.	Social Security (FICA) Insurance	12
2.	PERS Plan One Members in Temporary Positions	12
3.	Industrial Insurance or Other Duty Disability Benefits	12
4.	Unemployment Compensation	12
5.	Military Leave	12
6.	Transportation and Parking	13
B.	Benefits Provided Regular Employees.....	13
1.	Retirement	13
2.	Compensated Leave (Note regarding Leave Without Pay) ..	13
a.	Civic Duty Leave	14
b.	Sick Leave	14
c.	Long Term Sick Leave Account	15
d.	Bereavement Leave	15
3.	Holidays	15
a.	Full-Time Employees	16
b.	Part-Time Employees	17
c.	Temporary Employees	17
d.	Employees on Approved Leaves	17
4.	Vacation With Pay	17
a.	Scheduling of Vacation Leave	17
b.	Limits on Accumulating Vacation Leave	18
c.	Rates of Accrual	18
5.	Pooled Leave	18
a.	Vacation Conversions	18
b.	Sick Leave Conversions	18
6.	Payment for Accrued Leave at Termination	19
a.	Sick Leave	19
b.	Vacation	19
c.	Pooled Leave	19
7.	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
VIII.	EFFECTIVE DATE	21

RESOLUTION NO. 3050

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications, salaries, and allowances for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; civic duty, vacation, pooled leave, holidays, foreign language premium, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; transportation and parking; and authorizing this resolution to be effective on December 17, 1989 and repealing all prior resolutions dealing with the same subject, including Resolution No. 3037.

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

I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

There are hereby established the following classification schedules and salary ranges for salaried positions of the Port of Seattle, i.e., all positions not covered under the Wage Resolution or signed labor agreements:

A. Classification of Positions: All salaried positions of the Port of Seattle shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt-management or administrative/professional, Schedule A, or nonexempt, Schedule B. Salaried position classifications with salary grades 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 except nongraded positions within the Port police and fire departments, certain Schedule A executive positions, department directors, out-of-region positions, legal staff and student intern positions (all explained in following subsection) shall be classified according to grade number within such exempt or nonexempt categories according to their relative skill requirements, responsibilities, working conditions, 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:

SCHEDULE A AND B GRADED SALARY RANGES
December 3, 1989

A1 - MANAGEMENT EXEMPT

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

BASE SALARY RANGE

BASE SALARY RANGE

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	
1	\$25,848 2,154	\$30,684 2,557	\$35,520 2,960	Annual Monthly	1	\$22,752 1,896	\$27,012 2,251	\$31,272 2,606	Annual Monthly
2	27,612 2,301	32,808 2,734	37,992 3,166		2	24,012 2,001	28,536 2,378	33,048 2,754	
3	29,532 2,461	35,064 2,922	40,584 3,382		3	25,344 2,112	30,108 2,509	34,872 2,906	
4	31,536 2,628	37,452 3,121	43,368 3,614		4	26,796 2,233	31,824 2,652	36,852 3,071	
5	33,744 2,812	40,056 3,338	46,356 3,863		5	28,296 2,358	33,612 2,801	38,916 3,243	
6	36,072 3,006	42,840 3,570	49,596 4,133		6	29,892 2,491	35,508 2,959	41,112 3,426	
7	38,580 3,215	45,828 3,819	53,076 4,423		7	31,572 2,631	37,500 3,125	43,416 3,618	
8	41,280 3,440	49,008 4,084	56,736 4,728		8	33,360 2,780	39,624 3,302	45,876 3,823	
9	44,196 3,683	52,476 4,373	60,744 5,062		9	35,220 2,935	41,844 3,487	48,468 4,039	
10	47,280 3,940	56,148 4,679	65,016 5,418		10	37,224 3,102	44,208 3,684	51,180 4,265	
11	50,628 4,219	60,120 5,010	69,612 5,801		11	39,336 3,278	46,704 3,892	54,060 4,505	
12	54,216 4,518	64,392 5,366	74,556 6,213		12	41,544 3,462	49,320 4,110	57,096 4,758	
13	58,092 4,841	68,976 5,748	79,860 6,655		13	44,052 3,671	52,308 4,359	60,552 5,046	
14	62,256 5,188	73,932 6,161	85,596 7,133		14	46,620 3,885	55,368 4,614	64,104 5,342	
					15	49,344 4,112	58,608 4,884	67,872 5,656	
					16	52,260 4,355	62,064 5,172	71,868 5,989	
					17	55,368 4,614	65,760 5,480	76,152 6,346	

SCHEDULE B - NONEXEMPT

BASE SALARY RANGE

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	
1	\$1,048	\$1,245	\$1,441	Monthly
2	1,119	1,329	1,538	
3	1,187	1,411	1,634	
4	1,262	1,500	1,737	
5	1,342	1,595	1,847	
6	1,427	1,695	1,962	
7	1,515	1,801	2,086	
8	1,609	1,912	2,215	
9	1,710	2,032	2,353	
10	1,816	2,158	2,499	
11	1,930	2,293	2,655	
12	2,051	2,436	2,820	
13	2,177	2,586	2,994	
14	2,311	2,744	3,177	
15	2,453	2,913	3,372	

Section I. (Cont'd)

C. Salary Rates, Ranges, and Allowances for Certain Nongraded

Positions: Salary rates, ranges, and a provision for a special allowance have been developed for certain nongraded classifications:

1. Police and Fire Classifications: Schedule A classifications in the fire and police departments shall be paid salary rates and ranges which are influenced by the Port's internal salary relationships, primarily those resulting from the position evaluation system.
2. Marketing Positions:
 - a. Certain Regional Marketing Positions Other than Japan: Salary ranges for these positions are influenced by economic data, market value, and internal relationships.
 - b. Japan Regional Staff: No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
 - c. 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.
3. Executive Positions and Department Directors: Salary ranges for the Schedule A nongraded executive positions and nongraded department directors shall be set as a percentage of the salary range developed for the Executive Director position. These ranges shall continue to be developed to allow that compensation for these positions be handled independently of the position evaluation system which governs rate of compensation for all graded positions.
4. Legal Staff: Salary ranges for the Schedule A2 nongraded legal staff positions are influenced by prevailing salary rates for similar positions and the Port's internal salary relationships.
5. Domestic Student Intern 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 (Schedule of Authorized Positions) 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 in the position specifications the relative difficulty, level of responsibility, working conditions, amount and degree of supervision, and other factors which exist among the various authorized salaried positions within the Port. Said system of position evaluation shall be administered by the Director of Human Resources, under the supervision of the Executive Director. Each position authorized in the Schedule of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of position evaluation, except those noted above in Section I.C., and each evaluated position has been assigned a grade number related to the salary schedules set forth in Section I.E. The Director of Human Resources shall, on a continuing basis, evaluate new positions and reevaluate existing authorized positions, taking into account any change in work conditions, responsibilities, education or skill requirements, etc., which could change a particular position specification and 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. Selection Criteria: Selections of appointees for new hires, transfers, or promotions, 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.

Section III. (Cont'd)

B. Authorized Positions: The Executive Director is hereby authorized to recruit and fill authorized positions (except that of Executive Director) up to the full-time-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.

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. Nonpromotional Transfers: See Section IV.A.4.
 - c. 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.
 - d. Temporary Interdepartmental Transfers: The Executive Director may authorize interdepartmental transfers for selected Schedule A exempt positions for the purposes of cross training, development, broadening of potential management skills and the fulfillment of organization goals. In such instances, the same title and salary range may be maintained during the transfer.

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

The Commission hereby authorizes the following types of salary adjustments and allowances for Port salaried employees:

A. For Salaried Employees Whose Salary Ranges Are Established in

Exhibit A:

1. 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, regular position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of the Employee Performance Evaluation System, may receive an increase ranging from 4% to 7% of their salary, provided they were hired at the minimum of the salary range for their classification. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a secondary adjustment may be considered within the guidelines established in Section A.3.b. Such probationary adjustments, if granted, must be implemented within two weeks of the satisfactory completion of the probationary period.

2. Discretionary Merit/Special Adjustment Fund Administration:

A merit/special adjustment fund shall be established in an amount determined by the budget process. This fund shall be calculated using the monthly salaried midpoints for eligible employees which are in effect the beginning of the payroll period in which merit worksheets are distributed to department directors. The merit/special adjustment fund shall be administered according to a plan approved by the Executive Director and implemented by the Director of Human Resources, subject to the following provisions:

- a. All regular employees, without regard to classification, shall be eligible for merit award consideration within policy guidelines. Employees shall be eligible for regular merits which would be added to their base salary and/or lump sum merits which are provided on an annualized basis in one amount. The amount and type of merit award for an individual employee shall take into account the instances of extra performance and the relative ranking of performance of employees within the departments and placement within the salary range. Employees at salary range maximum shall be eligible for lump sum awards only.
- b. Merit recommendations shall be submitted by department directors to the Director of Human Resources for review. A merit review shall consist of departmental salary plans which identify the amount and scheduled date for each requested merit increase. The annual salary plans must be approved by the Executive Director before any individual discretionary merit award shall be granted. Revisions to annual salary plans as requested by department directors may be authorized by the Director of Human Resources if such revisions are consistent with approved procedures.
- c. Percentage placement within a salary range is not guaranteed. Salary range adjustments may affect the actual placement of a salary within the range and a previous higher placement may be re-earned. There shall be no requirement to spend the entire merit fund.
- d. Schedule A nongraded employees in the Aviation Operations Fire and Police Departments shall be included in the merit plan prepared and administered by the Director of Human Resources. Merit awards for these employees shall be limited to lump sum awards, with the exception of the Chief of Port Police and the Fire Chief who are eligible for regular and/or lump sum merit awards.
- e. Merit awards may also be recommended, scheduled, and approved for temporary employees, other than those employed on a limited assignment, when a high quality of work performance is demonstrated by the employee.

Section IV.A.2 (Cont'd)

- f. A current Work Performance Review documenting meritorious performance is required before a merit may be implemented.
- g. Merits for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members.
- h. 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) to provide special rewards to recognize employees who make a significant non-job-related contribution to the Port, normally a situation in which the Port recognizes significant savings; (3) and to provide a reward to certain temporary employees who are ineligible for merits for outstanding work performance. 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.

3. Upgrade Adjustments:

- a. Initial Adjustment: 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. Upgrade increases may be as a result of reclassifications or reevaluations. 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 Finance and Administration and Port Auditor.
- b. 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 classification, 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 Review. Such adjustments, if granted, must be implemented within two weeks of the completion of six months in the new classification.

- 4. 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 salary range maximum may be eligible for lump sum awards which do not increase base salary, in accordance with Section IV.A.2. and Section IV.B. of this resolution. Employees at salary range maximum may also be eligible for the special job-related add-on allowance provided in Section IV.C. In any event, all increases shall conform to the provisions and limitations in salary administration policy described in this section.

Section IV.A. (Cont'd)

5. 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.

B. General Adjustments for Salaried Employees Whose Salary Rates or Ranges Are Established in Exhibit A:

1. The Director of Human Resources shall collect and analyze salary survey data. If survey findings indicate that Port salary ranges or rates are not in proper alignment as established in this Resolution, the Executive Director may recommend appropriate adjustments to salary rates and/or ranges where realignment is needed.
2. Regional Marketing positions shall also be eligible to receive a general adjustment to rates and/or ranges based on market value, economic data and internal relationships. The Executive Director shall be authorized to adjust salary rates and/or ranges up to a maximum of 10%.
3. Salary rates or ranges for Schedule A nongraded fire and police classifications are influenced by factors stated in Section I.C.1. The Executive Director shall be authorized to adjust salary rates for these positions up to a maximum of 10%.

C. Special Job-related Add-on Allowance for Employees in Certain Exempt Positions: The Executive Director is hereby authorized to allot an add-on allowance of up to 3% of the gross annual salary of an individual in an A1 or A2 exempt position as additional compensation for job-related expense not otherwise reimbursable or authorized in Port policy or resolution. This allowance for expenses necessary to facilitate Port business would be applied or removed, depending upon job assignments. The amount would be considered as part of overall compensation for required contributions, but would be recorded separately and would not be administered as a base for general increases, merits, survey or any other salary adjustments. It will also not be considered for life and longterm disability insurance benefits application. These allowances shall be administered by the Director of Finance and Administration and Port Auditor pursuant to the policy bulletin issued by the Executive Director or as it may be amended from time to time.

D. Foreign Language Premium: The Director of Human Resources shall be responsible for procedures providing a foreign language premium. This premium shall be funded by 0.045 percent of the annual salary payroll effective

Section IV.D. (Cont'd)

December 17, 1989. Payment may 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 may be made in those cases where employees are likely to assist the Port and where the position description does not require language proficiency.

E. Payment for Relocation Costs: The Director of Human Resources shall be responsible for procedures which allow payment for relocation costs for Schedule A employees in regional positions who are assigned to a new location, and new Schedule A employees who are required to relocate to accept Port employment.

V. DEFINITIONS OF EMPLOYMENT STATUS

A. An Employee is anyone who performs personal services for the Port as a common law employee. This definition 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.

B. A Regular Employee is a full-time (B.1.) or part-time (B.2.) employee hired for an indefinite duration and assigned to a position that normally requires five or more consecutive calendar months of service a year. Until a new hire successfully completes the six-month probationary period, the employee is considered to be a "probationary regular employee."

1. A Regular Full-time Employee is one who is regularly scheduled as described above for 37.5 or 40 hours of work per week.

2. A Regular Part-time Employee is one who is regularly scheduled to work at least 90 hours per calendar month (21 hours per week), but less than full-time as explained in Section VI.B.

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

DETERMINATION OF WHETHER A POSITION QUALIFIES FOR "LIMITED TEMPORARY" OR "EXTENDED TEMPORARY" STATUS MUST BE MADE WITH HUMAN RESOURCES BEFORE A TEMPORARY POSITION MAY BE FILLED.

1. Limited Temporary: Applies only to those hired in a position scheduled to end within six calendar months of full-time employment or part-time of 90 or more hours per month. Limited temporary status must end no later than the end of the sixth calendar month.

1.C. (Cont'd)

2. Extended Temporary, Short-term, or 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 a short-term or 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 consecutive calendar months within each 12-month period. In order to retain temporary status for an extended period, compensated hours must be less than 90 (or 70, as above) before or after any period of four-consecutive-calendar months in which a temporary has been or is scheduled to be compensated for 90 or more hours per calendar month.
3. Student Interns:
 - a. Domestic Student Interns are limited to
 - (1) Six consecutive calendar months of full-time employment, as in C.1.; or
 - (2) 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, provided, however, if such international intern is demonstrated to be a nonresident, and 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.
4. Ending of Temporary Status: Employees must be terminated when or before time limits are reached for each type of temporary status explained above; except as necessary to address critical and immediate Port needs, see conditions in 5., next.
5. Conversion From Temporary to Regular Status: Assuming budget is available: If a department obtains approval from the Director of Human Resources well in advance of exceeding prearranged time limits, it may be possible to convert an employee from temporary to regular status; however, such a change in status requires payment of retroactive retirement contributions unless the status change can be approved before the end of the fifth calendar month in which compensation was paid for 90 or more hours. Whether retirement contributions are paid retroactively or prospectively, the Port and the employee are each responsible to pay scheduled amounts.
6. Status of Certain PERS Members: Unless scheduled to work less than four months, PERS Plan One members scheduled for 70 hours or more per calendar month in either temporary or regular employment must pay retirement contributions immediately, resulting in earning of retirement service credits (Section VII.A.2.). If work schedules of PERS members of either plan are approved (see 4. and 5. above) to increase to 90 or more compensated hours per month in five or more calendar months, position status is changed to "regular," covered under V.B.

Either of the following proposals must be submitted for review and approval to the Director of Human Resources well in advance of exceeding stated time limits:

- a. To convert an employee from temporary status to regular status; or
- b. To increase a temporary PERS Plan One member's work schedule from less than 70 to more than 70 hours a month.

Section V. (Cont'd)

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.

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 dividing the annual rate by the normal number of full-time hours per year (1950 hours for most positions and 2080 hours for certain Schedule A positions required to work 40 hours per week) and the straight-time hourly rate of pay which results from this computation is multiplied by the normal number of hours worked in a two-week period (75 or 80) to determine the biweekly salary, which is payable in 26 pay periods during the year.

B. Authorized Work Schedules for Full-time Employees: Normal full-time work schedules are made up of either five 7-1/2-hour shifts or five 8-hour shifts per week. The Director of Human Resources, with concurrence of the Executive Director, is authorized to approve four 10-hour shifts or a two week schedule that includes five 8-hour shifts and four 8.75-hour shifts or other alternative shift arrangements when deemed in the best interests of operating efficiency.

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 (normally 37.5 or 40 hours), 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.

Section VI.C. (Cont'd)

2. Shift Differential: All nonexempt 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. 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 1990, employee and employer contributions are scheduled to be 7.65% on earnings up to a maximum of \$51,300.
2. Public Employees Retirement System (PERS) Plan One Members Who Work More Than 70 Hours A Calendar Month: When employees who established membership in PERS prior to September 30, 1977, are hired in temporary positions scheduled for less than 90 and more than 70 hours a calendar month, retirement contributions will be paid by the Port and by the employee. This will result in the employee earning PERS service credits for each month compensated for 70 or more hours.
3. 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.
4. 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.
5. 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 calendar year 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.

Section VII.A. (Cont'd)

6. 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, 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 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 Marine Terminals. The Port retains its option to terminate this program at any time.

B. Benefits Provided Regular Employees:

1. Retirement: Employees may 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 may be covered by "Plan One" and employees who became members on or after October 1, 1977 may be 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.

Effective April 22, 1985, regular employees hired in otherwise eligible positions under RCW 41.40, who are excluded from membership in PERS because of noncitizen, 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 Director of Finance and Administration and Port Auditor is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.

Effective January 1, 1987: Employees who are normally scheduled to receive PERS credits who are not paid the minimum hours in a month (70 in Plan One and 90 in Plan Two) shall receive retroactive reimbursements for retirement contributions deducted in any such month and shall therefore not receive PERS service credit for that month.

2. Compensated Leave: (See Port Policy HR-5, Leaves, for provisions covering leave without pay; any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the group insurance office regarding continuance of insurance coverages, etc.)

Section VII.B.2. (Cont'd.)

a. Civic Duty Leave:

- (1) Jury Duty: A regular 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 a regular 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: Regular salaried employees shall receive sick leave accruals as follows:

- (1) Salaried Employees Other than Firefighters Covered by LEOFF, Plan One: Regular salaried employees shall accrue sick leave at the rate of 0.0462 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) Firefighters Covered by LEOFF, Plan One: Port firefighters 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, firefighters 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 dependent illness or injury. Departmental management may at any time require a physician's statement 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 length

Section VII.B.2. (Cont'd)

- 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 a dependent or very close family member 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, from one to five working days per bereavement which shall not result in compensation for more than the number of hours in any normal work week may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Immediate family shall be defined as wife, husband, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. 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, 1990 through December 31, 1990.) 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.

Normal Date of Observance for Monday Through Friday Schedule

U.S. Staff Holidays

January 1	New Year's Day
Third Monday in January (15)	Martin Luther King's Birthday
Third Monday in February (19)	Washington's Birthday Observed
Last Monday in May (28)	Memorial Day
July 4	Independence Day
First Monday in September (3)	Labor Day
Fourth Thursday in November (22)	Thanksgiving Day
Fourth Friday in November (23)	Day after Thanksgiving Day
December 24	Port-designated floater in lieu of Lincoln's Birthday
December 25	Christmas Day
*Employee selects date	*Employee-designated floater in lieu of Veteran's Day; may be taken from 12/17/89 through 12/15/90.
*Employee selects date	Personal holiday; may be taken from 12/17/89 through 12/15/90

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

.B.3. (Cont'd)

<u>Date of Observance</u>	<u>Japan Staff Holidays*</u>
January 1	New Year's Celebration
January 2	New Year's Celebration
January 3	New Year's Celebration
January 15	Adult's Day
February 12	National Foundation Day
March 21	Vernal Equinox
April 30	Green Memorial Day
May 3	Constitution Day
May 4	Day After Constitution Da
May 5	Children's Day
September 15	Respect for the Aged Day
September 24	Autumnal Equinox
October 10	Health Sports Day
November 3	Culture Day
November 23	Labor Thanksgiving Day
December 23	Emperor's Birthday
December 29) Year
December 30) End
December 31) Holiday

* In recognition of cultural differences and international business practices, Japan regional staff shall observe the 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, 1990, 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 day worked.

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 holiday falls on a regularly scheduled work day, that day will be considered the holiday. 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

Section VII.B.3 (Cont'd)

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) Regular 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) Temporary part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay only.

c. Temporary Employees: Unless clearly scheduled for full-time work for at least 30 days before and a day or more after a holiday, temporary 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.

Regular 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.

Regular 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, regular 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.

Section VII.B.4. (Cont'd)

- 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: Regular 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, regular employees shall accrue vacation at the rate of .0385 hours per straight-time hour paid ($.0385 \times 1950$ annual hours = 75 vacation hours; $.0385 \times 2080$ 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, regular employees shall accrue vacation at the rate of .0577 hours per straight-time hour paid ($.0577 \times 1950$ annual hours = 112.5 vacation hours; $.0577 \times 2080$ annual hours = 120 vacations hours)
 - (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, regular employees shall accrue vacation at the rate of .0673 hours per straight-time hour paid ($.0673 \times 1950$ annual hours = 131-1/4 vacation hours; $.0673 \times 2080$ 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, regular employees shall accrue vacation at the rate of .0770 hours straight-time hour paid ($.0770 \times 1950$ annual hours = 150 vacation hours; $.0770 \times 2080$ annual hours = 160 vacation hours).
5. Pooled Leave: Regular 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/Procedure, HR-5, Leaves, for detailed pooled leave procedures.
- a. Vacation Conversions: If the maximum accumulation limit is reached, additional accruals will automatically convert the oldest accruals 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 be converted at 50% value to the pooled leave account.

Section VII.B. (Cont'd)

6. Payment for Accrued Leave at Termination:

- a. Sick Leave: Upon termination or retirement following five complete years of active employment in a continuous period of employment, 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, regular 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 current State law(s).
- c. Pooled Leave: Upon termination regular employees shall receive compensation at 100% value in lieu of unused accrued pooled leave, as described below.

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

PERS 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 Plan One members hired on or after June 24, 1984, will have payable portions of sick leave and vacation transferred to the pooled leave account for use as service time.

PERS 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.B. (Cont'd)

7. Insurance Benefits: Coverages listed in Sections a. through d. below apply to regular employees as defined in Section V.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 regular 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 regular employee. For purposes of optional employee-paid accident insurance, Port Commissioners are included in the definition of regular 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.

a. Medical Insurance for Employees or Commissioners: Probationary, regular 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 one.

b. Medical Insurance for Dependents: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular 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 6 continuous calendar months 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. Employees scheduled for less than full-time employment shall be responsible for the costs of dependent medical insurance which exceeds the lowest indemnity plan premium for a spouse and two children. 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 their medical insurance premiums after one full calendar month as a Commissioner. On the first of the month following the equivalent of six continuous calendar months as a Commissioner, they may be reimbursed for their dependent medical insurance premiums at a cost not to exceed that provided for Port employees.

Section VII.B.7. (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), regular 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 the equivalent of six continuous months of satisfactory employment (975 hours minimum), regular 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, regular 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 in an elected capacity. In the event of a regular 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 17, 1989. The Executive Director, the Director of Finance and Administration and Port Auditor, and the Director of Human Resources are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 17, 1989.

VIII. (Cont'd.)

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3037, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 28th day of November, 1989, and duly authenticated in open session by the signatures of the Commissioners voting in favor there of and the seal of the Commission.

Patricia Davis
John S. Black
Jim Wright
Paul R. Miller

Port Commissioners

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

SCHEDULE "A" - EXEMPT POSITIONS: A1 - Management (Salary Grades 1-14 and *)
 A2 - Administrative/Professional (Salary Grades 1-17 and *)
 SCHEDULE "B" - NONEXEMPT POSITIONS: (Salary Grades 1-15 and *)
 LAST SCHEDULE A AND B SALARY RANGE ADJUSTMENT WAS EFFECTIVE DECEMBER 3, 1989

EXECUTIVE DEPARTMENT
 Management

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
A1 * Executive Director	\$105,264 8,772	\$125,004 10,417	\$144,744 12,062
* Deputy Executive Director	92,112 7,676	109,380 9,115	126,648 10,554
* Director of Finance and Administration and Port Auditor	82,416 6,868	97,884 8,157	113,340 9,445
* Director, Marine Division	81,048 6,754	96,252 8,021	111,456 9,288
* Director, Aviation Division	80,004 6,667	95,004 7,917	110,004 9,167
.....			
A2 7 Executive Administrator	31,572 2,631	37,500 3,125	43,416 3,618
6 Commission Records Coordinator	29,892 2,491	35,508 2,959	41,112 3,426
3 Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
.....			
B 10 Commission Records Specialist	1,816	2,158	2,499
10 Management Intern	1,816	2,158	2,499
9 Staff Assistant III	1,710	2,032	2,353
8 Graduate Intern	1,609	1,912	2,215
7 Executive Receptionist	1,515	1,801	2,086
7 Staff Assistant II	1,515	1,801	2,086
* AIESEC Intern)			
)			
* Student Helper)			
)			
* Student Intern)			
			Prevailing Rates Paid (as determined in Section I.C.)

AUTHORIZED NUMBER 11.8

EXECUTIVE DEPARTMENT

Legal

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
A1 * General Counsel/Director of Government Relations	\$69,144 5,762	\$82,116 6,843	\$95,088 7,924
.....			
A2 * Port Attorney III	49,008 4,084	58,200 4,850	67,380 5,615
* Port Attorney II	42,804 3,567	50,820 4,235	58,824 4,902
* Port Attorney I	36,576 3,048	43,428 3,619	50,280 4,190
12 Government Relations Manager	41,544 3,462	49,320 4,110	57,096 4,758
6 Legal Administrator	29,892 2,491	35,508 2,959	41,112 3,426
.....			
B 9 Staff Assistant III - Legal	1,710	2,032	2,353

AUTHORIZED NUMBER 7.0

EXECUTIVE DEPARTMENT

Labor Relations

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
A1 10 Director of Labor Relations	\$47,280 3,940	\$56,148 4,679	\$65,016 5,418
.....			
A2 7 Labor Relations Administrator	31,572 2,631	37,500 3,125	43,416 3,618
.....			
B 9 Staff Assistant III	1,710	2,032	2,353

AUTHORIZED NUMBER 3.0

DEVELOPMENT DIVISION

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
A1 * Director of Development	\$69,144 5,762	\$82,116 6,843	\$95,088 7,924
9 Development Manager	44,196 3,683	52,476 4,373	60,744 5,062
.....			
A2 10 Development Planner	37,224 3,102	44,208 3,684	51,180 4,265
5 Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243

AUTHORIZED NUMBER 6.0

FINANCE AND ADMINISTRATION DIVISION

Equal Employment

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1 7 Equal Employment Manager \$38,580 \$45,828 \$53,076
3,215 3,819 4,423

A2 7 Contract Compliance/MWBE Administrator 31,572 37,500 43,416
2,631 3,125 3,618

4 Contract Compliance/MWBE Specialist II 26,796 31,824 36,852
2,233 2,652 3,071

2 Contract Compliance/MWBE Specialist I 24,012 28,536 33,048
2,001 2,378 2,754

B 6 Staff Assistant I 1,427 1,695 1,962

AUTHORIZED NUMBER 5.0

FINANCE AND ADMINISTRATION DIVISION

Risk Management

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1 10 Risk Manager \$47,280 \$56,148 \$65,016
3,940 4,679 5,418

A2 8 Claims Manager 33,360 39,624 45,876
2,780 3,302 3,823

8 Safety and Health Administrator 33,360 39,624 45,876
2,780 3,302 3,823

5 Claims Representative 28,296 33,612 38,916
2,358 2,801 3,243

B 9 Staff Assistant III 1,710 2,032 2,353

AUTHORIZED NUMBER 4.0

FINANCE AND ADMINISTRATION DIVISION
 ACCOUNTING DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1	*	Director of Accounting	\$56,844 4,737	\$67,500 5,625	\$78,156 6,513
	8	Assistant Director of Customer Accounting	41,280 3,440	49,008 4,084	56,736 4,728
	8	Assistant Director of General Accounting	41,280 3,440	49,008 4,084	56,736 4,728
	4	Manager, Accounts Receivable and Billing	31,536 2,628	37,452 3,121	43,368 3,614
	4	Manager, Payroll and Accounts Payable	31,536 2,628	37,452 3,121	43,368 3,614
.....					
A2	7	Accounting Systems Manager	31,572 2,631	37,500 3,125	43,416 3,618
	7	Credit Manager	31,572 2,631	37,500 3,125	43,416 3,618
	7	General Accounting Manager	31,572 2,631	37,500 3,125	43,416 3,618
	7	Lease Accounting Manager	31,572 2,631	37,500 3,125	43,416 3,618
	7	Manager, Office Services and Workers' Compensation	31,572 2,631	37,500 3,125	43,416 3,618
	5	Accountant, Financial Control Systems	28,296 2,358	33,612 2,801	38,916 3,243
	5	Accounting Section Supervisor	28,296 2,358	33,612 2,801	38,916 3,243
	4	Credit Specialist	26,796 2,233	31,824 2,652	36,852 3,071
.....					
B	10	Lead Staff Assistant	1,816	2,158	2,499
	9	Staff Assistant III	1,710	2,032	2,353
	7	Staff Assistant II	1,515	1,801	2,086
	6	Staff Assistant I	1,427	1,695	1,962
	3	General Office Assistant	1,187	1,411	1,634

AUTHORIZED NUMBER 37.0

FINANCE AND ADMINISTRATION DIVISION
 BUDGET AND FINANCE DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1 *	Director of Budget and Finance	\$54,732 4,561	\$65,004 5,417	\$75,264 6,272
6	Manager, Internal Audit	36,072 3,006	42,840 3,570	49,596 4,133
.....				
A2 14	Treasurer	46,620 3,885	55,368 4,614	64,104 5,342
11	Chief Economist	39,336 3,278	46,704 3,892	54,060 4,505
9	Economist	35,220 2,935	41,844 3,487	48,468 4,039
8	Senior Internal Auditor	33,360 2,780	39,624 3,302	45,876 3,823
6	Budget Analyst	29,892 2,491	35,508 2,959	41,112 3,426
6	Internal Auditor II	29,892 2,491	35,508 2,959	41,112 3,426
4	Assistant Economist	26,796 2,233	31,824 2,652	36,852 3,071
4	Internal Auditor I	26,796 2,233	31,824 2,652	36,852 3,071
3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
3	Associate Internal Auditor	25,344 2,112	30,108 2,509	34,872 2,906

AUTHORIZED NUMBER 7.0

FINANCE AND ADMINISTRATION DIVISION

HUMAN RESOURCES DEPARTMENT

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1	*	Director of Human Resources	\$58,944 4,912	\$70,008 5,834	\$81,060 6,755
		7 Assistant Director of Human Resources	38,580 3,215	45,828 3,819	53,076 4,423
.....					
A2	9	Human Resources Manager, Administration	35,220 2,935	41,844 3,487	48,468 4,039
		8 Retirement and Deferred Compensation Administrator	33,360 2,780	39,624 3,302	45,876 3,823
		7 Compensation and Benefits Administrator	31,572 2,631	37,500 3,125	43,416 3,618
		5 Human Resources Representative	28,296 2,358	33,612 2,801	38,916 3,243
		3 Associate Compensation and Benefits Administrator	25,344 2,112	30,108 2,509	34,872 2,906
		3 Associate Human Resources Representative	25,344 2,112	30,108 2,509	34,872 2,906
		3 Human Resources Administrative Coordinator	25,344 2,112	30,108 2,509	34,872 2,906
		3 Training Administrator	25,344 2,112	30,108 2,509	34,872 2,906
.....					
B	9	Staff Assistant III	1,710	2,032	2,353
	7	Staff Assistant II	1,515	1,801	2,086
	6	Staff Assistant I	1,427	1,695	1,962

AUTHORIZED NUMBER 15.0

FINANCE AND ADMINISTRATION DIVISION
 INFORMATION SYSTEMS DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1 *	Director of Information Systems	\$62,100 5,175	\$73,752 6,146	\$85,404 7,117
8	Systems Manager	41,280 3,440	49,008 4,084	56,736 4,728
2	Manager, Support Services	27,612 2,301	32,808 2,734	37,992 3,166
.....				
A2 10	Project Leader	37,224 3,102	44,208 3,684	51,180 4,265
10	Senior Technical Support Analyst	37,224 3,102	44,208 3,684	51,180 4,265
9	Senior Systems Analyst	35,220 2,935	41,844 3,487	48,468 4,039
8	Information Center Coordinator	33,360 2,780	39,624 3,302	45,876 3,823
8	Systems Analyst	33,360 2,780	39,624 3,302	45,876 3,823
8	Technical Support Analyst	33,360 2,780	39,624 3,302	45,876 3,823
7	Senior Programmer/Analyst	31,572 2,631	37,500 3,125	43,416 3,618
7	Senior Voice Communications Analyst	31,572 2,631	37,500 3,125	43,416 3,618
6	Programmer/Analyst III	29,892 2,491	35,508 2,959	41,112 3,426
6	Senior Office Systems Analyst	29,892 2,491	35,508 2,959	41,112 3,426
6	Systems and Procedures Analyst	29,892 2,491	35,508 2,959	41,112 3,426
5	Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
5	Office Systems Analyst	28,296 2,358	33,612 2,801	38,916 3,243
5	Programmer/Analyst II	28,296 2,358	33,612 2,801	38,916 3,243
5	Senior Records Analyst	28,296 2,358	33,612 2,801	38,916 3,243
5	Technical Support Specialist	28,296 2,358	33,612 2,801	38,916 3,243
3	Programmer/Analyst I	25,344 2,112	30,108 2,509	34,872 2,906
3	Voice Communications Analyst	25,344 2,112	30,108 2,509	34,872 2,906
.....				

FINANCE AND ADMINISTRATION DIVISION
 INFORMATION SYSTEMS DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

Schedule/Grade/Position Title	Minimum	Midpoint	Maximum
B 12 Lead Computer Operator	\$2,051	\$2,436	\$2,820
10 Lead Staff Assistant	1,816	2,158	2,499
9 Computer Operator II	1,710	2,032	2,353
9 Senior Data Processing Operator	1,710	2,032	2,353
7 Chief Switchboard Operator	1,515	1,801	2,086
7 Staff Assistant II	1,515	1,801	2,086
6 Computer Operator I	1,427	1,695	1,962
6 Data Processing Operator II	1,427	1,695	1,962
5 Data Processing Operator I	1,342	1,595	1,847
3 Relief Switchboard Operator	1,187	1,411	1,634

AUTHORIZED NUMBER 67.4

FINANCE AND ADMINISTRATION DIVISION
PURCHASING AND OFFICE SERVICES DEPARTMENT
Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1	*	Director of Purchasing and Office Services	\$54,732 4,561	\$65,004 5,417	\$75,264 6,272
6		Assistant Director of Purchasing and Office Services	36,072 3,006	42,840 3,570	49,596 4,133
3		Print Shop Supervisor	29,532 2,461	35,064 2,922	40,584 3,382
3		Word Processing Center Supervisor	29,532 2,461	35,064 2,922	40,584 3,382
.....					
A2	8	Senior Buyer	33,360 2,780	39,624 3,302	45,876 3,823
6		Buyer III	29,892 2,491	35,508 2,959	41,112 3,426
5		Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
4		Buyer II	26,796 2,233	31,824 2,652	36,852 3,071
2		Buyer I	24,012 2,001	28,536 2,378	33,048 2,754
.....					
B	11	Word Processing Center Editor	1,930	2,293	2,655
10		Senior Multilith Operator	1,816	2,158	2,499
9		Print Shop Graphics Technician	1,710	2,032	2,353
9		Staff Assistant III	1,710	2,032	2,353
9		Word Processing Center Lead Operator	1,710	2,032	2,353
8		Offset Duplicator Operator	1,609	1,912	2,215
7		Staff Assistant II	1,515	1,801	2,086
7		Word Processing Center Operator II	1,515	1,801	2,086
5		Print Shop Processor	1,342	1,595	1,847
5		Word Processing Center Operator I	1,342	1,595	1,847
4		Messenger	1,262	1,500	1,737
3		Mail Clerk	1,187	1,411	1,634
3		Print Shop Trainee	1,187	1,411	1,634

AUTHORIZED NUMBER 25.6

PUBLIC INFORMATION DEPARTMENT

Waterfront

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1	*	Director of Public Information	\$64,212 5,351	\$76,260 6,355	\$88,296 7,358
6		Publications Manager	36,072 3,006	42,840 3,570	49,596 4,133

A2	7	Media Relations Officer	31,572 2,631	37,500 3,125	43,416 3,618
7		Special Projects Coordinator	31,572 2,631	37,500 3,125	43,416 3,618
6		Editor	29,892 2,491	35,508 2,959	41,112 3,426
5		Graphic Design Coordinator	28,296 2,358	33,612 2,801	38,916 3,243
3		Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906

B	10	Lead Staff Assistant	1,816	2,158	2,499
7		Staff Assistant II	1,515	1,801	2,086

AUTHORIZED NUMBER 12.0

PUBLIC INFORMATION DEPARTMENT

Airport

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1	8	Manager, Aviation Public Information	\$41,280 3,440	\$49,008 4,084	\$56,736 4,728
----	---	--------------------------------------	-------------------	-------------------	-------------------

A2	7	Media Relations Officer	31,572 2,631	37,500 3,125	43,416 3,618
7		Special Services Manager	31,572 2,631	37,500 3,125	43,416 3,618
5		Airport Communications Officer	28,296 2,358	33,612 2,801	38,916 3,243
5		Community Relations Officer	28,296 2,358	33,612 2,801	38,916 3,243
3		Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
3		Airport Tour Coordinator	25,344 2,112	30,108 2,509	34,872 2,906

B	8	Graduate Intern	1,609	1,912	2,215
7		Staff Assistant II	1,515	1,801	2,086

AUTHORIZED NUMBER 10.0

AVIATION DIVISION

Administration

Schedule/Grade/Position Title		BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
A1	* Deputy Director, Aviation Division	\$72,636 6,053	\$86,256 7,188	\$99,876 8,323
8	Assistant to the Director, Aviation Division	41,280 3,440	49,008 4,084	56,736 4,728
.....				
A2	8 Aviation Finance Administrator	33,360 2,780	39,624 3,302	45,876 3,823
6	Business Analyst	29,892 2,491	35,508 2,959	41,112 3,426
5	Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
4	Assistant Business Analyst	26,796 2,233	31,824 2,652	36,852 3,071
.....				
B	9 Staff Assistant III	1,710	2,032	2,353
7	Staff Assistant II	1,515	1,801	2,086
3	General Office Assistant	1,187	1,411	1,634
AUTHORIZED NUMBER		13.8		

AVIATION DIVISION

Marketing/Tourism

Schedule/Grade/Position Title		BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
A1	9 Director of Aviation Marketing	\$44,196 3,683	\$52,476 4,373	\$60,744 5,062
6	Tourism Manager	36,072 3,006	42,840 3,570	49,596 4,133
.....				
A2	12 Manager, Aviation Cargo Development	41,544 3,462	49,320 4,110	57,096 4,758
6	Tourism Coordinator	29,892 2,491	35,508 2,959	41,112 3,426
5	World Trade Center Administrator	28,296 2,358	33,612 2,801	38,916 3,243
3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
3	Tourism Assistant	25,344 2,112	30,108 2,509	34,872 2,906
.....				
B	8 Graduate Intern	1,609	1,912	2,215
AUTHORIZED NUMBER		7.0		

AVIATION DIVISION
 AVIATION FACILITIES AND MAINTENANCE DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1 *	Director of Aviation Facilities and Maintenance	\$66,312 5,526	\$78,756 6,563	\$91,188 7,599
10	Superintendent of Maintenance - Airport	47,280 3,940	56,148 4,679	65,016 5,418
9	Assistant Superintendent of Maintenance - Airport	44,196 3,683	52,476 4,373	60,744 5,062
8	Airport Facilities Manager	41,280 3,440	49,008 4,084	56,736 4,728
8	Property and Acquisition Manager	41,280 3,440	49,008 4,084	56,736 4,728
8	Superintendent of Electrical Systems	41,280 3,440	49,008 4,084	56,736 4,728
8	Superintendent of Mechanical Systems	41,280 3,440	49,008 4,084	56,736 4,728
6	Assistant Superintendent, Conveyor Systems	36,072 3,006	42,840 3,570	49,596 4,133
6	Assistant Superintendent, Electrical	36,072 3,006	42,840 3,570	49,596 4,133
6	Assistant Superintendent, Electronic	36,072 3,006	42,840 3,570	49,596 4,133
6	Assistant Superintendent, Mechanical Systems	36,072 3,006	42,840 3,570	49,596 4,133
6	Building Superintendent	36,072 3,006	42,840 3,570	49,596 4,133
6	Field Superintendent	36,072 3,006	42,840 3,570	49,596 4,133
6	Noise Remedy Manager	36,072 3,006	42,840 3,570	49,596 4,133
6	Superintendent of Administrative Systems	36,072 3,006	42,840 3,570	49,596 4,133
5	Transit System Reliability and Quality Control Supervisor	33,744 2,812	40,056 3,338	46,356 3,863
.....				
A2 11	Senior Planner	39,336 3,278	46,704 3,892	54,060 4,505
11	Transit System Specialist - Electrical/Mechanical	39,336 3,278	46,704 3,892	54,060 4,505
11	Transit System Specialist - Electronic	39,336 3,278	46,704 3,892	54,060 4,505
10	Industrial Hygienist	37,224 3,102	44,208 3,684	51,180 4,265

AVIATION DIVISION
 AVIATION FACILITIES AND MAINTENANCE DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A2	9	Facilities Engineer	\$35,220 2,935	\$41,844 3,487	\$48,468 4,039
	9	Planner II	35,220 2,935	41,844 3,487	48,468 4,039
	9	Senior Contracts Administrator	35,220 2,935	41,844 3,487	48,468 4,039
	8	Maintenance Center Supervisor	33,360 2,780	39,624 3,302	45,876 3,823
	8	Small Works Contract Administrator	33,360 2,780	39,624 3,302	45,876 3,823
	7	Associate Industrial Hygienist	31,572 2,631	37,500 3,125	43,416 3,618
	6	Airport Supply Administrator	29,892 2,491	35,508 2,959	41,112 3,426
	6	Noise Insulation Supervisor	29,892 2,491	35,508 2,959	41,112 3,426
	6	Sale, Acquisition and Relocation Administrator	29,892 2,491	35,508 2,959	41,112 3,426
	5	Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
	5	Noise Remedy Administrator	28,296 2,358	33,612 2,801	38,916 3,243
	5	Noise Remedy Representative	28,296 2,358	33,612 2,801	38,916 3,243
	5	Planner I	28,296 2,358	33,612 2,801	38,916 3,243
	4	Assistant Industrial Hygienist	26,796 2,233	31,824 2,652	36,852 3,071
	4	Contract Expediter	26,796 2,233	31,824 2,652	36,852 3,071
	3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
	3	Sale, Acquisition and Relocation Assistant	25,344 2,112	30,108 2,509	34,872 2,906
.....					
B	15	Facilities Inspector and Coordinator	2,453	2,913	3,372
	13	Lead Waste Plant Operator	2,177	2,586	2,994
	13	Maintenance Shift Coordinator	2,177	2,586	2,994
	12	Associate Construction Inspector	2,051	2,436	2,820

AVIATION DIVISION
 AVIATION FACILITIES AND MAINTENANCE DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

B 10	Waste Plant Operator	\$1,816	\$2,158	\$2,499
9	Aviation Stockroom Assistant	1,710	2,032	2,353
9	Maintenance Clerk	1,710	2,032	2,353
9	Noise Insulation Technician	1,710	2,032	2,353
9	Staff Assistant III	1,710	2,032	2,353
9	Work Order Administrator	1,710	2,032	2,353
7	Staff Assistant II	1,515	1,801	2,086
6	Staff Assistant I	1,427	1,695	1,962
4	Messenger	1,262	1,500	1,737

AUTHORIZED NUMBER 69.8

AVIATION DIVISION AVIATION OPERATIONS DEPARTMENT		BASE SALARY RANGE		
Schedule/Grade/Position Title		Minimum	Midpoint	Maximum
A1	* Director of Aviation Operations	\$67,368 5,614	\$80,004 6,667	\$92,640 7,720
	* Fire Chief	49,068 4,089	58,272 4,856	67,464 5,622
	* Assistant Fire Chief		49,140 4,095	
12	Assistant Director, Aviation Operations	54,216 4,518	64,392 5,366	74,556 6,213
10	Superintendent of Operations	47,280 3,940	56,148 4,679	65,016 5,418
9	Superintendent of Security	44,196 3,683	52,476 4,373	60,744 5,062
8	Assistant Superintendent of Operations	41,280 3,440	49,008 4,084	56,736 4,728
8	Superintendent of Parking and Ground Transportation	41,280 3,440	49,008 4,084	56,736 4,728
6	Airport Supervisor	36,072 3,006	42,840 3,570	49,596 4,133
6	Assistant Superintendent of Parking and Ground Transportation	36,072 3,006	42,840 3,570	49,596 4,133
6	Assistant Superintendent of Security	36,072 3,006	42,840 3,570	49,596 4,133
6	Central Control Supervisor	36,072 3,006	42,840 3,570	49,596 4,133
5	Operations Supervisor	33,744 2,812	40,056 3,338	46,356 3,863
.....				
A2	9 Fire Protection Engineer	35,220 2,935	41,844 3,487	48,468 4,039
8	Environmental Health Specialist	33,360 2,780	39,624 3,302	45,876 3,823
7	Ground Transportation Manager	31,572 2,631	37,500 3,125	43,416 3,618
5	Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
5	Property Room Administrator	28,296 2,358	33,612 2,801	38,916 3,243
5	Shift Supervisor	28,296 2,358	33,612 2,801	38,916 3,243
5	Signing and Graphics Coordinator	28,296 2,358	33,612 2,801	38,916 3,243
4	Supervisor of Parking and Ground Transportation	26,796 2,233	31,824 2,652	36,852 3,071
3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
.....				

AVIATION DIVISION		BASE SALARY RANGE			
AVIATION OPERATIONS DEPARTMENT		Minimum	Midpoint	Maximum	
Schedule/Grade/Position Title					
B	13	Lead Operations Controller	\$2,177	\$2,586	\$2,994
	12	Inspector, Fire Alarm Systems	2,051	2,436	2,820
	12	Operations Controller	2,051	2,436	2,820
	10	Ground Transportation Controller	1,816	2,158	2,499
	10	Lead Staff Assistant	1,816	2,158	2,499
	10	Senior Ramp Controller	1,816	2,158	2,499
	9	Staff Assistant III	1,710	2,032	2,353
	7	Staff Assistant II	1,515	1,801	2,086
	6	Ramp Controller	1,427	1,695	1,962
	*	Student Intern	Prevailing Rates Paid (as determined in Section I.C.)		

AUTHORIZED NUMBER 122.6

AVIATION DIVISION		BASE SALARY RANGE			
AVIATION PLANNING DEPARTMENT		Minimum	Midpoint	Maximum	
Schedule/Grade/Position Title					
A1	12	Director of Aviation Planning	\$54,216	\$64,392	\$74,556
			4,518	5,366	6,213
.....					
A2	11	Senior Planner	39,336	46,704	54,060
			3,278	3,892	4,505
	10	Noise Abatement Officer	37,224	44,208	51,180
			3,102	3,684	4,265
	9	Planner II	35,220	41,844	48,468
			2,935	3,487	4,039
	8	Environmental Management Specialist II	33,360	39,624	45,876
			2,780	3,302	3,823
	7	Assistant Noise Abatement Officer	31,572	37,500	43,416
			2,631	3,125	3,618
	5	Planner I	28,296	33,612	38,916
			2,358	2,801	3,243
.....					
B	10	Noise Abatement Planning Technician	1,816	2,158	2,499
	9	Staff Assistant III	1,710	2,032	2,353
	6	Staff Assistant I	1,427	1,695	1,962

AUTHORIZED NUMBER 11.0

AVIATION DIVISION
 BUSINESS AND PROPERTY MANAGEMENT DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1	9	Manager, Airport Real Estate	\$44,196 3,683	\$52,476 4,373	\$60,744 5,062
.....					
A2	10	Senior Property Manager	37,224 3,102	44,208 3,684	51,180 4,265
	8	Property Manager II	33,360 2,780	39,624 3,302	45,876 3,823
	5	Property Manager I	28,296 2,358	33,612 2,801	38,916 3,243
.....					
B	9	Staff Assistant III	1,710	2,032	2,353

AUTHORIZED NUMBER 7.0

AVIATION DIVISION
 POLICE DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1	*	Chief of Port Police	\$57,072 4,756	\$67,776 5,648	\$78,480 6,540
	*	Deputy Chief of Port Police		55,836 4,653	
.....					
A2	5	Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
	3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
.....					
B	10	Lead Staff Assistant	1,816	2,158	2,499
	7	Staff Assistant II	1,515	1,801	2,086
	6	Staff Assistant I	1,427	1,695	1,962
	3	General Office Assistant	1,187	1,411	1,634

AUTHORIZED NUMBER 9.6

ENGINEERING DEPARTMENT

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
A1 * Chief Engineer	\$70,524 5,877	\$83,760 6,980	\$96,984 8,082
11 Manager of Airport Engineering	50,628 4,219	60,120 5,010	69,612 5,801
11 Manager of Mechanical/Electrical/Systems	50,628 4,219	60,120 5,010	69,612 5,801
11 Manager of Waterfront Engineering	50,628 4,219	60,120 5,010	69,612 5,801
10 Manager of Commercial/Retail Development Engineering	47,280 3,940	56,148 4,679	65,016 5,418
9 Project Manager	44,196 3,683	52,476 4,373	60,744 5,062
8 Chief, Technical Services	41,280 3,440	49,008 4,084	56,736 4,728
8 Manager, Environmental Management	41,280 3,440	49,008 4,084	56,736 4,728
8 Resident Engineer	41,280 3,440	49,008 4,084	56,736 4,728
4 Drafting Manager	31,536 2,628	37,452 3,121	43,368 3,614
.....			
A2 12 Senior Engineer	41,544 3,462	49,320 4,110	57,096 4,758
11 Manager, Special Engineering Projects	39,336 3,278	46,704 3,892	54,060 4,505
9 Associate Engineer	35,220 2,935	41,844 3,487	48,468 4,039
9 Senior Contracts Administrator	35,220 2,935	41,844 3,487	48,468 4,039
8 Environmental Management Specialist II	33,360 2,780	39,624 3,302	45,876 3,823
7 Assistant Engineer	31,572 2,631	37,500 3,125	43,416 3,618
7 Contracts Administrator	31,572 2,631	37,500 3,125	43,416 3,618
6 Designer	29,892 2,491	35,508 2,959	41,112 3,426
6 Engineering Administration Supervisor	29,892 2,491	35,508 2,959	41,112 3,426
5 Environmental Management Specialist I	28,296 2,358	33,612 2,801	38,916 3,243
5 Junior Engineer	28,296 2,358	33,612 2,801	38,916 3,243
3 Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
.....			

ENGINEERING DEPARTMENT

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
B 15 Senior Construction Inspector	\$2,453	\$2,913	\$3,372
14 Survey Party Chief	2,311	2,744	3,177
13 Senior Survey Technician	2,177	2,586	2,994
12 Airport Drafter	2,051	2,436	2,820
12 Associate Construction Inspector	2,051	2,436	2,820
12 Survey Instrument Technician	2,051	2,436	2,820
12 Senior Drafter - CAD	2,051	2,436	2,820
11 Senior Drafter - Manual	1,930	2,293	2,655
10 Assistant Construction Inspector	1,816	2,158	2,499
10 Survey Head Chainer	1,816	2,158	2,499
9 Junior Construction Inspector	1,710	2,032	2,353
9 Staff Assistant III	1,710	2,032	2,353
9 Survey Rear Chainer	1,710	2,032	2,353
8 Drafter II	1,609	1,912	2,215
7 Engineering Reproduction Technician	1,515	1,801	2,086
7 Staff Assistant II	1,515	1,801	2,086
6 Drafter I	1,427	1,695	1,962
* Student Intern	Prevailing Rates Paid (as determined in Section I.C.)		

AUTHORIZED NUMBER 78.0

ENGINEERING DEPARTMENT

Marine Maintenance

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1 10	Superintendent of Maintenance - Waterfront	\$47,280 3,940	\$56,148 4,679	\$65,016 5,418
8	Assistant Superintendent of Waterfront Maintenance	41,280 3,440	49,008 4,084	56,736 4,728
.....				
A2 11	Cargo Handling Systems Engineer	39,336 3,278	46,704 3,892	54,060 4,505
7	Maintenance Administration Supervisor	31,572 2,631	37,500 3,125	43,416 3,618
7	Preventive Maintenance Program Administrator	31,572 2,631	37,500 3,125	43,416 3,618
.....				
B 13	Maintenance Storekeeper	2,177	2,586	2,994
10	Maintenance Information Specialist	1,816	2,158	2,499
10	Work Order Administrator - Waterfront Maintenance	1,816	2,158	2,499
9	Maintenance Clerk	1,710	2,032	2,353
9	Staff Assistant III	1,710	2,032	2,353
7	Stockroom Clerk	1,515	1,801	2,086

AUTHORIZED NUMBER 19.0

MARINE DIVISION

Administration and Asia
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A2	5	Administrative Assistant II	\$28,296	\$33,612	\$38,916
			2,358	2,801	3,243

JAPAN OFFICE NONGRADED POSITIONS

A2	*	Managing Director, Asia	Not to exceed 40,000,000 yen per annum **		
)			
	*	Manager, Asia			
)			
	*	Administrative Assistant I, Asia			

**The Executive Director is authorized to allocate appropriate sums within this amount to the respective employees.

AUTHORIZED NUMBER 5.0

MARINE DIVISION
 HARBOR DEVELOPMENT DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1	*	Director of Harbor Development and Relations	\$58,944	\$70,008	\$81,060
			4,912	5,834	6,755
10		Manager, Facilities Planning and Research	47,280	56,148	65,016
			3,940	4,679	5,418

A2	9	Project Coordinator	35,220	41,844	48,468
			2,935	3,487	4,039
8		Finance and Business Specialist	33,360	39,624	45,876
			2,780	3,302	3,823
6		Business Analyst	29,892	35,508	41,112
			2,491	2,959	3,426
5		Planner I	28,296	33,612	38,916
			2,358	2,801	3,243
4		Assistant Business Analyst	26,796	31,824	36,852
			2,233	2,652	3,071
4		Assistant Planner	26,796	31,824	36,852
			2,233	2,652	3,071
3		Administrative Assistant I	25,344	30,108	34,872
			2,112	2,509	2,906

B	9	Staff Assistant III	1,710	2,032	2,353
---	---	---------------------	-------	-------	-------

AUTHORIZED NUMBER 10 0

MARINE DIVISION

MARINE TERMINALS DEPARTMENT

Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

		Minimum	Midpoint	Maximum
A1	* Director of Marine Terminals	\$69,480 5,790	\$82,512 6,876	\$95,532 7,961
11	Manager, Marine Real Estate	50,628 4,219	60,120 5,010	69,612 5,801
10	Manager, Marine Operations	47,280 3,940	56,148 4,679	65,016 5,418
8	Manager, Boat Harbors	41,280 3,440	49,008 4,084	56,736 4,728
8	Manager, Terminal 91	41,280 3,440	49,008 4,084	56,736 4,728
7	Terminal Superintendent	38,580 3,215	45,828 3,819	53,076 4,423
6	Manager, Chill Facility Operations	36,072 3,006	42,840 3,570	49,596 4,133
6	Manager, General Services	36,072 3,006	42,840 3,570	49,596 4,133
4	Marina Supervisor	31,536 2,628	37,452 3,121	43,368 3,614
.....				
A2	12 Assistant to the Director, Marine Terminals	41,544 3,462	49,320 4,110	57,096 4,758
11	Senior Commercial Property Manager	39,336 3,278	46,704 3,892	54,060 4,505
11	Senior Property and Acquisition Manager	39,336 3,278	46,704 3,892	54,060 4,505
10	Senior Property Manager	37,224 3,102	44,208 3,684	51,180 4,265
8	Property Manager II	33,360 2,780	39,624 3,302	45,876 3,823
5	Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
5	Property Manager I	28,296 2,358	33,612 2,801	38,916 3,243
5	Terminal Operations Coordinator	28,296 2,358	33,612 2,801	38,916 3,243
5	Transportation Rate Analyst	28,296 2,358	33,612 2,801	38,916 3,243
4	Business Research Specialist	26,796 2,233	31,824 2,652	36,852 3,071
3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
.....				

MARINE DIVISION
 MARINE TERMINALS DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

B	12	Chief Freight Agent	\$2,051	\$2,436	\$2,820
	12	Marina Maintenance Supervisor	2,051	2,436	2,820
	10	Freight Agent	1,816	2,158	2,499
	10	Utilities Monitor II	1,816	2,158	2,499
	9	Staff Assistant III	1,710	2,032	2,353
	8	Moorage Attendant	1,609	1,912	2,215
	8	Utilities Monitor I	1,609	1,912	2,215
	7	Marina Attendant	1,515	1,801	2,086
	7	Staff Assistant II	1,515	1,801	2,086
	6	Port Receptionist	1,427	1,695	1,962
	5	Custodian	1,342	1,595	1,847

AUTHORIZED NUMBER 56.0

MARINE DIVISION
 MARKETING DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

A1	*	Director of Marketing	\$66,312 5,526	\$78,756 6,563	\$91,188 7,599
.....					
A2	*	Regional Manager (East Coast)	40,020 3,335	47,508 3,959	54,996 4,583
	*	Regional Manager (Midwest)	37,188 3,099	44,172 3,681	51,144 4,262
	*	Assistant Regional Manager (East Coast)	33,072 2,756	39,264 3,272	45,456 3,788
	*	Assistant Regional Manager (Midwest)	30,732 2,561	36,504 3,042	42,276 3,523
15		Executive, Liner Services	49,344 4,112	58,608 4,884	67,872 5,656
12		Senior Regional Manager	41,544 3,462	49,320 4,110	57,096 4,758
11		Manager, Market Research	39,336 3,278	46,704 3,892	54,060 4,505
10		Regional Manager (Inland Empire/Alaska)	37,224 3,102	44,208 3,684	51,180 4,265
10		U.S. Manager, Asia Sales	37,224 3,102	44,208 3,684	51,180 4,265
9		Regional Manager (66/Field)	35,220 2,935	41,844 3,487	48,468 4,039
7		Assistant U.S. Manager, Asia Sales	31,572 2,631	37,500 3,125	43,416 3,618
6		Assistant Regional Manager (66/Field)	29,692 2,491	35,508 2,959	41,112 3,426
5		Administrative Assistant II	28,296 2,358	33,612 2,801	38,916 3,243
.....					
B	10	Regional Marketing Office Coordinator	1,816	2,158	2,499
	10	Transportation Information Specialist	1,816	2,158	2,499
	7	Staff Assistant II	1,515	1,801	2,086

AUTHORIZED NUMBER 19.0

MARINE DIVISION
TRANSPORTATION SERVICES DEPARTMENT
Schedule/Grade/Position Title

BASE SALARY RANGE
Minimum Midpoint Maximum

A1 *	Director of Transportation Services	\$66,312 5,526	\$78,756 6,563	\$91,188 7,599
12	General Manager, Operations	54,216 4,518	64,392 5,366	74,556 6,213
10	Assistant General Manager, Operations	47,280 3,940	56,148 4,679	65,016 5,418
10	Manager, Intermodal Traffic Services	47,280 3,940	56,148 4,679	65,016 5,418
9	Manager, Operating Services	44,196 3,683	52,476 4,373	60,744 5,062
8	Distribution Services Manager	41,280 3,440	49,008 4,084	56,736 4,728
7	Warehouse Operations Manager	38,580 3,215	45,828 3,819	53,076 4,423
6	Customer Services Manager, Transportation Services	36,072 3,006	42,840 3,570	49,596 4,133
6	Honda Manager	36,072 3,006	42,840 3,570	49,596 4,133
6	Manager, Rail Services	36,072 3,006	42,840 3,570	49,596 4,133
6	Manager, Truck Services	36,072 3,006	42,840 3,570	49,596 4,133
6	Operations Manager, Transportation Services	36,072 3,006	42,840 3,570	49,596 4,133
4	Assistant Operations Manager, Transportation Services	31,536 2,628	37,452 3,121	43,368 3,614
3	Assistant Customer Services Manager, Distribution Center	29,532 2,461	35,064 2,922	40,584 3,382
3	Billing Supervisor	29,532 2,461	35,064 2,922	40,584 3,382
2	Customer Services Supervisor	27,612 2,301	32,808 2,734	37,992 3,166
.....				
A2 11	Business Development Manager	39,336 3,278	46,704 3,892	54,060 4,505
7	Traffic Coordinator	31,572 2,631	37,500 3,125	43,416 3,618
4	Assistant Traffic Coordinator	26,796 2,233	31,824 2,652	36,852 3,071
4	Warehouse Operations Coordinator	26,796 2,233	31,824 2,652	36,852 3,071
3	Administrative Assistant I	25,344 2,112	30,108 2,509	34,872 2,906
3	Transportation Rate Coordinator	25,344 2,112	30,108 2,509	34,872 2,906
.....				

MARINE DIVISION
 TRANSPORTATION SERVICES DEPARTMENT
 Schedule/Grade/Position Title

BASE SALARY RANGE
 Minimum Midpoint Maximum

Schedule/Grade/Position Title	Minimum	Midpoint	Maximum
B 12 Chief Freight Agent	\$2,051	\$2,436	\$2,820
10 Foreign Trade Zone Coordinator	1,816	2,158	2,499
10 Freight Agent	1,816	2,158	2,499
10 Lead Customer Service Representative	1,816	2,158	2,499
10 Lead Staff Assistant	1,816	2,158	2,499
10 Lead Transportation Specialist	1,816	2,158	2,499
9 In Bond Documentation Specialist	1,710	2,032	2,353
9 Staff Assistant III	1,710	2,032	2,353
8 Customer Service Representative	1,609	1,912	2,215
7 Staff Assistant II	1,515	1,801	2,086
7 Transportation Specialist	1,515	1,801	2,086
6 Customer Service Assistant	1,427	1,695	1,962
6 Printer Operator	1,427	1,695	1,962
6 Staff Assistant I	1,427	1,695	1,962
6 Transportation Assistant	1,427	1,695	1,962
4 Messenger	1,262	1,500	1,737

AUTHORIZED NUMBER 78.0