

SALARY AND BENEFIT RESOLUTION NO. 2706

12/25/77

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RESOLUTION NO. 2706

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; jury duty, vacation, holidays, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; and authorizing this resolution to be effective on December 25, 1977 and repealing all prior resolutions dealing with the same subject, including Resolution No. 2656.

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. Classifications 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 authorized numbers and 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, Schedule A1 executive positions, out-of-region positions, 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 and more fully specified in Exhibit B, "The Salary Administration Manual," attached hereto and by this reference incorporated herein. Such salaried positions as graded and classified shall be paid in accordance with the following graded salary ranges:

SCHEDULE A AND B GRADES SALARY RANGES
Effective December 4, 1977

A1 - MANAGEMENT EXEMPT

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

<u>SALARY RANGE</u>			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$13,668 1,139	\$16,236 1,333	(\$18,792 Annual 1,566 Monthly)
2	14,640 1,220	17,376 1,448	20,112 1,676
3	15,708 1,309	18,612 1,531	21,504 1,792
4	16,752 1,396	19,872 1,636	22,992 1,916
5	17,892 1,491	21,240 1,720	24,376 2,048
6	19,236 1,603	22,800 1,900	26,332 2,196
7	20,568 1,714	24,384 2,032	28,200 2,350
8	21,972 1,831	26,032 2,171	30,132 2,511
9	23,460 1,955	27,828 2,319	32,196 2,683
10	25,152 2,096	29,880 2,484	34,464 2,872
11	26,892 2,241	31,872 2,636	36,852 3,071
12	28,752 2,396	34,104 2,842	39,436 3,288
13	30,780 2,565	36,516 3,043	42,252 3,521
14	32,976 2,748	39,096 3,238	45,204 3,767
15	35,268 2,939	41,820 3,485	48,372 4,031

<u>SALARY RANGE</u>			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$11,592 966	\$13,764 1,147	\$15,924 Annual 1,327 Monthly
2	12,300 1,083	14,604 1,217	16,908 1,409
3	13,044 1,087	15,468 1,289	17,892 1,491
4	13,860 1,135	16,452 1,371	19,032 1,586
5	14,652 1,221	17,376 1,448	20,100 1,675
6	15,376 1,298	18,456 1,538	21,324 1,777
7	16,464 1,372	19,524 1,627	22,584 1,882
8	17,328 1,444	20,568 1,714	23,796 1,983
9	18,360 1,530	21,780 1,815	25,200 2,100
10	19,368 1,614	22,980 1,915	26,580 2,215
11	20,448 1,704	24,252 2,021	28,064 2,337
12	21,492 1,791	25,488 2,124	29,472 2,456

SCHEDULE B - NONEXEMPT

<u>SALARY RANGE</u>			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 547	\$ 650	\$ 752 monthly
2	607	721	835
3	643	764	884
4	689	818	947
5	734	872	1,009
6	784	931	1,078
7	836	993	1,150
8	890	1,057	1,224
9	951	1,130	1,308
10	1,016	1,207	1,397
11	1,083	1,286	1,489
12	1,160	1,378	1,595
13	1,241	1,474	1,706
14	1,322	1,570	1,818
15	1,413	1,678	1,943

Schedule B Revised Ranges -
\$25.00 to minimum of range
(Approved December 13, 1977;
retroactive to December 4, 1977.)

Last increase for Schedule A
ranges was 6.3% approved
June 28, 1977; retroactive to
June 6, 1977.

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: Salary rates and benefits for these nongraded positions shall be established and maintained as follows:
 - a. Exempt: Schedule A classifications in the fire and police departments shall be paid salary rates which are influenced by rates paid for comparable positions in the region, and by the Port's internal salary relationships including those resulting from the position evaluation system.
 - b. Nonexempt: Schedule B fire department classifications and the police sergeants shall be paid rates which are influenced by those which are paid for similar position levels in this locale, primarily the City of Seattle, and by the Port's internal salary relationships.
2. Regional Manager Positions Located Outside the Seattle Area: Ranges for these positions are influenced by cost-of-living factors and other conditions in each region. Special Overseas Allowance: The Executive Director is authorized to provide in addition to their salary as provided by this Resolution, special living allowances for Regional Managers permanently assigned to overseas offices. Such allowances may take into account differences in housing costs, education, transportation, and other similar allowances offered by United States companies with overseas offices in the same city.
3. Executive Positions: Salary ranges for the Schedule A1 non-graded positions in the Executive Department shall be set as a percentage of the salary range developed for the Executive Director position. These ranges shall continue to be developed according to Exhibit B as amended to allow that compensation for these executive positions be handled independently of the Position Evaluation System which governs rate of compensation for all graded positions.
4. Student Intern Positions: Salary rates and employment conditions for students employed under special work study or foreign exchange programs shall be determined by the Director of Personnel, based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors.

D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges:

Exhibit A (Schedule of Authorized Positions), Exhibit B (Salary Manual), or salary rates and/or ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes recommended are the result of provisions contained in this resolution. Beginning December 25, 1977, the number of authorized positions subject to specific authorizations for A1 positions shall be controlled on a full-time-equivalent basis to the nearest whole or half position as indicated for each department and on a multi-departmental listing within Exhibit A. When recommended by the Executive Director, such authorized numbers may be amended in the same manner as described above.

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 the Seattle metropolitan area; 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. Such system of position evaluation shall follow the principles which are more fully set forth in Exhibit B, (the Salary Manual). Said system of position evaluation shall be administered by the Director of Personnel & Industrial Relations, (the Director), 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.B. The Director 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 is hereby directed to recommend, on a continuing basis, appropriate reclassifications to assure that the purposes and objectives of the Position Evaluation System, outlined in the Salary Manual, are maintained.

Within the limits specified below, the Executive Director shall have the final approval authority for position reevaluations, or title changes, resulting from changes in organizational structure or from recognition of changes in any of the various established position factors. This authority shall not extend to the establishment of new positions. Such authority shall include approvals for reevaluations of the following:

1. All Schedule B position reevaluations
2. Schedule A2 position reevaluations from Grade 1 through 10 only
3. Schedule A1 position reevaluations from Grade 1 through 6 only

A summary report of such reevaluations shall be provided to the Port Commission on an annual basis at year end.

III. FILLING VACANT POSITIONS AND SETTING SALARIES

A. Selection Criteria: Before selections are made for new hires, transfers, or promotions, it shall be determined by the Director that the appointee conforms to current position evaluation criteria developed in the position specifications for each authorized position.

B. Filling Vacant 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 for each department and on a multi-departmental listing provided in Exhibit A, and to set salaries within the salary grade ranges as outlined below. Prior to terminations or retirements of employees in single positions where overlap is clearly essential for effective continuity, the Executive Director may authorize filling an extra position to provide for a breaking-in period not to exceed six months.

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

1. Hires: Though salaries shall normally be set at the minimum of the salary range for hires, the Executive Director may authorize a salary up to the midpoint of the salary range for appointees possessing special qualifications or exceptional experience.
2. Transfers (or reclassifications other than promotional): The Executive Director is authorized to maintain the employee's salary level, so long as it falls within the position's salary range. 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 so long as the resulting salary is within the position's salary range.

The Executive Director may also authorize interdepartmental transfers of up to 15 months duration for selected Schedule A exempt positions for the purpose of cross training, development, and broadening of potential executive skills. In such instances, the same title and salary range shall be maintained during the transfer. Personnel actions during such a training period shall be coordinated by the Director of Personnel with the two departments involved.

3. Promotions: The Executive Director is authorized to provide a salary increase which is within reasonable limits depending upon individual circumstances based upon the recommendation of the department head and approved by the Director. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. (Note: When a Port salaried employee is promoted and the salary is set at the minimum of the salary range, the promoted employee is not eligible for a probationary increase; however, a merit increase may be considered when performance in the new position warrants merit consideration and is recommended in accordance with established merit fund provisions.

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

The Commission hereby authorizes the following types of salary adjustments and allowances for employees in permanent positions:

A. For Salaried Employees Other Than Those in Nongraded Fire and Police Classifications:

1. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employ-

ment as a new hire or a rehire in an authorized, permanent position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of the Employee Performance Evaluation System, shall 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. See Section III.C.3. for exception.

2. Discretionary Merit Fund Administration: A merit fund shall be established equal to 3% of the total salary midpoint amounts for salaried employees other than nongraded fire or police personnel. This fund shall be calculated for the monthly salaried payroll for eligible employees effective December 24, 1977. The fund shall be distributed to Port departments based on the total salary midpoint amounts for employees in each department. In addition, the Executive Director shall have a supplemental fund to be applied at his discretion which shall equal .2% of the total salary midpoint amounts effective December 24, 1977 for eligible salaried employees. Merit funds shall be administered as follows:
 - a. Employees whose salaries are below range midpoint shall be eligible for merit increases which would permanently add to their base salaries. Employees at or above range midpoint shall be eligible for either merit increases or for lump sum merit awards which would not add to base salaries. Lump sum awards shall be provided on an annualized basis in one amount. Employees at salary range maximum shall be eligible for lump sum awards only. Any merit awards recommended for employees whose salaries are above range midpoint shall be subject to very close review by the Executive Department. Special controls may be established by the Director for consideration of any merit recommendations affecting salaries which are above range midpoint.
 - b. On at least a semiannual basis, the Director shall initiate merit reviews for salaried employees in permanent positions.
 - c. A merit review shall consist of departmental salary plans which identify the amount and scheduled date for each requested merit increase. Salary plans must be approved by the department head, the Director, the Senior Director of Planning and Port Relations, and the Executive Director or his delegate before any individual discretionary merit award shall be granted.
 - d. Individual amounts for either type of merit award shall not exceed 10% nor be less than 4% of the employee's present salary.
 - e. Merit awards shall be provided selectively as meaningful recognition of high quality work performance. Merit awards shall not be administered as "automatic adjustments." Providing a large number of merit awards at the minimum 4% rate shall be discouraged. There shall be no requirement to spend the entire fund authorized for a department.
 - f. Merit awards may be recommended, scheduled, and approved for a permanent employee when the following criteria are satisfied:
 - (1) A high quality of work performance is demonstrated by the employee and is documented by supervision through application of the Employee Performance Evaluation System. It shall be the intention of the merit review program to place individuals in their respective salary ranges so that their resulting salary is commensurate with their relative performance compared to others in the same classification within a department.
 - (2) No previous merit award has been received by the employee in the past twelve-month period.

Section IV.A. (Cont'd)

3. Increases Following Position Reevaluations: After a position is reevaluated to a higher pay grade, the salary of an employee in that position may be adjusted to a salary level which takes into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties established in the reevaluation documentation and the proximity of the new rate to range maximum. As recommended by the department head and approved by the Director, the maximum upward salary adjustment in the new salary range may place the employee up to the level (percent above range minimum) held in the former range.
4. Increases Following Survey Adjustment of Salary Ranges: When comprehensive surveys result in certain positions being established at higher salary range levels, individuals in those positions may be placed in the new rate ranges up to the same relative level (percent above grade minimum) as was previously held prior to the survey adjustment. The amount of any such salary rate adjustment shall be approved by the Executive Director, the department head, and the Director.
5. 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 whose salaries are above the range for their classification following a range adjustment may continue to receive their present rate of pay if it is determined under guidelines administered by the Director that such action is appropriate. An employee whose salary is permitted to remain above an adjusted range maximum shall not be eligible for any salary increase unless a further adjustment increases the range maximum sufficiently to allow for an increase.

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

B. Salary Adjustments For Employees in Fire and Police Classifications:

1. Probationary Increases: The probationary period for employees hired in firefighter classifications is hereby established as the first year of continuous active employment. When an employee in a firefighter classification has shown satisfactory work performance during the probationary period which has been documented through the approved performance evaluation system, a one-step salary increase as shown on Page 5 of Exhibit A shall be granted. (For benefit purposes, six continuous calendar months of satisfactory performance constitutes the probationary period.)
2. Length-of-Service Increases for Certain Classifications
 - a. B, C, D, and E Classifications: If they are performing and continue to perform the duties of their positions satisfactorily, employees in Firefighter B, C, D, and E classifications shall receive a length-of-service, promotional increase after each twelve months from E to D to C to B and, finally to A, on a single-step salary schedule as shown on Page 5 of Exhibit A. Satisfactory performance shall be documented in a performance review prior to each such increase. (The first step increase is actually the probationary adjustment as indicated above.)
 - b. Longevity Pay for Certain Fire and Police Classifications: After five years' active employment have been completed since the date of progression to "A" status or the date that "A" status would have been achieved under the conditions described above, employees classified as Police Sergeant, Firefighter A, and Fire Lieutenant shall receive a rate of pay equal to the current base rate in effect for that position plus a longevity adjustment equivalent to 2% of the base rate paid to the respective "A" classification and resulting in a new

base rate for pay computations. After ten years' active employment based upon the same considerations, a 4% longevity adjustment shall be granted. After fifteen years' active employment, a 6% longevity adjustment shall be granted. Longevity amounts are always based on the "A" base rate. Longevity pay shall be adjusted annually or semi-annually in accordance with dates of general adjustments established in Section IV.C.

3. Other Pay for Police Sergeants:

- a. Detective Differential: Police sergeants assigned to detective duty shall receive a differential equivalent to 3% of their base rate plus \$16.67 per month clothing allowance during such assignment.
- b. Bomb Squad Differential: Police sergeants assigned to the Bomb Squad shall receive a differential equivalent to 8% of their base rate during such assignment.
- c. Off-duty Court Time Pay: The overtime rate of pay shall apply for the actual time spent off duty in court or for three hours, whichever is greater. For time spent in court preceding the start of a shift, the same conditions shall apply. When court time runs into off-duty hours following a normal shift, such off-duty hours shall be compensated at the overtime rate for the actual time spent beyond the shift, plus a minimum of one-half hour travel time.

4. Fire Department Differentials: The following differentials when added to "base rates" of firefighters are considered basic salary as applies to retirement contributions:

- a. Work Schedule Differential: While assigned to work schedule which involves 24-hour shifts resulting in an average work week of 56 hours, nonexempt firefighters shall receive a 5% salary differential. This differential is applied to the "base rate" as shown on page 5 of Exhibit A. See Section V. for further details.
- b. Premium for "Emergency Medical Treatment" Assignment: Qualified firefighters assigned to Emergency Medical Treatment duty shall receive a premium equivalent to 2% of their base rate during such assignment. No more than 15 firefighters shall be assigned to E.M.T. duty at one time.
- c. Premium for Inspection Assignment: Qualified nonexempt personnel assigned to inspection duty shall receive a premium equivalent to 5% of their base rate during such assignment. No more than 3 firefighters shall be assigned to inspection duty at one time.
- d. Premium for Driver/Mechanic Assignment: Qualified firefighters assigned to Driver/Mechanic duty shall receive a premium equivalent to 5% of their base rate during such assignment. No more than 2 firefighters shall be assigned as Driver/Mechanics at one time.

C. General Adjustments for All Salaried Employees Whose Salary Rates or Ranges are Established in Exhibit A:

1. A mid-year cost-of-living adjustment shall be provided to the salary rates and ranges of eligible employees based on the most appropriate Consumer Price Index published by the Bureau of Labor Statistics for the Seattle area. The amount of increase to salary rates and ranges for eligible employees shall be equal to the percentage change in the C.P.I. as indicated above for the period between November 30, 1977 and May 31, 1978 and shall be implemented retroactive to June 4, 1978 as soon as the May C.P.I. data is available. Exhibit A and Section I.B. of this resolution shall also be amended accordingly.

Section IV.C.1. (Cont'd)

In the event that a cost-of-living salary adjustment has the same effective date as that previously authorized for another type of salary adjustment, the previously scheduled adjustment shall be applied first.

2. The Director shall conduct comprehensive salary surveys following the mid-year cost-of-living adjustment as set forth in 1. above. 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. Any such survey adjustments approved by the Port Commission shall be effective December 3, 1978.

D. 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 authorized in Port policy or resolution, but permitted by law. 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 mandatory contributions, but would be recorded separately and would not be administered as a base for general increases, merits, survey or any other salary adjustments. Further, the Executive Director is hereby required to issue an appropriate policy bulletin to insure the proper administration of this compensation under guidelines as he may approve.

V. ADMINISTRATION OF PAY PRACTICES

Since some pay practices are handled differently for a group of fire personnel who work 24-hour shifts and average 56 hours per week throughout a year, a distinction for pay practices only is made in following sections of this resolution between them and other salaried employees who work 37.5 or 40 hours per week. For brevity, 56-hour fire personnel, described in Section IV.B.4.a. above, shall be called Group C Firefighters henceforth in this resolution.

A. Conversion of Salary Rates: For all salaried employees except Group C Firefighters, 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 scheduled for each position per year (1950 hours for 7.5-hour shifts and 2080 hours for 8-hour or 10-hour shifts), and. . .

1. Exempt Classifications (Schedule A): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked in a two-week period (75 or 80) to determine the bi-weekly salary which is payable in 26 pay periods during the year.
2. Nonexempt Classifications (Schedule B): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked each week (37.5 or 40) to determine the weekly salary which is payable in 52 pay periods during the year.

3. Group C Firefighter Classifications: The monthly salary rate is converted into a straight-time weekly or bi-weekly rate of pay extended to the next highest cent, based on the Firefighter's regularly scheduled average work week which is hereby established as 56 hours. The resulting salary is payable weekly or bi-weekly depending on exempt or nonexempt status.

B. Definitions of Employment Status for compensation practices:

1. A permanent employee is one who works in a regular position expected to last more than 5 months for a minimum of ninety pre-scheduled hours per month as defined by the Washington Public Employees Retirement System. During the probationary period, such an employee is in a "probationary, permanent" status. After successful completion of the probationary period, an employee attains "regular, permanent" status.
 - a. Part-time status applies to permanent employees scheduled to work from 90 to 130 hours per month as defined above (minimum per week: 20.8 hours).
 - b. Full-time status applies to permanent employees scheduled to work 30 hours per week or 130 hours or more per month as defined above.
2. A temporary employee is one who works full time in a temporary position, or less than ninety hours per month indefinitely. The status of a temporary employee whose full-time services are required beyond five months must be changed to "permanent." If permanent status cannot be authorized, the employee must be terminated.

An employee hired for "on-call," relief work shall be classified as temporary unless or until a sufficient number of hours of pre-scheduled work is established by department supervision to justify a change in status to permanent.

C. Extra Compensation: The following terminology shall be used in this section and Section VI.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. For overtime: Permanent and temporary 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 (normally 7.5 or 8 hours or in the case of four-day week computer operators, 10 hours) 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 VI.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Group C Firefighters are excluded from receiving overtime compensation for working on any day which falls within their normal, regularly assigned schedule, since their compensation includes a work schedule differential.
2. For shift differential: Providing that they work a fixed, nonrotating work schedule, employees in the following classifications and their temporary substitutes 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: Maintenance Shift Coordinators at the airport, Computer Operators, Key punch Operators, Data

Section V.C.2. (Cont'd)

Control Technicians, Waste Plant Operators, Word Processing Center positions, and also Marine and Marketing positions set up to work the night shift in conjunction with I.L.W.U. personnel working under the P.M.A. agreements. Swing Shift shall be a full-time, regularly scheduled work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a full-time, regularly scheduled work shift which ends later than 2:00 a.m. Application of shift differential pay is limited to the positions and the conditions stated herein.

VI. 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. Both Port and employee contributions are scheduled to be 6.05% on earnings up to a maximum of \$17,700¹ during 1978.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workman's Compensation Act. Employees in fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System.

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 workman's compensation may be provided within guidelines to be established by the Executive Director.

3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Port employees residing in New York are covered under the New York Unemployment Insurance Law. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. Military Leave: With appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per 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 head discretion.

B. Benefits Provided Permanent Employees:

1. Retirement: Employees hired in eligible positions are covered from date of employment by the Washington Public Employees Retirement System, except that employees in eligible fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 are covered by "Plan One" and employees who became members on or after October 1, 1977 are covered by "Plan Two." Since benefits under "Plan One" and "Plan Two" differ, please refer to appropriate retirement membership handbooks, when available, for further details.

¹At time of publication, \$19,900 was being considered as a possible maximum FICA base for 1978.

2. Compensated Leave: See Personnel Policy P-11 for provisions covering leave without pay; any employee seeking or requiring an unpaid leave of more than 30 calendar days must check with the personnel office regarding continuance of insurance coverages, etc.

NOTE: The establishment of a 10-hour, four-day week for computer operators shall result in no more or less hours of compensated leave than provided for an 8-hour, five-day work schedule.

a. Civic Duty Leave:

- (1) Jury Duty: A permanent employee who serves on jury duty shall receive full regular compensation less any compensation (excluding mileage paid by the court) received for such service during the period of leave.
- (2) Subpoensed Witness Leave: When a permanent employee is subpoenaed as a witness under circumstances which are determined by the Director to constitute Port duty, the same pay conditions listed for jury duty shall apply.

- b. Sick Leave: In view of recently passed legislation affecting the LEOFF retirement system provisions, and in view of a survey of disability benefits for comparable personnel in other agencies, Port firefighters covered by LEOFF, Plan One, shall henceforth be excluded from adding to sick leave accruals earned between January, 1970 and December, 1977. This is to avoid the duplication in disability benefits brought about by the LEOFF Act of 1970 which provides full sick leave pay for up to six months for eligible members.

- (1) For Salaried Employees Other Than Firefighters Covered by LEOFF, Plan One (see retirement section on Page 11: Based on a pro rata share of a full time active work schedule (37.5, 40, or 56 hours per week) and beginning with the completion of thirty days of continuous active employment, permanent employees shall accrue up to one working day per month of sick leave, not to exceed twelve working days for any employee in a calendar year with the following exceptions:

Four-day week computer operators shall accrue up to 8 hours per month or twelve 8-hour days in a calendar year.

Firefighters covered by LEOFF, Plan Two: Group C Firefighters shall accrue up to 12 hours or one half of a 24-hour shift per month of sick leave, not to exceed six 24-hour shifts in a calendar year. Firefighters who work 40-hour schedules accrue at the rate of one working day per month of sick leave, not to exceed twelve days per year.

- (2) Firefighters Covered by LEOFF, Plan One: Beginning on January 1, 1978, firefighters whose disability absences are covered by LEOFF, Plan One are excluded from accruing additional sick leave benefits; 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; or at termination or retirement following five or more years' of active employment, half of the unused sick leave accruals may be paid in the final payroll check at the hourly rate effective for each such employee as of December 31, 1977.

Accumulation of sick leave shall be limited to the amount that each eligible employee can earn in a ten-year period under the provisions stated above; i.e., 120 days for most employees except as follows: Computer operators on a four-day work week would be limited to an accumulation equivalent

to 96 10-hour shifts, and eligible Group C Firefighters are limited to an accumulation equivalent to 60 24-hour shifts.

Sick leave will be used only in instances of 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 any employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident.

Upon termination or retirement following five complete years of active employment in a continuous period of employment, qualified employees shall be compensated for 50% of their unused sick leave (within the stated limits) at the rate of pay at termination, prorated to the last day worked. Employees covered by LEOFF, Plan One shall receive pay for unused sick leave according to (2) above.

- c. Bereavement Leave: At the discretion of the department head and under the supervision of the Director, 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. 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 is effective from 12/31/77 through 12/31/78.) These eleven 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 V.C.1., Overtime.

<u>Date of Observance</u>	<u>Holiday</u>
January 1	New Year's Day
Third Monday in February	Washington's Birthday
May 30	Memorial Day
July 3	Port-Designated Floater (in lieu of Lincoln's Birthday)
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day after Thanksgiving
December 25	Christmas Day
*Employee selects date	*Personal Holiday

*Eligibility for the personal holiday is not established until the probationary period is completed (Section IV.A. and B.)

At least one week advance notice and department head approval is required for the personal holiday. Each eligible employee shall take one personal holiday within the calendar year, subject to appropriate scheduling with their department head. On November 1, 1978, each department head shall set up a schedule for eligible employees who have not yet scheduled a personal holiday. An employee shall receive no extra pay for not taking a personal holiday, unless directed by the department head to work on the day scheduled and no other day off can be scheduled before year end. A terminating employee shall receive no pay for a personal holiday not taken prior to the last day worked.

Section VI.B.3 (cont'd)

- a. Holidays for full-time employees shall be handled as follows:
- (1) Employees on a Monday through Friday work schedule: When a holiday falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on Saturday, department heads shall, with respect to each individual employee, treat either the preceding Friday or the following Monday as 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 work day 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 number of hours up to a full-time shift.

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 or next pay period may be approved. If an alternate day off within these limits is not within the scheduling capabilities of the department, overtime shall be paid for the holiday worked. Days off in lieu of holidays shall not be carried over into other pay periods beyond limits stated herein.

- b. Group C Firefighters are not eligible for holiday pay since they are paid a 5% work schedule differential for weekends and holidays which fall in their normal work schedule.
- c. Part-Time Employees
- (1) Permanent part-time employees shall receive compensation for the holidays (as specified in a. above) which fall in their regularly assigned work schedule. The number of hours of holiday pay shall not exceed the number of hours regularly scheduled--up to 7.5 or 8 hours depending upon the work shift. When the number of hours worked varies each day, 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.
- d. 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.

4. Vacation With Pay:

- a. Scheduling of Vacation Leave: At any time after the successful completion of the six-month probationary period, regular permanent 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 head.

Section VI.B.4.a. (Cont'd)

Normally, requests for approval of vacation schedules shall be made to the department head on a vacation request form one week or more in advance; more notice may be required by a department head 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 by encouraging their use of accrued vacation leave on an annual basis, frequent scheduling of vacations of less than one week (five consecutive days) shall be discouraged.

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. On the anniversary date of the employee, any portion above a 24-month accrual of unused vacation leave shall be forfeited. 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.
- c. Rates of Accrual: Based upon a pro rata share of a full-time work schedule, vacation leave is earned as follows: In this section, "day" shall be interpreted as the normal workshift in hours (usually 7.5 or 8 hours, but it may be less in some cases) for all permanent employees except Group C Firefighters and computer operators on a four-day work week: In computing vacation accruals for Group C Firefighters, "day" shall be 12 hours and for four-day per week computer operators, "day" shall be 8 hours.
- (1) Two Weeks Vacation: Based on the first day of employment, from the first full month to and including the forty-second full month of continuous employment, permanent employees shall accrue vacation leave at the rate of ten-twelfths day per month of active employment, or the equivalent of up to two weeks or ten work days per year ($10/12 \times 12 \text{ mos.} = 10 \text{ days}$).
- (2) Three Weeks Vacation: From the forty-third full month to and including the one hundred thirty-second full month of continuous employment, permanent employees shall accrue vacation leave at the rate of fifteen-twelfths day per month of active employment, or the equivalent of three weeks or fifteen work days per year ($15/12 \times 12 \text{ mos.} = 15 \text{ days}$). This formula enables eligible employees to receive up to three weeks or fifteen work days of vacation leave each year in the period between four and one-half and twelve complete years of continuous employment.
- (3) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, permanent employees shall accrue vacation leave at the rate of twenty-twelfths day per month of active employment, or the equivalent of up to four weeks or twenty work days per year ($20/12 \times 12 \text{ mos.} = 20 \text{ days}$), the maximum accrual rate for earning vacation leave. This formula enables employees who have completed twelve or more full years of continuous employment to receive four weeks or twenty work days of vacation leave per year thereafter.
- d. Payment for Vacation Leave at Termination: Upon termination, regular permanent employees shall receive pay in lieu of unused accrued vacation leave based on the limitations stated above and pro-rated through the last day worked, which is normally the termination date. A probationary permanent employee who terminates active employment before completing the probationary period shall receive no vacation pay.

Section VI.B. (Cont'd)

5. Insurance Benefits: Coverage for insurances listed below under c., d., and e. require full-time, prescheduled employment hereby established as at least 30 hours per week or 130 hours per month (see Section V.B. for definitions).

a. Medical Insurance for Employees Only: Probationary, permanent employees who normally maintain active employment schedules of 90 hours or more each month shall receive paid surgical, hospital, and major medical insurance coverage 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 two medical/health insurance plans from which employees may choose one.

b. Medical Insurance for Dependents of Permanent Employees: On the first of the month following six continuous calendar months of satisfactory employment, full-time regular permanent employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents; 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 has chosen.

Part-time permanent employees who have satisfactorily worked the hours equivalent of six full-time months (normally 975 or 1,040 hours) may become eligible on the first of the following month to receive medical coverage for eligible dependents up to the cost level required to cover a spouse and two children. Any remaining cost for a group of eligible dependents would be the responsibility of the employee, to be handled by payroll deduction.

c. Dental Insurance for Permanent, Full-Time Employees and Their Dependents: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees and their eligible dependents shall receive paid dental insurance coverage. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.

d. Life Insurance for Permanent, Full-Time Employees and Their Dependents: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees and their eligible dependents shall receive paid 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 for Permanent, Full-Time Employees: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees shall receive paid insurance coverage for long-term disability in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.

VII. EFFECTIVE DATE

This resolution shall be effective December 25, 1977. The Executive Director, the Director of Accounting and Port Auditor, and the Director are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 25, 1977.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2656, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 13th day of December, 1977, and duly authenticated in open session by the signatures of the Commissioners and the seal of the Commission.

(SEAL)

Jack B. ...
Paul ...
Gary A. ...
Mark ...
Henry T. ...

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

SCHEDULE "A" - EXEMPT POSITIONS: A1 - Management (Salary Grades 1-15 and *)
 A2 - Administrative/Professional (Salary Grades 1-12 and *)

SCHEDULE "B" - NONEXEMPT POSITIONS: (Salary Grades 1-15 and *)

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
			(Annual Over Monthly)		
EXECUTIVE DEPARTMENT					
Schedule A1 *	Executive Director	1	\$46,452 3,871	\$55,068 4,589	\$63,684 5,307
*	Deputy Executive Director	1	35,808 2,984	42,456 3,538	49,104 4,092
*	Senior Director, Planning and Port Relations	1	32,292 2,691	38,280 3,190	44,268 3,689
*	Senior Director, Finance and Administration	1	31,728 2,644	37,620 3,135	43,500 3,625
*	Senior Director, Operations and Facilities	1	30,048 2,504	35,628 2,969	41,208 3,434
4	Executive Assistant	1	16,752 1,396	19,872 1,656	22,992 1,916
.....					
A2 12	Legal Officer		21,492 1,791	25,488 2,124	29,472 2,456
11	Director, Budget and Internal Audit		20,448 1,704	24,252 2,021	28,044 2,337
10	Director, Special Services		19,368 1,614	22,980 1,915	26,580 2,215
7	Safety Coordinator & Claims Agent		16,464 1,372	19,524 1,627	22,584 1,882
6	Staff Attorney		15,576 1,298	18,456 1,538	21,324 1,777
6	Senior Staff Auditor		15,576 1,298	18,456 1,538	21,324 1,777
3	Staff Auditor		13,044 1,087	15,468 1,289	17,892 1,491
3	World Trade Center Administrator		13,044 1,087	15,468 1,289	17,892 1,491
3	Administrative Assistant		13,044 1,087	15,468 1,289	17,892 1,491
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Schedule B	11 Assistant Claims Agent		1,083	1,286	1,489
	9 Management Intern		951	1,130	1,308
	9 Staff Assistant		951	1,130	1,308
	7 Secretary		836	993	1,150
	6 Senior Stenographer		784	931	1,078
	5 Clerk A		734	872	1,009

MAXIMUM AUTHORIZED NUMBER 23

*Nongraded positions - explained in Section I.G.3.

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>Public Information Section</u>						
Schedule A1	8	Director, Public Information	1	\$21,972 1,831	\$26,052 2,171	\$30,132 2,511
.....						
A2	7	Editor		16,464 1,372	19,524 1,627	22,584 1,882
	5	Public Information Assistant		14,652 1,221	17,376 1,448	20,100 1,675
	5	Photographer		14,652 1,221	17,376 1,448	20,100 1,675
	3	Assistant Editor		13,044 1,087	15,468 1,289	17,892 1,491

Schedule B	7	Assistant Photographer		836	993	1,150
	7	Secretary		836	993	1,150
	2	Clerk B		607	721	835
	MAXIMUM AUTHORIZED NUMBER		7			

ACCOUNTING DEPARTMENT

Schedule A1	9	Director of Accounting and Port Auditor	1	23,460 1,955	27,828 2,319	32,196 2,683
	6	Chief Accountant	1	19,236 1,603	22,800 1,900	26,352 2,196
	3	Supervisor, Customer Accounting	1	15,708 1,309	18,612 1,551	21,504 1,792
.....						
A2	6	Accounting Systems Analyst		15,576 1,298	18,456 1,538	21,324 1,777
	4	Senior Accountant		13,860 1,155	16,452 1,371	19,032 1,586
	3	Accountant		13,044 1,087	15,468 1,289	17,892 1,491

Schedule B	9	Staff Assistant		951	1,130	1,308
	8	Senior Clerk		890	1,057	1,224
	6	Senior Stenographer		784	931	1,078
	5	Clerk A		734	872	1,009
	2	Clerk B		607	721	835
	MAXIMUM AUTHORIZED NUMBER		33			

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>AVIATION DEPARTMENT</u>					
Schedule A1	13 Director of Aviation	1	\$30,780 2,565	\$36,516 3,043	\$42,252 3,521
	10 Deputy Director of Aviation - Operations and Maintenance	1	25,152 2,096	29,808 2,484	34,464 2,872
	9 Deputy Director of Aviation - Administration	1	23,460 1,955	27,828 2,319	32,196 2,683
	9 Superintendent of Maintenance - Airport	1	23,460 1,955	27,828 2,319	32,196 2,683
	9 Superintendent of Operations	1	23,460 1,955	27,828 2,319	32,196 2,683
	8 Electrical Superintendent	1	21,972 1,831	26,052 2,171	30,132 2,511
	8 Electronics Superintendent	1	21,972 1,831	26,052 2,171	30,132 2,511
	8 Mechanical Superintendent	1	21,972 1,831	26,052 2,171	30,132 2,511
	6 Assistant Superintendent of Operations	1	19,236 1,603	22,800 1,900	26,352 2,196
	6 Parking Superintendent	1	19,236 1,603	22,800 1,900	26,352 2,196
	5 Operations Supervisor	6	17,892 1,491	21,240 1,770	24,576 2,048
	5 Field Superintendent	1	17,892 1,491	21,240 1,770	24,576 2,048
	5 Assistant Electrical Superintendent	1	17,892 1,491	21,240 1,770	24,576 2,048
	5 Assistant Electronics Superintendent	1	17,892 1,491	21,240 1,770	24,576 2,048
	5 Assistant Mechanical Superintendent	1	17,892 1,491	21,240 1,770	24,576 2,048
	4 Building Superintendent	1	16,752 1,396	19,872 1,656	22,992 1,916
	4 Transit System Reliability and Quality Control Supervisor	1	16,752 1,396	19,872 1,656	22,992 1,916
	2 Assistant Parking Superintendent	1	14,640 1,220	17,376 1,448	20,112 1,676
.....					
A2	11 Transit System Specialist - Electronic		20,448 1,704	24,252 2,021	28,044 2,337
	11 Transit System Specialist - Electrical/ Mechanical		20,448 1,704	24,252 2,021	28,044 2,337
	3 Administrative Assistant		13,044 1,087	15,468 1,289	17,892 1,491

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>AVIATION DEPARTMENT, Cont'd.</u>					
Schedule B	13	Maintenance Shift Coordinator	\$1,241	\$1,474	\$1,706
	12	Inspector, Fire Alarm Systems	1,160	1,378	1,595
	12	Operations Controller	1,160	1,378	1,595
	12	Maintenance Storekeeper	1,160	1,378	1,595
	11	Lead Waste Plant Operator	1,083	1,286	1,489
	10	Waste Plant Operator	1,016	1,207	1,397
	10	Ramp Controller	1,016	1,207	1,397
	9	Staff Assistant	951	1,130	1,308
	8	Senior Clerk	890	1,057	1,224
	7	Secretary	836	993	1,150
	7	Stock Room Clerk	836	993	1,150
	6	Senior Stenographer	784	931	1,078
	6	Fire Department Clerk	784	931	1,078
	5	Clerk A	734	872	1,009
	4	Stenographer	689	818	947
	2	Clerk B	607	721	835
	2	Messenger	607	721	835

<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Rate</u>
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AVIATION DEPARTMENT, Cont'd.

Police Department

Schedule A1	P	Chief of Port Police	1	\$27,828 2,319
	P	Assistant Chief of Port Police	1	25,536 2,128
	P	Captain	5	23,868 1,989
	P	Lieutenant	3	22,308 1,859

Schedule B	P	*Sergeant		*\$ 1,706
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Fire Department

Schedule A1	F	Fire Chief	1	\$27,828 2,319
	F	Assistant Fire Chief	1	25,536 2,128
	F	Captain	5	23,424 1,952

		<u>Base Salary Rate</u>	<u>**Rate with 5%</u>
Schedule B	F	*\$1,648	\$ 1,730
	F	* 1,512	1,588
	F	1,440	1,512
	F	1,371	1,440
	F	1,306	1,371
	F	1,215	1,276

MAXIMUM AUTHORIZED NUMBER 140

*These classifications are eligible for longevity premiums as detailed in Section IV.B.2.b.

**These salaries include 5% work schedule differential explained in Section IV.B.4.a.

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>ENGINEERING DEPARTMENT</u>						
Schedule A1	13	Chief Engineer	1	\$30,780 2,565	\$36,516 3,043	\$42,252 3,521
	10	Assistant Chief Engineer	1	25,152 2,096	29,808 2,484	34,464 2,872
	10	Chief Construction Engineer	1	25,152 2,096	29,808 2,484	34,464 2,872
	9	Manager - Electrical and Mechanical Engineering	1	23,460 1,955	27,828 2,319	32,196 2,683
	9	Manager - Waterfront Engineering	1	23,460 1,955	27,828 2,319	32,196 2,683
	9	Manager - Airport Engineering	1	23,460 1,955	27,828 2,319	32,196 2,683
	9	Chief Systems Engineer	1	23,460 1,955	27,828 2,319	32,196 2,683
	9	Superintendent of Maintenance - Waterfront	1	23,460 1,955	27,828 2,319	32,196 2,683
	8	Supervisor - Cargo Handling Equipment	1	21,972 1,831	26,052 2,171	30,132 2,511
	8	Supervisor - Buildings and Grounds	1	21,972 1,831	26,052 2,171	30,132 2,511
	7	Resident Engineer	3	20,568 1,714	24,384 2,032	28,200 2,350
	6	Senior Maintenance Supervisor	4	19,236 1,603	22,800 1,900	26,352 2,196
	5	Chief of Surveys	1	17,892 1,491	21,240 1,770	24,576 2,048
	4	Maintenance Supervisor	3	16,752 1,396	19,872 1,656	22,992 1,916
	4	Drafting Manager	1	16,752 1,396	19,872 1,656	22,992 1,916

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT, Cont'd.</u>					
Schedule A2	12 Architect		\$21,492 1,791	\$25,488 2,124	\$29,472 2,456
	12 Senior Engineer		21,492 1,791	25,488 2,124	29,472 2,456
	10 Senior Contracts Administrator		19,368 1,614	22,980 1,915	26,580 2,215
	9 Associate Architect		18,360 1,530	21,780 1,815	25,200 2,100
	9 Associate Engineer		18,360 1,530	21,780 1,815	25,200 2,100
	9 Senior Designer		18,360 1,530	21,780 1,815	25,200 2,100
	8 Small Works Contract Administrator		17,328 1,444	20,568 1,714	23,796 1,983
	7 Contracts Administrator		16,464 1,372	19,524 1,627	22,584 1,882
	6 Assistant Engineer		15,576 1,298	18,456 1,538	21,324 1,777
	6 Designer		15,576 1,298	18,456 1,538	21,324 1,777
	5 Junior Engineer		14,652 1,221	17,376 1,448	20,100 1,675
	5 Engineering Administration Supervisor		14,652 1,221	17,376 1,448	20,100 1,675

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT, Cont'd.</u>					
<u>Administrative</u>					
Schedule B	9	Work Order Administrator	\$ 951	\$ 1,130	\$ 1,308
	9	Staff Assistant	951	1,130	1,308
	8	Senior Clerk	890	1,057	1,224
	6	Senior Stenographer	784	931	1,078
	5	Clerk A	734	872	1,009
	4	Stenographer	689	818	947
	*	Student Intern	Prevailing Rates Paid (as determined in Section I.C.4.)		
<u>Design</u>					
	11	Senior Drafter	1,083	1,286	1,489
	8	Drafter II	890	1,057	1,224
	6	Drafter I	784	931	1,078
	6	Engineering Reproduction Technician	784	931	1,078
<u>Construction</u>					
	15	Senior Construction Inspector	1,413	1,678	1,943
	12	Associate Construction Inspector	1,160	1,378	1,595
	10	Assistant Construction Inspector	1,016	1,207	1,397
<u>Survey</u>					
	14	Survey Party Chief	1,322	1,570	1,818
	13	Senior Survey Technician	1,241	1,474	1,706
	12	Survey Instrument Technician	1,160	1,378	1,595
	10	Survey Head Chainer	1,016	1,207	1,397
	9	Survey Rear Chainer	951	1,130	1,308
	9	Survey Technician	951	1,130	1,308
<u>Maintenance</u>					
	12	Maintenance Storekeeper	1,160	1,378	1,595
	8	Maintenance Clerk	890	1,057	1,224
	7	Stock Room Clerk	836	993	1,150
MAXIMUM AUTHORIZED NUMBER			100		

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
MARINE DEPARTMENT					
Schedule A1	12 Director, Marine Department	1	\$28,752 2,396	\$34,104 2,842	\$39,456 3,288
	10 Manager, Marine Terminals and Warehousing Operations	1	25,152 2,096	29,808 2,484	34,464 2,872
	8 Manager, Warehousing	1	21,972 1,831	26,052 2,171	30,132 2,511
	8 Manager, Container Operations	1	21,972 1,831	26,052 2,171	30,132 2,511
	7 Terminal Superintendent	3	20,568 1,714	24,384 2,032	28,200 2,350
	4 Marina Superintendent	2	16,752 1,396	19,872 1,656	22,992 1,916
	3 Assistant Terminal Superintendent	4	15,708 1,309	18,612 1,551	21,504 1,792
	3 Assistant Warehouse Superintendent	2	15,708 1,309	18,612 1,551	21,504 1,792
.....					
A2	7 Cargo Coordinator		16,464 1,372	19,524 1,627	22,584 1,882
	5 Marine Terminals Assistant		14,652 1,221	17,376 1,448	20,100 1,675
	4 Assistant Marina Superintendent		13,860 1,155	16,452 1,371	19,032 1,586
	4 Environmentalist		13,860 1,155	16,452 1,371	19,032 1,586

Schedule B	12 Floor Supervisor		1,160	1,378	1,595
	11 Chief Freight Agent		1,083	1,286	1,489
	10 Dispatcher		1,016	1,207	1,397
	10 Freight Agent		1,016	1,207	1,397
	10 Marina Maintenance Foreman		1,016	1,207	1,397
	9 Staff Assistant		951	1,130	1,308
	8 Marina Attendant II		890	1,057	1,224
	8 Senior Clerk		890	1,057	1,224
	6 Marina Attendant I		784	931	1,078
	6 Marina Clerk		784	931	1,078
	6 Moorage Clerk		784	931	1,078
	6 Freight Clerk		784	931	1,078
	6 Security Guard		784	931	1,078
	6 Senior Data Control Technician		784	931	1,078
	6 Senior Stenographer		784	931	1,078
	5 Custodian		734	872	1,009
	5 Data Control Technician		734	872	1,009
	5 Clerk A		734	872	1,009
	4 Stenographer		689	818	947
	2 Clerk B		607	721	835

MAXIMUM AUTHORIZED NUMBER 96.5

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>MARKETING DEPARTMENT</u>						
Schedule A1	12	Director of Marketing	1	\$28,752 2,396	\$34,104 2,842	\$39,456 3,288
	11	Deputy Director of Marketing	1	26,892 2,241	31,872 2,656	36,852 3,071
	7	Manager, Traffic Services	1	20,568 1,714	24,384 2,032	28,200 2,350
	6	Senior Traffic Coordinator	1	19,236 1,603	22,800 1,900	26,352 2,196
.....						
A2	*	Regional Manager (Midwest)		21,312 1,776	26,988 2,249	32,664 2,722
	*	Regional Manager (Inland Empire)		20,292 1,691	26,052 2,171	31,800 2,650
	*	Regional Manager (California/Southwest)		20,292 1,691	26,052 2,171	31,800 2,650
	*	Regional Manager (Southeast Asia)		20,292 1,691	26,052 2,171	31,800 2,650
	*	Regional Manager (Japan)		18,360 1,530	21,780 1,815	25,200 2,100
	9	Regional Manager (Seattle)		18,360 1,530	21,780 1,815	25,200 2,100
	9	Regional Manager (Alaska and Southwest)		18,360 1,530	21,780 1,815	25,200 2,100
	8	Manager, Inland Traffic Services		17,328 1,444	20,568 1,714	23,796 1,983
	8	Manager, Ocean Traffic Services		17,328 1,444	20,568 1,714	23,796 1,983
	8	Traffic Coordinator		17,328 1,444	20,568 1,714	23,796 1,983
	*	Assistant Regional Manager (Midwest/East Coast)		15,648 1,304	19,080 1,590	22,500 1,875
	3	Administrative Assistant		13,044 1,087	15,468 1,289	17,892 1,491

* Nongraded positions - explained in Section I.C.2.

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MARKETING DEPARTMENT, Cont'd.</u>					
Schedule B	9	Administrative/Professional Trainee	\$ 951	\$1,130	\$1,308
	9	Staff Assistant	951	1,130	1,308
	8	Data Control Supervisor	890	1,057	1,224
	8	Senior Clerk	890	1,057	1,224
	7	Secretary	836	993	1,150
	6	Senior Data Control Technician	784	931	1,078
	6	Senior Stenographer	784	931	1,078
	6	Senior Transportation Clerk	784	931	1,078
	5	Data Control Technician	734	872	1,009
	5	Transportation Clerk	734	872	1,009
	5	Clerk A	734	872	1,009
	4	Stenographer	689	818	947
MAXIMUM AUTHORIZED NUMBER			51		

PERSONNEL AND INDUSTRIAL RELATIONS DEPARTMENT

Schedule A1	9	Director, Personnel and Industrial Relations	1	23,460 1,955	27,828 2,319	32,196 2,683
	4	Employee Relations and Equal Employment Manager	1	16,752 1,396	19,872 1,656	22,992 1,916
.....						
A2	6	Personnel Administrator		15,576 1,298	18,456 1,538	21,324 1,777
	5	Employee Relations Representative		14,652 1,221	17,376 1,448	20,100 1,675
	3	Assistant Personnel Administrator		13,044 1,087	15,468 1,289	17,892 1,491

Schedule B	8	Senior Clerk		890	1,057	1,224
	7	Secretary		836	993	1,150
	6	Senior Stenographer		784	931	1,078
	5	Clerk A		734	872	1,009
MAXIMUM AUTHORIZED NUMBER			13			

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>PLANNING AND RESEARCH DEPARTMENT</u>						
Schedule A1	10	Director of Planning and Research	1	\$25,152 2,096	\$29,808 2,484	\$34,464 2,872
	7	Assistant Director - Planning	1	20,568 1,714	24,384 2,032	28,200 2,350
.....						
A2	12	Senior Economic Advisor		21,492 1,791	25,488 2,124	29,472 2,456
	9	Senior Environmental Planner		18,360 1,530	21,780 1,815	25,200 2,100
	9	Senior Project Planner		18,360 1,530	21,780 1,815	25,200 2,100
	9	Senior Long-Range Analyst		18,360 1,530	21,780 1,815	25,200 2,100
	8	Economist		17,328 1,444	20,568 1,714	23,796 1,983
	7	Planner II		16,464 1,372	19,524 1,627	22,584 1,882
	6	Research Economist		15,576 1,298	18,456 1,538	21,324 1,777
	5	Planner I		14,652 1,221	17,376 1,448	20,100 1,675
	4	Environmentalist		13,860 1,155	16,452 1,371	19,032 1,586

Schedule B	9	Staff Assistant		951	1,130	1,308
	8	Research Specialist		890	1,057	1,224
	8	Assistant Planner		890	1,057	1,224
	8	Graduate Intern		890	1,057	1,224
	8	Senior Clerk		890	1,057	1,224
	6	Senior Stenographer		784	931	1,078
	5	Clerk A		734	872	1,009
MAXIMUM AUTHORIZED NUMBER			19			

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>REAL ESTATE DEPARTMENT</u>						
Schedule A1	7	Manager, Airport Real Estate	1	\$20,568 1,714	\$24,384 2,032	\$28,200 2,350
	7	Manager, Waterfront Real Estate	1	20,568 1,714	24,384 2,032	28,200 2,350
	6	Manager, Airport Acquisition	1	19,236 1,603	22,800 1,900	26,352 2,196
	5	Manager, General Services	1	17,892 1,491	21,240 1,770	24,576 2,048
.....						
A2	10	Airport Acquisition Specialist		19,368 1,614	22,980 1,915	26,580 2,215
	8	Rental Management Specialist		17,328 1,444	20,568 1,714	23,796 1,983
	6	Administrator, Real Estate Services		15,576 1,298	18,456 1,538	21,324 1,777
	2	Airport Acquisition Assistant		12,300 1,025	14,604 1,217	16,908 1,409
	2	Airport Relocation Representative		12,300 1,025	14,604 1,217	16,908 1,409

Schedule B	9	Real Estate Assistant		951	1,130	1,308
	9	Staff Assistant		951	1,130	1,308
	8	Custodial Supervisor		890	1,057	1,224
	7	Secretary		836	993	1,150
	7	Security Supervisor		836	993	1,150
	6	Security Guard		784	931	1,078
	6	Utilities Monitor		784	931	1,078
	6	Senior Stenographer		784	931	1,078
	5	Clerk A		734	872	1,009
	5	Custodian		734	872	1,009
	5	Chief Switchboard Operator		734	872	1,009
	4	Stenographer		689	818	947
	2	Clerk B		607	721	835
	2	Relief Switchboard Operator		607	721	835

MAXIMUM AUTHORIZED NUMBER 36

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>SYSTEMS AND DATA PROCESSING DEPARTMENT</u>						
Schedule A1	11	Director, Systems and Data Processing	1	\$26,892 2,241	\$31,872 2,656	\$36,852 3,071
	7	Manager of Systems	1	20,568 1,714	24,384 2,032	28,200 2,350
	6	Manager of Data Processing	1	19,236 1,603	22,800 1,900	26,352 2,196
	2	Computer Operations Supervisor	1	14,640 1,220	17,376 1,448	20,112 1,676
.....						
A2	10	Systems Supervisor		19,368 1,614	22,980 1,915	26,580 2,215
	9	Systems Analyst		18,360 1,530	21,780 1,815	25,200 2,100
	9	Software Systems Analyst		18,360 1,530	21,780 1,815	25,200 2,100
	8	Analyst/Programmer		17,328 1,444	20,568 1,714	23,796 1,983
	5	Programmer		14,652 1,221	17,376 1,448	20,100 1,675
	5	Systems and Procedures Analyst		14,652 1,221	17,376 1,448	20,100 1,675

Schedule B	11	Senior Computer Operator		1,083	1,286	1,489
	9	Systems Analyst Trainee		951	1,130	1,308
	9	Senior Control Supervisor		951	1,130	1,308
	9	Staff Assistant		951	1,130	1,308
	8	Programmer Trainee		890	1,057	1,224
	8	Keypunch Supervisor		890	1,057	1,224
	8	Senior Clerk		890	1,057	1,224
	8	Computer Operator		890	1,057	1,224
	6	Computer Operator Trainee		784	931	1,078
	6	Senior Keypunch Operator		784	931	1,078
	6	Senior Data Control Technician		784	931	1,078
	5	Keypunch Operator		734	872	1,009
	5	Data Control Technician		734	872	1,009
	5	Clerk A		734	872	1,009

MAXIMUM AUTHORIZED NUMBER 44

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MULTI-DEPARTMENT</u>					
Schedule A2	3	Administrative Assistant	\$13,044 1,087	\$15,468 1,289	\$17,892 1,491

Schedule B	9	Administrative/Professional Trainee	951	1,130	1,308
	9	Staff Assistant	951	1,130	1,308
	8	Graduate Intern	890	1,057	1,224
	8	Senior Clerk	890	1,057	1,224
	7	Secretary	836	993	1,150
	7	Stock Room Clerk	836	993	1,150
	6	Senior Stenographer	784	931	1,078
	6	Senior Data Control Technician	784	931	1,078
	5	Clerk A	734	872	1,009
	5	Data Control Technician	734	872	1,009
	4	Stenographer	689	818	947
	2	Clerk B	607	721	835
	2	Messenger	607	721	835
	*	Student Intern	Prevailing Rates Paid (as determined in Section I.C.4.)		

MAXIMUM POSITIONS AVAILABLE 50

Note: When a department has used all authorized positions provided on a previous page, positions on this page may be requested from the Executive Department.