

SALARY AND BENEFIT RESOLUTION NO. 2780

12/23/79

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RESOLUTION NO. 2780

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; transportation; and authorizing this resolution to be effective on December 23, 1979 and repealing all prior resolutions dealing with the same subject, including Resolution No. 2754.

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 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 GRADED SALARY RANGES
Effective December 2, 1979

A1 - MANAGEMENT EXEMPT

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

SCHEDULE A - MANAGEMENT EXEMPT				SCHEDULE A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT			
SALARY RANGE				SALARY RANGE			
Grade	Minimum	Midpoint	Maximum	Grade	Minimum	Midpoint	Maximum
1	\$17,052 1,421	\$20,244 1,687	\$23,436 Annual 1,953 Monthly	1	\$14,472 1,206	\$17,172 1,431	\$19,872 Annual 1,656 Monthly
2	18,240 1,520	21,648 1,804	25,044 2,087	2	15,312 1,276	18,180 1,515	21,036 1,753
3	19,536 1,628	23,136 1,928	26,736 2,228	3	16,176 1,348	19,188 1,599	22,188 1,849
4	20,772 1,731	24,648 2,054	28,512 2,376	4	17,148 1,429	20,340 1,695	23,532 1,961
5	22,128 1,844	26,256 2,188	30,384 2,532	5	18,048 1,504	21,408 1,784	24,756 2,063
6	23,724 1,977	28,104 2,342	32,484 2,707	6	19,116 1,593	22,644 1,887	26,160 2,180
7	25,284 2,107	29,976 2,498	34,668 2,889	7	20,112 1,676	23,844 1,987	27,576 2,298
8	26,940 2,245	31,944 2,662	36,936 3,078	8	21,084 1,757	25,032 2,086	28,968 2,414
9	28,668 2,389	34,008 2,834	39,336 3,278	9	22,224 1,852	26,364 2,197	30,504 2,542
10	30,636 2,553	36,312 3,026	41,976 3,498	10	23,328 1,944	27,672 2,306	32,016 2,668
11	32,592 2,716	38,640 3,220	44,676 3,723	11	24,492 2,041	29,040 2,420	33,588 2,799
12	34,728 2,894	41,196 3,433	47,652 3,971	12	25,584 2,132	30,336 2,528	35,076 2,923
13	37,008 3,084	43,908 3,659	50,796 4,233				
14	39,456 3,288	46,776 3,898	54,084 4,507				
15	41,988 3,499	49,800 4,150	57,600 4,800				

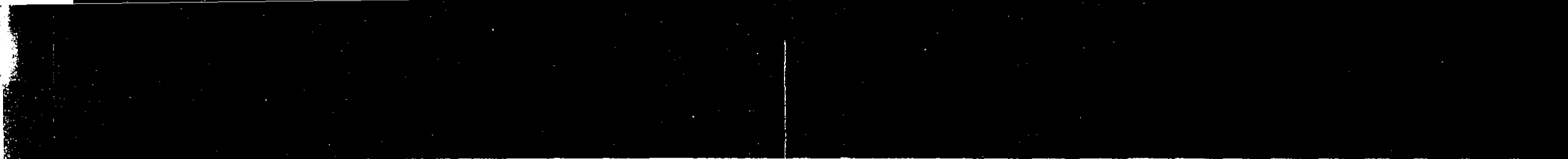
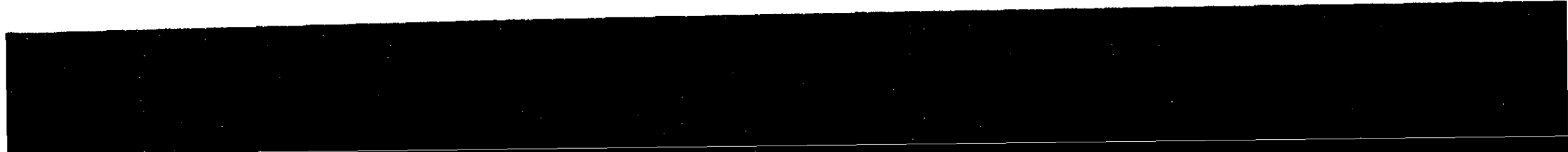
SCHEDULE B - NONEXEMPT

SCHEDULE B - NONEXEMPT			
SALARY RANGE			
Grade	Minimum	Midpoint	Maximum
1	\$ 682	\$ 810	\$ 938 Monthly
2	757	898	1,039
3	798	948	1,097
4	855	1,014	1,173
5	906	1,076	1,246
6	965	1,147	1,328
7	1,027	1,220	1,413
8	1,090	1,295	1,499
9	1,161	1,380	1,598
10	1,236	1,468	1,700
11	1,312	1,559	1,806
12	1,401	1,664	1,926
13	1,492	1,772	2,051

ised Ranges - 4% increase to highest grade of each schedule
- 9% increase to lowest grade of each schedule
- Other grades increased between 4% and 9%, respectively.

12	1,401	1,664	1,926
13	1,492	1,772	2,051

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Section I. (Cont'd)

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 or where appropriate, regional or industry comparisons; 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 (Salary Manual). Said system of position evaluation shall be administered by the Director of Human Resources (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:

Section II. (Cont'd)

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
4. Title changes at any level

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: 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, equivalent education, experience, special abilities, or job knowledge may be considered in lieu of that provided in position specifications recognizing the paramount interest in developing a strong personnel base.

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, and transfers 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,

Section III. (Cont'd)

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 Human Resources with the two departments involved.

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

The following provisions will be applied with consideration being given to the Federal Wage Control Guidelines:

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

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 employment 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. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a promotional adjustment may be considered within the guidelines established in Section A.3.
2. Discretionary Merit Fund Administration: A merit fund shall be established equal to 4% 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 23, 1979. An amount equal to 3.6% of department salary midpoints shall be distributed to Port departments and the Executive Director shall have set aside a fund to be applied at his discretion which shall equal .4% of the total salary midpoint amounts. 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 annual 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.
 - 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, Finance and Administration, and the Executive Director or his delegate before any individual discretionary merit award shall be granted.

Section IV.A.2. (Cont'd)

- d. Individual amount for either type of merit award shall not exceed 10% of the employee's base salary, nor be less than 4% for a regular merit or 3% for a lump sum merit.
- e. Merit awards shall be provided selectively as meaningful recognition of high quality work performance. All eligible employees without regard to classification shall be eligible for merit awards; however, awards shall not be administered as "automatic adjustments." Providing a large number of merit awards at the minimum 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 permanent and temporary employees, other than those employed on a limited assignment, when the following criteria are satisfied:
 - (1) A high quality of work performance is demonstrated by the employee and is documented by the supervisor through a Work Performance Review within six months prior to the effective date of the merit increase. 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.

3. Promotional Adjustments:

- a. Initial Adjustment: Promotional reclassifications shall normally result in employee salary increases ranging from 4% to 10% depending on the circumstances. However, if the difference between the employee's present salary and the minimum of the new rate range exceeds 10%, the promoted employee's new salary shall be set at minimum of the new rate range.

Any recommended promotional increase exceeding 10% requires the approval of the Senior Director, Finance and Administration.

- b. Secondary Promotional Adjustment: For permanent Port employees who are promoted to the minimum of a higher salary range, promotional adjustments may be made under the following conditions:

After the first six months of assignment to a new position and prior to the completion of one year in a new classification, a department head may elect to provide an adjustment of from 4 to 10 percent of an employee's salary for employees who were promoted to the minimum of a salary range. This adjustment shall not be deducted from the merit fund allocation. These conditions apply only to the first adjustment made to an employee's salary following promotion to a higher classification. Any subsequent adjustments shall be administered within merit guidelines and deducted from the merit fund. Such promotional salary adjustment shall not be automatic and shall be made only at the discretion of the department head based upon the employee's work performance in the new classification as documented by the supervisor through a Work Performance Review which must be completed within five months prior to the effective date of the promotional increase.

Section IV.A.2. (Cont'd)

4. 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, or up to 10%, whichever is greater. Any recommendation exceeding this amount requires the approval of the Senior Director, Finance and Administration.
5. 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.
6. 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.
7. Temporary Pay for Replacements: When a graded, Schedule B employee is temporarily assigned for a period of 30 calendar days or more to replace another employee in a higher classification, such employee is eligible to receive a temporary reclassification adjustment to the minimum of the higher grade if fulfilling all duties of the employee being replaced.

B. Salary Adjustments For Employees in Fire 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. Provided, employees may be advanced from the E to D classification after successfully completing the approved Port training program.

(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 and D Classifications: If they are performing and continue to perform the duties of their positions satisfactorily, employees in Firefighter B, C, and D classifications shall receive a length-of-service, promotional increase after each twelve months from 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.
- b. Longevity Pay for Certain Fire 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 in a. above, employees classified as 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 "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. 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.

4. Out of Classification Pay:

- a. Lieutenant: When an employee who is classified as a combat firefighter is temporarily detailed to perform all duties of a combat lieutenant in excess of twelve hours on any shift, such employee shall be paid the base rate and work schedule differential of the lieutenant classification for the entire shift.

Section IV (Cont'd)

- b. Captain: When an employee who is classified as a combat lieutenant is temporarily detailed to perform all duties of a combat captain for an entire shift, such employee shall be paid the equivalent of the captain's classification for the shift.

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 All Urban 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, 1979 and May 31, 1980 and shall be implemented retroactive to June 1, 1980 as soon as possible after the May C.P.I. data is available. Exhibit A and Section I.B. of this resolution shall also be amended accordingly.

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 in December 1980.

Salary surveys for nongraded Marketing positions shall also be conducted annually by the Director to include data from the appropriate region. The Executive Director shall be authorized to adjust salary rates and/or ranges based on survey results up to a maximum of 10%.

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 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 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. It will also not be considered for life and long-term disability insurance benefits application. These allowances shall be administered by the Senior Director, Finance and Administration pursuant to the policy bulletin issued by the Executive Director or as it may be amended from time to time.

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 whose positions are based upon

Section V (Cont'd)

37.5 or 40 hours per week. For brevity, 56-hour fire personnel, described in Section IV.B.3.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 per year (1950 hours for most positions and 2080 hours for firefighters and Schedule A positions required to work 40 hours per week) 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. Authorized Work Schedules for Full-time Employees: Full-time work schedules for most employees are made up of either five 7-1/2-hour shifts or five 8-hour shifts per week with the following exceptions:

Section V (Cont'd)

1. Computer operations positions, some positions which supervise wage employees, and up to five relief ramp and operations controller positions which are authorized to include four 10-hour shifts per week. No other positions have been approved for a four-day week.
2. Firefighters working 24-hour shifts on alternate days.

D. 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 (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 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: All nonexempt employees other than firefighters 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.

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 (FICA). During 1980, both Port and employee contributions are scheduled to be 6.13% on earnings up to a maximum of \$25,900. Pursuant to RCW 41.48.160, accounting plan and payroll procedures will be implemented as of January 1, 1980 for the purpose of excluding payments made on account of sickness from FICA contributions.
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.
5. Transportation: For purpose of commuting to and from work, and in view of increased costs of transportation and fuel shortages, payment is authorized for 50% of the cost of a monthly METRO bus pass for all salaried employees. In addition, van/car pools are established for employees commuting from outlying areas with a fee of \$.50 per round-trip charged to the employee passenger. The Director of Human Resources shall promulgate appropriate procedures to implement this policy, taking into account employees not participating in the programs are receiving parking at no cost.

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 for further details.
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.
 - 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) Subpoenaed 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: Permanent salaried employees shall receive sick leave accruals based upon a pro rata share of a full time work schedule. In this section, sick leave shall be computed based upon the normal work day in hours (usually 7.5, 8, or for Group C firefighters, 120 hours). For maximum accrual computation for 10-hour shift employees, a work day shall be 8.0 hours.

- (1) 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; 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.

At the discretion of the Fire Chief, Firefighters covered by LEOFF, Plan One, may be granted up to two full-time shifts per year of sick leave. However, unused portions of this discretionary sick leave shall not be accrued or compensated for at termination.

- (2) 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. 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.
- (3) Salaried Employees Other than Firefighters: Permanent salaried employees shall accrue sick leave at the rate of .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 ten-year period under the provisions stated above; i.e., 120 days for most employees except as follows: Employees in positions approved for 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. In compliance with FICA guidelines, sick leave of less than one hour shall be administered in accordance with Policy P-11.

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 (1) 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. 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 1/01/80 through 12/31/80.) 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.D.1., Overtime.

Normal Date of Observance for
Monday Through Friday Schedule

Holiday

January 1	New Year's Day
Third Monday in February (18)	Washington's Birthday
Last Monday in May (26)	Memorial Day
July 4	Independence Day
First Monday in September (1)	Labor Day
Fourth Thursday in November (27)	Thanksgiving Day
Fourth Friday in November (28)	Day after Thanksgiving
December 24	Port-designated floater (in lieu of Lincoln's Birthday)
December 25	Christmas Day
December 26	Port-designated floater (in lieu of Veteran's Day)
*Employee selects date	*Personal Holiday

*Eligibility for the personal holiday is not established until the probationary period is completed (Section IV., A.1 and B.1.)

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, 1980, 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.

- 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 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 day (7.5 or 8 hours is considered a full-time "day"). Straight-time holiday pay for employees scheduled to work a 10-hour shift shall be limited to 8 hours per holiday.

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 may receive compensation for the holidays (as specified in a. above) which fall in their regularly assigned work schedule; or for equitability, department head may instead administer holiday compensation on a pro rata basis throughout the year; i.e., a 22.5-hour employee may receive pay for 60% of the holiday hours provided, or 4.5 hours per holiday. 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.
- e. Employees on Medical or Disability Leave: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan 1 disability leave, long-term disability leave, and worker's compensation, are not eligible for holiday pay. However, to the extent that sick leave supplements are paid, pro rata holiday pay does apply.

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.

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: Permanent salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. In this section, vacation shall be computed based on the normal workshift in hours (usually 7.5 or 8 hours, or in the case of Group C firefighters, 12 hours). 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 forty-second full month of continuous employment, permanent employees shall accrue vacation at the rate of .0385 hours per straight-time hour paid (.0385 x 1950 annual hours = 75 vacation hours; .0385 x 2080 annual hours = 80 vacation hours; Group C firefighters 10/12 x 12 months = 10 days or 120 vacation hours).
 - (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 at the rate of .0577 hours per straight-time hour paid (.0577 x 1950 annual hours = 112.5 vacation hours; .0577 x 2080 annual hours = 120 vacation hours; Group C firefighters 15/12 x 12 months = 15 days or 180 vacation hours).
 - (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 at the rate of .0770 hours per straight-time hour paid (.0770 x 1950 annual hours = 150 vacation hours; .0770 x 2080 annual hours = 160 vacation hours; Group C firefighters 20/12 x 12 months = 20 days or 240 vacation hours).
- 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, except in cases of severe illness, is the termination date. A probationary permanent employee who terminates active employment before completing the probationary period shall receive no vacation pay.
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 23, 1979. 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 23, 1979.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2754, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 12th day of
December, 1979, and duly authenticated in open session by the signatures of the
Commissioners voting and the seal of the Commission.

Henry J. Collins
Henry J. Larsson
Jack B. Blund

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.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
			(Annual Over Monthly)		
<u>EXECUTIVE DEPARTMENT</u>					
Schedule A1	* Executive Director	1	\$59,172 4,931	\$70,152 5,846	\$81,132 6,761
	* Senior Director, Operations and Facilities	1	45,624 3,802	54,096 4,508	62,556 5,213
	* Senior Director, Port Development & Relations	1	41,124 3,427	48,756 4,063	56,388 4,699
	* Senior Director, Finance and Administration	1	40,416 3,368	47,916 3,993	55,416 4,618
	9 Director of Labor Relations	1	28,668 2,389	34,008 2,834	39,336 3,278
	7 Director, Budget and Internal Audit	1	25,284 2,107	29,976 2,498	34,668 2,889
	4 Executive Assistant	1	20,772 1,731	24,648 2,054	28,512 2,376
.....					
A2	12 General Counsel		25,584 2,132	30,336 2,528	35,076 2,923
	10 Director, Special Services		23,328 1,944	27,672 2,306	32,016 2,668
	7 Senior Staff Auditor		20,112 1,676	23,844 1,987	27,576 2,298
	6 Staff Attorney		19,116 1,593	22,644 1,887	26,160 2,180
	4 Staff Auditor		17,148 1,429	20,340 1,695	23,532 1,961
	3 World Trade Center Administrator		16,176 1,348	19,188 1,599	22,188 1,849
	3 Administrative Assistant		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	9 Management Intern		1,161	1,380	1,598
	9 Staff Assistant		1,161	1,380	1,598
	7 Secretary		1,027	1,220	1,413
	6 Senior Stenographer		965	1,147	1,328
	5 Clerk A		906	1,076	1,246
	2 Clerk B		757	898	1,039
MAXIMUM AUTHORIZED NUMBER			24.5		

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>Public Information Section</u>						
Schedule A1	8	Director, Public Information	1	\$26,940 2,245	\$31,944 2,662	\$36,936 3,078
.....						
A2	7	Editor		20,112 1,676	23,844 1,987	27,576 2,298
	5	Public Information Assistant		18,048 1,504	21,408 1,784	24,756 2,063
	5	Photographer		18,048 1,504	21,408 1,784	24,756 2,063
	3	Assistant Editor		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	8	Graduate Intern		1,090	1,295	1,499
	7	Assistant Photographer		1,027	1,220	1,413
	7	Secretary		1,027	1,220	1,413
	5	Clerk A		906	1,076	1,246
	2	Clerk B		757	898	1,039
MAXIMUM AUTHORIZED NUMBER			12.5			

ACCOUNTING DEPARTMENT

Schedule A1	10	Director of Accounting and Port Auditor	1	30,636 2,553	36,312 3,026	41,976 3,498
	8	Assistant Director of Accounting	2	26,940 2,245	31,944 2,662	36,936 3,078
	3	Supervisor, Customer Accounting	1	19,536 1,628	23,136 1,928	26,736 2,228
.....						
A2	7	Safety Coordinator and Claims Agent		20,112 1,676	23,844 1,987	27,576 2,298
	7	Employee Benefits Administrator		20,112 1,676	23,844 1,987	27,576 2,298
	6	Accounting Systems Analyst		19,116 1,593	22,644 1,887	26,160 2,180
	4	Senior Accountant		17,148 1,429	20,340 1,695	23,532 1,961
	3	Accountant		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	11	Assistant Claims Agent		1,312	1,559	1,806
	9	Staff Assistant		1,161	1,380	1,598
	8	Senior Clerk		1,090	1,295	1,499
	6	Senior Stenographer		965	1,147	1,328
	5	Clerk A		906	1,076	1,246
	2	Clerk B		757	898	1,039
MAXIMUM AUTHORIZED NUMBER			44			

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>AVIATION DEPARTMENT</u>						
Schedule A1	14	Director of Aviation	1	\$39,456 3,288	\$46,776 3,898	\$54,084 4,507
	12	Airport Manager	1	34,728 2,894	41,196 3,433	47,652 3,971
	10	Airport Business Manager	1	30,636 2,553	36,312 3,026	41,976 3,498
	9	Superintendent of Maintenance - Airport	1	28,668 2,389	34,008 2,834	39,336 3,278
	9	Superintendent of Operations	1	28,668 2,389	34,008 2,834	39,336 3,278
	8	Electrical Superintendent	1	26,940 2,245	31,944 2,662	36,936 3,078
	8	Electronics Superintendent	1	26,940 2,245	31,944 2,662	36,936 3,078
	8	Mechanical Superintendent	1	26,940 2,245	31,944 2,662	36,936 3,078
	6	Assistant Superintendent of Operations	1	23,724 1,977	28,104 2,342	32,484 2,707
	6	Parking Superintendent	1	23,724 1,977	28,104 2,342	32,484 2,707
	5	Operations Supervisor	6	22,128 1,844	26,256 2,188	30,384 2,532
	5	Field Superintendent	1	22,128 1,844	26,256 2,188	30,384 2,532
	5	Assistant Electrical Superintendent	1	22,128 1,844	26,256 2,188	30,384 2,532
	5	Assistant Electronics Superintendent	1	22,128 1,844	26,256 2,188	30,384 2,532
	5	Baggage Systems Superintendent	1	22,128 1,844	26,256 2,188	30,384 2,532
	4	Building Superintendent	1	20,772 1,731	24,648 2,054	28,512 2,376
	4	Transit System Reliability and Quality Control Supervisor	1	20,772 1,731	24,648 2,054	28,512 2,376
	2	Assistant Parking Superintendent	1	18,240 1,520	21,648 1,804	25,044 2,087
.....						
A2	11	Transit System Specialist - Electronic		24,492 2,041	29,040 2,420	33,588 2,799
	11	Transit System Specialist - Electrical/ Mechanical		24,492 2,041	29,040 2,420	33,588 2,799
	8	Small Works Contract Administrator		21,084 1,757	25,032 2,086	28,968 2,414
	6	Environmental Health Specialist		19,116 1,593	22,644 1,887	26,160 2,180
	3	Administrative Assistant		16,176 1,348	19,188 1,599	22,188 1,849

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>AVIATION DEPARTMENT, Cont'd.</u>					
Schedule B	13		\$ 1,492	\$ 1,772	\$ 2,051
	12		1,401	1,664	1,926
	12		1,401	1,664	1,926
	12		1,401	1,664	1,926
	11		1,312	1,559	1,806
	10		1,236	1,468	1,700
	10		1,236	1,468	1,700
	9		1,161	1,380	1,598
	8		1,090	1,295	1,499
	7		1,027	1,220	1,413
	7		1,027	1,220	1,413
	6		965	1,147	1,328
	6		965	1,147	1,328
	5		906	1,076	1,246
	4		855	1,014	1,173
	2		757	898	1,039
	2		757	898	1,039

<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	\$35,028 2,919
	P	Deputy Chief of Port Police	1	32,244 2,687
	P	Captain	2	28,332 2,361
	P	Lieutenant	6	25,080 2,090

Fire Department

Schedule A1	F	Fire Chief	1	\$33,768 2,814
	F	Assistant Fire Chief	1	30,984 2,582
	F	Captain	6	28,428 2,369

			<u>Base Salary Rate</u>	<u>**Rate with 5%</u>
Schedule B	F	*Lieutenant	\$1,999	\$2,099
	F	*Firefighter A	1,835	1,927
	F	Firefighter B	1,747	1,834
	F	Firefighter C	1,664	1,747
	F	Firefighter D	1,585	1,664
	F	Firefighter E	1,474	1,548

MAXIMUM AUTHORIZED NUMBER 149

*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.3.a.

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>DISTRIBUTION DEPARTMENT</u>						
Schedule A1	11	Director, Distribution Department	1	\$32,592 2,716	\$38,640 3,220	\$44,676 3,723
	8	Assistant Director, Distribution	1	26,940 2,245	31,944 2,662	36,936 3,078
	8	Manager, Warehousing	1	26,940 2,245	31,944 2,662	36,936 3,078
	5	Traffic Supervisor	1	22,128 1,844	26,256 2,188	30,384 2,532
	3	Assistant Warehouse Superintendent	1	19,536 1,628	23,136 1,928	26,736 2,228
	1	Supervisor, Support Services	3	17,052 1,421	20,244 1,687	23,436 1,953
.....						
Schedule A2	7	Traffic Coordinator		20,112 1,676	23,844 1,987	27,576 2,298
	7	Manager, Warehouse Rates and Services		20,112 1,676	23,844 1,987	27,576 2,298
	5	Systems and Procedures Analyst		18,048 1,504	21,408 1,784	24,756 2,063
	3	Assistant Traffic Coordinator		16,176 1,348	19,188 1,599	22,188 1,849
	3	Administrative Assistant		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	12	Floor Supervisor		1,401	1,664	1,926
	11	Chief Freight Agent		1,312	1,559	1,806
	10	Freight Agent		1,236	1,468	1,700
	10	Dispatcher		1,236	1,468	1,700
	9	Systems Analyst Trainee		1,161	1,380	1,598
	8	Senior Clerk		1,090	1,295	1,499
	6	Transportation Clerk		965	1,147	1,328
	6	Data Processing Operator II		965	1,147	1,328
	5	Data Processing Operator I		906	1,076	1,246
	5	Clerk A		906	1,076	1,246
	2	Clerk B		757	898	1,039

MAXIMUM AUTHORIZED NUMBER 74

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT</u>					
Schedule A1	14 Chief Engineer	1	\$39,456 3,288	\$46,776 3,898	\$54,084 4,507
	10 Assistant Chief Engineer	1	30,636 2,553	36,312 3,026	41,976 3,498
	10 Chief Construction Engineer	1	30,636 2,553	36,312 3,026	41,976 3,498
	9 Manager - Waterfront Engineering) Manager - Airport Engineering)	3	28,668 2,389	34,008 2,834	39,336 3,278
	9 Chief Systems Engineer	1	28,668 2,389	34,008 2,834	39,336 3,278
	9 Superintendent of Maintenance - Waterfront	1	28,668 2,389	34,008 2,834	39,336 3,278
	8 Manager - Mechanical and Equipment Engineering	1	26,940 2,245	31,944 2,662	36,936 3,078
	8 Supervisor - Cargo Handling Equipment	1	26,940 2,245	31,944 2,662	36,936 3,078
	8 Supervisor - Buildings and Grounds	1	26,940 2,245	31,944 2,662	36,936 3,078
	7 Senior Maintenance Supervisor - Nights &) Weekends)	7	25,284 2,107	29,976 2,498	34,668 2,889
	6 Senior Maintenance Supervisor)		23,724 1,977	28,104 2,342	32,484 2,707
	4 Maintenance Supervisor	1	20,772 1,731	24,648 2,054	28,512 2,376
	4 Drafting Manager	1	20,772 1,731	24,648 2,054	28,512 2,376
.....					
Schedule A2	12 Senior Engineer		25,584 2,132	30,336 2,528	35,076 2,923
	9 Associate Engineer		22,224 1,852	26,364 2,197	30,504 2,542
	8 Small Works Contract Administrator		21,084 1,757	25,032 2,086	28,968 2,414
	7 Contracts Administrator		20,112 1,676	23,844 1,987	27,576 2,298
	6 Assistant Engineer		19,116 1,593	22,644 1,887	26,160 2,180
	6 Designer		19,116 1,593	22,644 1,887	26,160 2,180
	5 Junior Engineer		18,048 1,504	21,408 1,784	24,756 2,063
	5 Engineering Administration Supervisor		18,048 1,504	21,408 1,784	24,756 2,063

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT, Cont'd.</u>					
<u>Administrative</u>					
Schedule B	9	Work Order Administrator	\$ 1,161	\$ 1,380	\$ 1,598
	9	Staff Assistant	1,161	1,380	1,598
	8	Graduate Intern	1,090	1,295	1,499
	8	Senior Clerk	1,090	1,295	1,499
	6	Senior Stenographer	965	1,147	1,328
	5	Clerk A	906	1,076	1,246
	4	Stenographer	855	1,014	1,173
	2	Clerk B	757	898	1,039
	*	Student Intern	Prevailing Rates Paid (as determined in Section I.C.4.)		
<u>Design</u>					
	11	Senior Drafter	1,312	1,559	1,806
	8	Drafter II	1,090	1,295	1,499
	6	Drafter I	965	1,147	1,328
	6	Engineering Reproduction Technician	965	1,147	1,328
<u>Construction</u>					
	15	Senior Construction Inspector	1,682	1,998	2,313
	12	Associate Construction Inspector	1,401	1,664	1,926
	10	Assistant Construction Inspector	1,236	1,468	1,700
<u>Survey</u>					
	14	Survey Party Chief	1,582	1,879	2,175
	13	Senior Survey Technician	1,492	1,772	2,051
	12	Survey Instrument Technician	1,401	1,664	1,926
	10	Survey Head Chainer	1,236	1,468	1,700
	9	Survey Rear Chainer	1,161	1,380	1,598
	9	Survey Technician	1,161	1,380	1,598
<u>Maintenance</u>					
	12	Maintenance Storekeeper	1,401	1,664	1,926
	8	Maintenance Clerk	1,090	1,295	1,499
	7	Stock Room Clerk	1,027	1,220	1,413
MAXIMUM AUTHORIZED NUMBER			110.5		

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>HUMAN RESOURCES DEPARTMENT</u>					
Schedule A1	8 Director of Human Resources	1	\$26,940 2,245	\$31,944 2,662	\$36,936 3,078
	5 Manager, Employment and Compensation	1	22,128 1,844	26,256 2,188	30,384 2,532
.....					
A2	7 Employee Relations and Equal Employment Officer		20,112 1,676	23,844 1,987	27,576 2,298
	7 Training Officer		20,112 1,676	23,844 1,987	27,576 2,298
	6 Personnel Administrator		19,116 1,593	22,644 1,887	26,160 2,180
	3 Assistant Personnel Administrator		16,176 1,348	19,188 1,599	22,188 1,849
	3 Administrative Assistant		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	9 Staff Assistant		1,161	1,380	1,598
	8 Senior Clerk		1,090	1,295	1,499
	6 Senior Stenographer		965	1,147	1,328
	5 Clerk A		906	1,076	1,246
	2 Clerk B		757	898	1,039
MAXIMUM AUTHORIZED NUMBER		15			

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum

MARINE DEPARTMENT

Schedule A1	12	Director, Marine Department	1	\$34,728 2,894	\$41,196 3,433	\$47,652 3,971
	9	Manager, Marine Terminals	1	28,668 2,389	34,008 2,834	39,336 3,278
	7	Terminal Superintendent	4	25,284 2,107	29,976 2,498	34,668 2,889
	6	Manager, Boat Harbors	1	23,724 1,977	28,104 2,342	32,484 2,707
	4	Assistant Operations Superintendent	1	20,772 1,731	24,648 2,054	28,512 2,376
	3	Assistant Terminal Superintendent	1	19,536 1,628	23,136 1,928	26,736 2,228

.....

A2	6	Environmental Health Specialist		19,116 1,593	22,644 1,887	26,160 2,180
	5	Marine Terminals Assistant		18,048 1,504	21,408 1,784	24,756 2,063
	4	Marina Supervisor		17,148 1,429	20,340 1,695	23,532 1,961

Schedule B	11	Chief Freight Agent		1,312	1,559	1,806
	10	Freight Agent		1,236	1,468	1,700
	10	Marina Maintenance Foreman		1,236	1,468	1,700
	9	Staff Assistant		1,161	1,380	1,598
	8	Marina Attendant II		1,090	1,295	1,499
	8	Senior Clerk		1,090	1,295	1,499
	7	Secretary		1,027	1,220	1,413
	6	Marina Attendant I		965	1,147	1,328
	6	Marina Clerk		965	1,147	1,328
	6	Moorage Clerk		965	1,147	1,328
	6	Freight Clerk		965	1,147	1,328
	6	Security Guard		965	1,147	1,328
	5	Data Processing Operator I		906	1,076	1,246
	5	Clerk A		906	1,076	1,246
	2	Clerk B		757	898	1,039

MAXIMUM AUTHORIZED NUMBER 66

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MARKETING DEPARTMENT</u>					
Schedule A1	13 Director of Marketing	1	\$37,008 3,084	\$43,908 3,659	\$50,796 4,233
	11 Assistant Director of Marketing	1	32,592 2,716	38,640 3,220	44,676 3,723
.....					
A2	* Regional Manager (Midwest)		24,636 2,053	31,212 2,601	37,776 3,148
	* Regional Manager (Inland Empire)		23,232 1,936	29,820 2,485	36,408 3,034
	* Regional Manager (California/Southwest)		22,884 1,907	29,376 2,448	35,856 2,988
	* Regional Manager (Southeast Asia)		23,232 1,936	29,820 2,485	36,408 3,034
	* Regional Manager (Japan)		21,024 1,752	24,948 2,079	28,860 2,405
	9 Regional Manager (Southeast)		22,224 1,852	26,364 2,197	30,504 2,542
	9 Regional Manager (Alaska/South)		22,224 1,852	26,364 2,197	30,504 2,542
	8 Manager, Terminal Pricing and Tariff Publications		21,084 1,757	25,032 2,086	28,968 2,414
	8 Manager, Intermodal Pricing		21,084 1,757	25,032 2,086	28,968 2,414
	8 Economist		21,084 1,757	25,032 2,086	28,968 2,414
	8 Regional Manager (Seattle)		21,084 1,757	25,032 2,086	28,968 2,414
	6 Business Analyst		19,116 1,593	22,644 1,887	26,160 2,180
	* Assistant Regional Manager (Midwest/East Coast)		18,096 1,508	22,056 1,838	26,016 2,168
	3 Administrative Assistant		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	9 Administrative/Professional Trainee		1,161	1,380	1,598
	9 Staff Assistant		1,161	1,380	1,598
	8 Graduate Intern		1,090	1,295	1,499
	8 Senior Clerk		1,090	1,295	1,499
	7 Secretary		1,027	1,220	1,413
	6 Senior Stenographer		965	1,147	1,328
	5 Clerk A		906	1,076	1,246
	4 Stenographer		855	1,014	1,173
	2 Clerk B		757	898	1,039

MAXIMUM AUTHORIZED NUMBER 29.5

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

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum	Midpoint	Maximum	
PLANNING AND RESEARCH DEPARTMENT						
Schedule A1	12	Director of Planning and Research	1	\$34,728 2,894	\$41,196 3,433	\$47,652 3,971
	9	Assistant Director, Planning and Research	1	28,668 2,389	34,008 2,834	39,336 3,278
.....						
A2	12	Senior Economic Advisor		25,584 2,132	30,336 2,528	35,076 2,923
	11	Senior Special Projects Manager		24,492 2,041	29,040 2,420	33,588 2,799
	9	Senior Environmental Planner		22,224 1,852	26,364 2,197	30,504 2,542
	9	Senior Long-Range Analyst		22,224 1,852	26,364 2,197	30,504 2,542
	8	Economist		21,084 1,757	25,032 2,086	28,968 2,414
	7	Planner II		20,112 1,676	23,844 1,987	27,576 2,298
	6	Business Analyst		19,116 1,593	22,644 1,887	26,160 2,180
	5	Planner I		18,048 1,504	21,408 1,784	24,756 2,063
	4	Environmentalist		17,148 1,429	20,340 1,695	23,532 1,961

Schedule B	9	Staff Assistant		1,161	1,380	1,598
	8	Research Specialist		1,090	1,295	1,499
	8	Assistant Planner		1,090	1,295	1,499
	8	Graduate Intern		1,090	1,295	1,499
	8	Senior Clerk		1,090	1,295	1,499
	6	Senior Stenographer		965	1,147	1,328
	5	Clerk A		906	1,076	1,246
	2	Clerk B		757	898	1,039
MAXIMUM AUTHORIZED NUMBER			22			

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>PURCHASING AND OFFICE SERVICES DEPARTMENT</u>					
Schedule A1	7 Director, Purchasing and Office Services	1	\$25,284 2,107	\$29,976 2,498	\$34,668 2,889
	3 Assistant Director, Purchasing and Office Services	1	19,536 1,628	23,136 1,928	26,736 2,228
.....					
A2	3 Buyer		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	10 Property Room Custodian		1,236	1,468	1,700
	10 Print Shop Supervisor		1,236	1,468	1,700
	10 Word Processing Center Supervisor		1,236	1,468	1,700
	10 Records Librarian		1,236	1,468	1,700
	8 Senior Clerk		1,090	1,295	1,499
	7 Word Processing Center Senior Operator		1,027	1,220	1,413
	7 Stock Room Clerk		1,027	1,220	1,413
	7 Senior Multilith Operator		1,027	1,220	1,413
	6 Multilith Operator		965	1,147	1,328
	6 Word Processing Center Operator		965	1,147	1,328
	5 Clerk A		906	1,076	1,246
	4 Word Processing Center Trainee		855	1,014	1,173
	3 Print Shop Assistant		798	948	1,097
	2 Messenger		757	898	1,039
	2 Clerk B		757	898	1,039
	1 Mail Clerk		682	810	938
MAXIMUM AUTHORIZED NUMBER			28.5		

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>REAL ESTATE DEPARTMENT</u>						
Schedule A1	12	Director of Real Estate	1	\$34,728 2,894	\$41,196 3,433	\$47,652 3,971
	8	Manager, Waterfront Real Estate	1	26,940 2,245	31,944 2,662	36,936 3,078
	7	Manager, Airport Real Estate	1	25,284 2,107	29,976 2,498	34,668 2,889
	6	Manager, Airport Acquisition	1	23,724 1,977	28,104 2,342	32,484 2,707
	6	Manager, General Services	1	23,724 1,977	28,104 2,342	32,484 2,707
.....						
A2	10	Airport Acquisition Specialist		23,328 1,944	27,672 2,306	32,016 2,668
	8	Rental Management Specialist II		21,084 1,757	25,032 2,086	28,968 2,414
	6	Administrator, Real Estate Services		19,116 1,593	22,644 1,887	26,160 2,180
	6	Manager, Communications and Administrative Services		19,116 1,593	22,644 1,887	26,160 2,180
	4	Rental Management Specialist I		17,148 1,429	20,340 1,695	23,532 1,961
	2	Airport Acquisition Assistant		15,312 1,276	18,180 1,515	21,036 1,753
	2	Airport Relocation Representative		15,312 1,276	18,180 1,515	21,036 1,753

Schedule B	9	Administrative/Professional Trainee		1,161	1,380	1,598
	9	Utilities Monitor		1,161	1,380	1,598
	8	Custodial Supervisor		1,090	1,295	1,499
	8	Senior Clerk		1,090	1,295	1,499
	7	Secretary		1,027	1,220	1,413
	7	Security Supervisor		1,027	1,220	1,413
	6	Security Guard		965	1,147	1,328
	6	Senior Stenographer		965	1,147	1,328
	5	Clerk A		906	1,076	1,246
	5	Custodian		906	1,076	1,246
	5	Chief Switchboard Operator		906	1,076	1,246
	4	Stenographer		855	1,014	1,173
	2	Clerk B		757	898	1,039
	2	Relief Switchboard Operator		757	898	1,039
MAXIMUM AUTHORIZED NUMBER			42			

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum

SYSTEMS AND DATA PROCESSING DEPARTMENT

Schedule A1	12	Director, Systems and Data Processing	1	\$34,728 2,894	\$41,196 3,433	\$47,652 3,971
	6	Manager of Data Processing	1	23,724 1,977	28,104 2,342	32,484 2,707
	1	Supervisor, Support Services	1	17,052 1,421	20,244 1,687	23,436 1,953
.....						
A2	10	Systems Supervisor		23,328 1,944	27,672 2,306	32,016 2,668
	9	Systems Analyst		22,224 1,852	26,364 2,197	30,504 2,542
	9	Software Systems Analyst		22,224 1,852	26,364 2,197	30,504 2,542
	8	Analyst/Programmer		21,084 1,757	25,032 2,086	28,968 2,414
	5	Programmer		18,048 1,504	21,408 1,784	24,756 2,063
	5	Systems and Procedures Analyst		18,048 1,504	21,408 1,784	24,756 2,063
	5	Forms Management Supervisor		18,048 1,504	21,408 1,784	24,756 2,063
	3	Administrative Assistant		16,176 1,348	19,188 1,599	22,188 1,849
	3	Forms Analyst		16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	11	Senior Computer Operator		1,312	1,559	1,806
	9	Systems Analyst Trainee		1,161	1,380	1,598
	9	Staff Assistant		1,161	1,380	1,598
	8	Programmer Trainee		1,090	1,295	1,499
	8	Senior Clerk		1,090	1,295	1,499
	8	Computer Operator		1,090	1,295	1,499
	7	Senior Data Processing Operator		1,027	1,220	1,413
	6	Computer Operator Trainee		965	1,147	1,328
	6	Data Processing Operator II		965	1,147	1,328
	5	Data Processing Operator I		906	1,076	1,246
	5	Clerk A		906	1,076	1,246
	2	Clerk B		757	898	1,039

MAXIMUM AUTHORIZED NUMBER 53

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MULTI-DEPARTMENT</u>					
Schedule A1	1	Supervisor, Support Services	\$17,052 1,421	\$20,244 1,687	\$23,436 1,953
.....					
A2	3	Administrative Assistant	16,176 1,348	19,188 1,599	22,188 1,849

Schedule B	9	Administrative/Professional Trainee	1,161	1,380	1,598
	9	Staff Assistant	1,161	1,380	1,598
	8	Graduate Intern	1,090	1,295	1,499
	8	Senior Clerk	1,090	1,295	1,499
	7	Secretary	1,027	1,220	1,413
	7	Stock Room Clerk	1,027	1,220	1,413
	7	Senior Data Processing Clerk	1,027	1,220	1,413
	6	Senior Stenographer	965	1,147	1,328
	6	Data Processing Operator II	965	1,147	1,328
	5	Clerk A	906	1,076	1,246
	5	Data Processing Operator I	906	1,076	1,246
	4	Stenographer	855	1,014	1,173
	2	Clerk B	757	898	1,039
	2	Messenger	757	898	1,039
	*	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.