

JBR

SALARY AND BENEFIT RESOLUTION NO. 2614

12/21/75

INDEX

RESOLUTION NO. 2614

	<u>Page No.</u>
I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES	1
A. Classifications of Positions	1
B. Graded Salary Ranges	1
C. Salary Rates, Ranges, and Allowances for Certain Nongraded Positions	3
D. Amending Authorized Positions, Classifications, or Salary Ranges	3
II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM	3
III. FILLING VACANT POSITIONS AND SETTING SALARIES	4
A. Selection Criteria	4
B. Filling Vacant Positions	4
C. Setting Salaries	4
1. Hires	4
2. Transfers	4
3. Promotions	5
IV. ESTABLISHMENT AND ADMINISTRATION OF SALARY ADJUSTMENTS	5
A. For All Salaried Employees Other Than Those In Nongraded Fire and Police Classifications	5
1. Probationary Salary Increases	5
2. Discretionary Merit Fund Administration	5
3. General Adjustments	6
4. Increases Following Position Reevaluations	6
5. Increases Following Survey Adjustment of Salary Ranges	7
6. Administering Salary Increases for Positions Which Fall Outside Ranges	7
B. Salary Adjustments for Employees in Fire and Police Classifications	7
1. Probationary Increases	7
2. Length-of-Service Increases for Certain Fire and Police Classifications	7
3. General Adjustments	8
4. Fire Department Differential Premiums	8
5. Police Department Differential Premiums	8
V. ADMINISTRATION OF PAY PRACTICES	8
A. Conversion of Salary Rates	8
B. Definitions of Employment Status	9
C. Extra Compensation	9
1. Overtime	9
2. Shift Differential	10
VI. ADMINISTRATION OF BENEFIT PROGRAM	10
A. Basic Benefits Provided For All Salaried Employees	10
1. Social Security (FICA) Insurance	10
2. Workman's Compensation	10
3. Unemployment Compensation	10
4. Military Leave	10
B. Benefits Provided Permanent Employees	10
1. Retirement	10
2. Compensated Leave	10
a. Jury Duty	10
b. Sick Leave	11
c. Bereavement Leave	11
3. Holidays	11
a. Full Time Employees	12
b. Group C Firefighters	12
c. Part Time Employees	12

INDEX (cont.)

RESOLUTION NO. 2614

	<u>Page No.</u>
4. Vacation With Pay	12
a. Scheduling of Vacation Leave	12
b. Limits on Accumulating Vacation Leave	13
c. Rates of Accrual	13
d. Payment for Vacation Leave at Termination	13
5. Insurance Benefits	14
a. Medical Insurance for Employees Only	14
b. Medical Insurance for Dependents of Permanent, Full Time Employees	14
c. Dental Insurance for Permanent, Full Time Employees and Their Dependents	14
d. Life Insurance for Permanent, Full Time Employees and Their Dependents	14
e. Long-Term Disability Insurance for Permanent, Full Time Employees	14
XII. EFFECTIVE DATE	15

RESOLUTION NO. 2614

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications and salaries for all 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 21, 1975 and repealing all prior resolutions dealing with the same subject, including Resolutions No. 2563 and 2586.

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 graded and nongraded salary ranges for salaried positions* of the Port of Seattle:

**Salaried positions include all positions of the Port except those of hourly employees which are covered under either a separate Wage Resolution (currently No. 2320) or under specific, 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. Authorized salaried positions and their salary grades are thus 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 those within the Port police and fire departments, the top four executive positions, and positions located outside the Seattle area (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 7, 1975

A1 - MANAGEMENT EXEMPT

<u>SALARY RANGE</u>			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$12,408 1,034	\$14,736 1,228	\$17,052 Annual 1,421 Monthly
2	13,284 1,107	15,768 1,314	18,252 1,521
3	14,256 1,188	16,896 1,408	19,524 1,627
4	15,204 1,267	18,036 1,503	20,868 1,739
5	16,236 1,353	19,272 1,606	22,308 1,859
6	17,448 1,454	20,688 1,724	23,916 1,993
7	18,660 1,555	22,128 1,844	25,596 2,133
8	19,944 1,662	23,652 1,971	27,348 2,279
9	21,288 1,774	25,260 2,105	29,220 2,435
10	22,824 1,902	27,048 2,254	31,272 2,606
11	24,408 2,034	28,932 2,411	33,444 2,787
12	26,088 2,174	30,948 2,579	35,808 2,984
13	27,936 2,328	33,144 2,762	38,340 3,195
14	29,928 2,494	35,484 2,957	41,028 3,419
15	32,004 2,667	37,956 3,163	43,896 3,658

Revised Ranges - 3.37% increase
(Approved December 19, 1975;
retroactive to December 7, 1975.)

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

<u>SALARY RANGE</u>			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$10,176 848	\$12,072 1,006	\$13,968 Annual 1,164 Monthly
2	10,812 901	12,840 1,070	14,868 1,239
3	11,496 958	13,632 1,136	15,768 1,314
4	12,240 1,020	14,532 1,211	16,812 1,401
5	12,984 1,082	15,396 1,283	17,808 1,484
6	13,836 1,153	16,392 1,366	18,936 1,578
7	14,664 1,222	17,388 1,449	20,112 1,676
8	15,492 1,291	18,384 1,532	21,276 1,773
9	16,476 1,373	19,536 1,628	22,596 1,883
10	17,436 1,453	20,688 1,724	23,928 1,994
11	18,492 1,541	21,924 1,827	25,344 2,112
12	19,512 1,626	23,136 1,928	26,748 2,229

SCHEDULE B - NONEXEMPT

<u>SALARY RANGE</u>			
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 474	\$ 573	\$ 672 Monthly
2	528	624	720
3	561	666	771
4	602	712	822
5	643	761	878
6	689	816	942
7	736	872	1,007
8	785	932	1,078
9	840	994	1,147
10	899	1,067	1,234
11	960	1,140	1,320
12	1,030	1,221	1,412
13	1,103	1,308	1,512
14	1,177	1,396	1,614
15	1,259	1,493	1,726

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 are influenced by those paid for similar positions in this locale, primarily the City of Seattle.
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 General Manager 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; provided that in no case may the total of such allowances exceed seventy percent (70%) of the Regional Manager's actual salary without further Commission approval.
3. Executive Positions: Salary ranges for the nongraded positions of Deputy General Manager, Assistant General Manager, and Director of Finance and Administration are set as a percentage of the newly adjusted salary range developed for the General Manager position (also nongraded). These ranges have been developed according to Exhibit B as recently amended to allow that compensation for these four positions be handled independently of the Position Evaluation System which governs rate of compensation paid for all graded positions.

D. Amending Authorized Positions, Classifications, or Salary Ranges:

Exhibit A (Schedule of Authorized Positions), Exhibit B (Salary Manual), or salary grade ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting.

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 with 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 General Manager. Each position authorized in the Schedule

Section II. (Cont'd)

of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of positions evaluations, 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. above. 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 (see Section IV.A.4. for guidelines governing reevaluation adjustments). 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.

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 General Manager is hereby authorized to recruit and fill authorized positions (except that of General Manager) up to the authorized number of positions as 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 to continuity, the General Manager 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 General Manager 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 General Manager 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.

Section III.C. (cont'd)

3. Promotions: The General Manager 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. (Section IV.A.1) (Note: When a salary is set at the minimum of the graded salary range for a promotion, the promoted employee is not eligible for a probationary increase; however, a merit increase may be considered when 12 months have elapsed since that employee's last merit increase and when performance in the new position warrants merit consideration.)

IV. ESTABLISHMENT AND ADMINISTRATION OF SALARY ADJUSTMENTS

The Commission hereby authorizes the following salary adjustments:

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

1. Probationary Salary Increases covering permanent positions: 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.
2. Discretionary Merit Fund Administration: A merit fund shall be established in an amount not to exceed 4% of the November 22, 1975 salaried payroll which excludes salaries of fire and police personnel. The merit fund is to be administered as follows:
 - a. On at least a semiannual basis, the Director shall initiate merit reviews for salaried employees in permanent positions.
 - b. 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 Director of Finance and Administration, and the General Manager before any individual discretionary merit increase shall be granted.
 - c. Individual merit increases shall not exceed 10% nor be less than 4% of the employee's present salary.
 - d. Merit increases 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 increase has been received by the employee in the past twelve-month period.

3. General Adjustments: Review periods and dates for recommending general salary adjustments are hereby established for 1976 as the semi-annual periods ending May 31 and November 30. When general salary adjustments are implemented as a result of such reviews detailed below, they shall be made in a rounded dollar amount to the salary rates of eligible employees and the same percentage shall be used to adjust the salary ranges for all eligible classifications. Exhibit A and Section I.B. of this resolution shall also be amended.

In the event that a general salary adjustment is approved for the same effective date as that previously authorized for another type of salary adjustment, the previously scheduled adjustment shall be applied first.

- a. November 30, 1975 Review: Retroactive to December 7, 1975, all eligible salaried employees shall receive salary rate and range adjustments equal to the percentage change in the local Consumer Price Index¹ between May 30, 1975 and November 30, 1975.
- b. For the May 31 and November 30, 1976 Reviews: Whenever the change in the local Consumer Price Index is greater than 2% in the preceding six-month period, the General Manager shall recommend to the Commission within 60 days of the review date appropriate general salary rate and range adjustments which shall be effective the beginning of the earliest payroll period common to Schedule A and B employees which most closely corresponds to the CPI review dates as established herein. These recommendations for adjustment shall be based upon an analysis of the combined factors of salary survey findings, CPI changes, and current spot checks of salary adjustments implemented in those organizations most comparable to the Port. When the change in the CPI is less than 2% and comprehensive survey findings indicate that Port salary ranges are not in proper alignment with comparable organizations, the General Manager may recommend special adjustments to salary rates and ranges. CPI changes not used in one period shall be carried over for consideration in the next review period.
4. Increases Following Position Reevaluations: After a position is reevaluated to a higher 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, the extent to which the incumbent qualifies to perform the higher level of duties established in the reevaluation documentation, and the capacity of the salary range to allow future incentive for warranted merit consideration. As recommended by the department head and approved by the Director, the 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.

¹Published by Bureau of Labor Statistics, U.S., (New Series, 1967 = 100 points); in foreign countries, comparable information will be used as available.

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 capacity of the salary range(s) to allow future incentive for warranted merit consideration shall also be taken into account by the General Manager or department head and the Director in the determination of the amount of any such salary rate adjustment.
 6. Administering Salary Increases 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 in positions whose salaries remain above the adjusted range for their classification shall continue to receive their present rate of pay and shall not be eligible for any salary increase unless a further adjustment increases the maximum of their salary range sufficiently to allow an increase; in any event, all increases shall conform to the limitations in salary administration policy described in 1. through 5. above.
- B. Salary Adjustments For Employees in Fire and Police Classifications:
1. Probationary Increases: The probationary period for employees hired in police or fire classifications is hereby established as the first year of continuous active employment. When an employee in a police or fire 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 6 of Exhibit A shall be granted.
 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 Port Police Officer and 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 6 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 Adjustments 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 in a. above, employees classified as Port Police Officer A, 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 "A" classification and resulting in a new base rate for pay computations. After ten years' active employment, applying the same set of conditions stated herein, a 4% longevity adjustment shall be granted.

Section IV.B. (Cont'd)

3. General Adjustments: See Section I.C.1.
4. Fire Department Differential Premiums for Certain Assignments and Schedules:
 - a. Work Schedule Differential: While assigned to a work schedule which involves 24-hour shifts resulting in an average work week of 56 hours, nonexempt firefighters shall receive a 5% salary differential in lieu of weekend and/or holiday work which is required for full time fire department coverage. This differential is applied to base rate only. 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.
5. Police Department Differential Premium for Detective Assignment: Qualified police personnel assigned to detective duty shall receive a premium equivalent to 3% of their base rate during such assignment. No more than 8 police officers shall be assigned to detective duty at one time.

V. ADMINISTRATION OF PAY PRACTICES

Since 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 worked per year (1950 hours for 7.5-hour shifts and 2080 hours for 8-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.

Section V.A. (Cont'd)

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 scheduled to work more than 5 months on a regularly scheduled basis a minimum of seventy hours or ten full days per month as defined by the Washington Public Employees Retirement System. During the probationary period, defined in Section IV.A.1., such an employee is a "probationary, permanent employee." After successful completion of the probationary period, such an employee becomes a "regular, permanent employee."
2. A temporary employee is one employed on a temporary full-time basis up to a maximum of six months; or, is one employed for relief, on-call work or for regularly scheduled work of less than the minimum of seventy hours or ten full days per month for an indefinite period of time. The status of a temporary employee whose services are regularly scheduled and required for more than seventy hours or ten full days per month beyond a six-month period must be changed to "permanent"; if permanent status cannot be authorized, such employee must be terminated.

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) 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. Since Group C Firefighters are required to work on any weekend day or holiday which falls on their regularly assigned workshift, and since their salaries include a differential of 5% while on such a work schedule, they are excluded from receiving overtime compensation for working on any day which falls in their normal regularly assigned schedule.

Section V.C. (Cont'd.)

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 Control Technicians, Waste Plant Operators, and positions in the Word Processing Center.

VI. ADMINISTRATION OF BENEFIT PROGRAM

A. Basic Benefits Provided for All Salaried Employees beginning on date of employment:

1. Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act. Contributions during 1976 are scheduled to be 5.85% applied on up to \$15,300 of earnings (paid by the Port and the employee).
2. Workman's Compensation: All Port employees except Fire-fighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as was provided previously by State Industrial Insurance. Employees in fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System.
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 such coverage is available and to the extent that Port employees are eligible.
4. Military Leave: Employees called for active training duty in military reserve units shall be allowed up to fifteen 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.

B. Benefits Provided Permanent Employees:

1. Retirement: All permanent employees are covered at date of employment by the Washington Public Employees Retirement System, except that all employees in fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). Employees in the LEOFF system are covered by state law governing certain sick leave and other benefit conditions.
2. Compensated Leave:
 - a. Jury Duty: Upon completion of thirty days of uninterrupted service, when a permanent employee is called for and serves as a subpoenaed witness or on jury duty, that employee shall during such service period receive full regular compensation less any compensation (excluding travel, meals, or other expenses that employee receives for such service).

- b. Sick Leave: Based on a pro rata share of a full time active work schedule and upon completion of thirty days of continuous employment, permanent employees other than Group C Firefighters shall receive up to one working day per month of sick leave, not to exceed twelve working days for any employee in a calendar year. Group C Firefighters shall receive 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. 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 and/or to determine that an employee's return from absence due to illness or injury is sanctioned by the attending physician.

Sick leave may be accumulated up to 120 days for permanent employees other than Group C Firefighters who may accumulate up to 60 24-hour shifts. Upon termination or retirement following five continuous years of active employment in a permanent position, qualified employees shall be compensated for 50% of their unused sick leave (within the 120-day limit) at the rate of pay at termination.

- 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 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: The following ten holidays are recognized by the Port of Seattle and are observed as paid holidays according to the conditions outlined in a. through c. on next page:

New Year's Day	January 1
Washington's Birthday	February 16
Memorial Day	May 31
Independence Day	July 5
Labor Day	September 6
Veteran's Day	October 25
<i>Federal law has determined that November 11 will be observed beginning in 1978.</i>	
Thanksgiving Day	November 25
Day after Thanksgiving	November 26
"Floating" Holiday	For 1976, Thursday, December 23
Christmas Day	Friday, December 24

- a. Full Time Employees (normally scheduled to work 37.5 or 40 hours per week) other than Group C Firefighters shall receive compensation for each of the above ten holidays so long as they are actively employed or are on compensated leave the day before or the day after any such holiday. Consecutive two-day holidays require the same conditions before and after to guarantee compensation for both holidays.

When a holiday falls on "an employee's Saturday," the preceding day shall be observed as a paid holiday; when a holiday falls on "an employee's Sunday," the following day shall be observed (see Section V.C. for definitions). However, if the day before or the day after a holiday 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 straight-time pay not to exceed the normally scheduled full time hours for the holidays. When scheduling of a day off in lieu of a holiday cannot be arranged according to the conditions as stated above, an alternate day off within the immediate pay period may be approved. If an alternate day off within the same pay period 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.

- b. Group C Firefighters are compensated for holidays worked, etc., through payment of a 5% work schedule differential.

c. Part Time Employees

(1) Permanent part time employees shall receive compensation for the holidays 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 is used to determine the holiday pay.

(2) Temporary part time employees shall, if required to work on a holiday, be paid at the overtime rate of pay only. See Section V.C.1. for details.

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 for sufficient scheduling of manpower. Following department head approval, the schedule is finally approved when the vacation request form is returned from the Payroll section of the Accounting Department indicating that the employee has sufficient vacation accruals for the requested 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, whom "day" shall be interpreted as 12 hours in computing vacation pay.*
- (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. A probationary permanent employee who terminates active employment before completing the probationary period shall receive no vacation pay. Pay for unused vacation leave shall be computed through the last day of active employment, which is normally the termination date.

Section VI. (Cont'd.)

5. Insurance Benefits: Coverage for insurances listed below as b., c., d., and e. require full time employment hereby established as at least 30 hours per week or 130 hours per month.
- a. Medical Insurance for Employees Only: Probationary, permanent employees who normally maintain active employment status of 70 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, Full Time Employees: On the first of the month following six continuous calendar months of satisfactory employment, 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.
 - 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 21, 1975. The General Manager, Port Auditor, and Director are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 21, 1975.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolutions No. 2563 and 2586, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 19th day of December, 1975, and duly authenticated in open session by the signatures of the Commissioners and the seal of the Commission.

Mark D. Adlum
Jack E. Black
Henry T. Simonson
Paul W. Fredlander

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

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

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

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>EXECUTIVE DEPARTMENT</u>					
Schedule A1	* General Manager	1	\$42,156 3,513	\$49,980 4,165	\$57,792 4,816
	* Deputy General Manager	1	35,832 2,986	42,480 3,540	49,116 4,093
	* Assistant General Manager	1	32,244 2,687	38,232 3,186	44,208 3,684
	* Director of Finance and Administration	1	28,548 2,379	33,840 2,820	39,132 3,261
.....					
A2	12 Director of Community Affairs	1	19,512 1,626	23,136 1,928	26,748 2,229
	12 Legal Officer	1	19,512 1,626	23,136 1,928	26,748 2,229
	11 Assistant Director of Finance and Administration	1	18,492 1,541	21,924 1,827	25,344 2,112
	7 Safety Coordinator & Claims Agent	1	14,664 1,222	17,388 1,449	20,112 1,676
	6 Senior Staff Auditor	1	13,836 1,153	16,392 1,366	18,936 1,578
	6 Executive Assistant	1	13,836 1,153	16,392 1,366	18,936 1,578
	3 Administrative Assistant	1	11,496 958	13,632 1,136	15,768 1,314

Schedule B	11 Assistant Claims Agent	1	960	1,140	1,320
	9 Staff Assistant	3	840	994	1,147
	7 Secretary	1	736	872	1,007
	6 Senior Stenographer	1	689	816	942

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

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>Personnel and Industrial Relations</u>						
Schedule A1	9	Director of Personnel and Industrial Relations	1	\$21,288 1,774	\$25,260 2,105	\$29,220 2,435
	4	Employee Relations and Equal Employment Manager	1	15,204 1,267	18,036 1,503	20,868 1,739
.....						
A2	6	Personnel Administrator	3	13,836 1,153	16,392 1,366	18,936 1,578
	5	Employee Relations Representative	1	12,984 1,082	15,396 1,283	17,808 1,484
	3	Employment Interviewer	3	11,496 958	13,632 1,136	15,768 1,314

Schedule B	8	Senior Clerk	2	785	932	1,078
	6	Senior Stenographer	1	689	816	942
	5	Clerk A	4	643	761	878
 <u>Public Relations</u>						
Schedule A1	8	Public Relations Director	1	19,944 1,662	23,652 1,971	27,348 2,279
	6	Assistant Director of Public Relations	1	17,448 1,454	20,688 1,724	23,916 1,993
.....						
A2	7	Editor	1	14,664 1,222	17,388 1,449	20,112 1,676
	5	Public Relations Assistant	3	12,984 1,082	15,396 1,283	17,808 1,484
	5	Photographer	1	12,984 1,082	15,396 1,283	17,808 1,484
	3	Assistant Editor	1	11,496 958	13,632 1,136	15,768 1,314

Schedule B	9	Editorial Assistant	1	840	994	1,147
	6	Senior Stenographer	1	689	816	942
	5	Assistant Photographer	1	643	761	878

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>Purchasing and Office Services</u>						
Schedule A1	7	Manager, Purchasing and Office Services	1	\$18,660 1,555	\$22,128 1,844	\$25,596 2,133
.....						
A2	5	Assistant Manager, Purchasing and Office Services	1	12,984 1,082	15,396 1,283	17,808 1,484
	3	Buyer	3	11,496 958	13,632 1,136	15,768 1,314

Schedule B	10	Property Room Custodian	1	899	1,067	1,234
	9	Print Shop Supervisor	1	840	994	1,147
	9	Word Processing Center Supervisor	1	840	994	1,147
	8	Senior Clerk	3	785	932	1,078
	7	Word Processing Center Sr. Operator	3	736	872	1,007
	7	Stock Room Clerk	1	736	872	1,007
	7	Sr. Multilith Operator	1	736	872	1,007
	6	Multilith Operator	1	689	816	942
	6	Word Processing Center Operator	6	689	816	942
	5	Clerk A	4	643	761	878
	5	Switchboard Operator	1	643	761	878
	4	Word Processing Center Trainee	2	602	712	822
	3	Print Shop Assistant	1	561	666	771
	2	Relief Switchboard Operator	2	528	624	720
	2	Messenger	2	528	624	720
	2	Clerk B	1	528	624	720
	1	Mail Clerk	1	474	573	672

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>ACCOUNTING DEPARTMENT</u>						
Schedule A1	9	Port Auditor	1	\$21,288 1,774	\$25,260 2,105	\$29,220 2,435
	3	Supervisor, General Accounting	1	14,256 1,188	16,896 1,408	19,524 1,627
	3	Supervisor, Customer Accounting	1	14,256 1,188	16,896 1,408	19,524 1,627
.....						
A2	4	Senior Accountant	4	12,240 1,020	14,532 1,211	16,812 1,401
	3	Accountant	4	11,496 958	13,632 1,136	15,768 1,314

Schedule B	9	Staff Assistant	1	840	994	1,147
	8	Senior Clerk	6	785	932	1,078
	6	Senior Stenographer	1	689	816	942
	5	Clerk A	15	643	761	878
	2	Clerk B	3	528	624	720
<u>AVIATION DEPARTMENT</u>						
Schedule A1	13	Director of Aviation	1	27,936 2,328	33,144 2,762	38,340 3,195
	10	Deputy Director of Aviation - Operations and Maintenance	1	22,824 1,902	27,048 2,254	31,272 2,606
	9	Deputy Director of Aviation - Administration	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Superintendent of Maintenance - Airport	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Superintendent of Operations	1	21,288 1,774	25,260 2,105	29,220 2,435
	8	Electrical Superintendent	1	19,944 1,662	23,652 1,971	27,348 2,279
	8	Electronics Superintendent	1	19,944 1,662	23,652 1,971	27,348 2,279
	8	Mechanical Superintendent	1	19,944 1,662	23,652 1,971	27,348 2,279
	6	Assistant Superintendent of Operations	2	17,448 1,454	20,688 1,724	23,916 1,993
	5	Superintendent, Parking Terminal	1	16,236 1,353	19,272 1,606	22,308 1,859

continued

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

AVIATION DEPARTMENT, Cont'd.

Schedule A1	5	Assistant Electrical Superintendent	1	\$16,236 1,353	\$19,272 1,606	\$22,308 1,859
	5	Assistant Electronics Superintendent	1	16,236 1,353	19,272 1,606	22,308 1,859
	5	Assistant Mechanical Superintendent	1	16,236 1,353	19,272 1,606	22,308 1,859
	5	Operations Supervisor	5	16,236 1,353	19,272 1,606	22,308 1,859
	5	Field Superintendent	1	16,236 1,353	19,272 1,606	22,308 1,859
	4	Building Superintendent	1	15,204 1,267	18,036 1,503	20,868 1,739
	2	Asst. Superintendent, Parking Terminal	1	13,284 1,107	15,768 1,314	18,252 1,521
					
A2	3	Administrative Assistant	1	11,496 958	13,632 1,136	15,768 1,314

Schedule B	13	Maintenance Shift Coordinator	7	1,103	1,308	1,512
	12	Inspector, Fire Alarm Systems	1	1,030	1,221	1,412
	12	Operations Controller	9	1,030	1,221	1,412
	12	Maintenance Storekeeper	1	1,030	1,221	1,412
	11	Lead Waste Plant Operator	1	960	1,140	1,320
	10	Waste Plant Operator	2	899	1,067	1,234
	10	Ramp Controller	8	899	1,067	1,234
	9	Staff Assistant	1	840	994	1,147
	8	Senior Clerk	3	785	932	1,078
	7	Secretary	1	736	872	1,007
	7	Stock Room Clerk	4	736	872	1,007
	6	Senior Stenographer	3	689	816	942
	6	Fire Dept. Clerk	2	689	816	942
	6	Police Dept. Clerk	7	689	816	942
	5	Clerk A	4	643	761	878
	4	Stenographer	1	602	712	822
	2	Clerk B	2	528	624	720
2	Messenger	1	528	624	720	

<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Rate</u>
---------------------	-----------------------	-------------------	--------------------

AVIATION DEPARTMENT, Cont'd.

Police Department

Schedule A1	P	Chief of Port Police	1	\$24,588 2,049
	P	Assistant Chief of Port Police	2	22,560 1,880
	P	Captain	4	20,952 1,746
	P	Lieutenant	3	19,464 1,622

				<u>Base Salary Rate</u>
Schedule B	P	*Sergeant	10	*\$1,454
	P	*Port Police Officer A)		* 1,334
)		
	P	Port Police Officer B)		1,271
)		
	P	Port Police Officer C)	<u>86</u>	1,210
)		
	P	Port Police Officer D)		1,152
)		
	P	Port Police Officer E)		1,072

Fire Department

				<u>Salary Rate</u>
Schedule A1	F	Fire Chief	1	\$24,588 2,049
	F	Assistant Fire Chief	1	22,560 1,880
	F	Captain	5	20,700 1,725

				<u>Base Salary Rate</u>	<u>**Rate with 5%</u>
Schedule B	F	*Lieutenant	5	*\$1,454	\$1,527
	F	*Firefighter A)		* 1,334	1,401
)			
	F	Firefighter B)		1,271	1,334
)			
	F	Firefighter C)	<u>42</u>	1,210	1,271
)			
	F	Firefighter D)		1,152	1,210
)			
	F	Firefighter E)		1,072	1,126

*These classifications are eligible for longevity premiums as detailed in Section IV.B.2.b. (2% = \$27; 4% = \$53).

**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	
ENGINEERING DEPARTMENT						
Schedule A1	13	Chief Engineer	1	\$27,936 2,328	\$33,144 2,762	\$38,340 3,195
	10	Assistant Chief Engineer	1	22,824 1,902	27,048 2,254	31,272 2,606
	10	Chief Construction Engineer	1	22,824 1,902	27,048 2,254	31,272 2,606
	9	Manager - Electrical and Mechanical Engineering	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Managing Architect	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Manager - Waterfront Engineering	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Manager - Airport Engineering	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Chief Facilities Engineer	1	21,288 1,774	25,260 2,105	29,220 2,435
	9	Superintendent of Maintenance - Waterfront	1	21,288 1,774	25,260 2,105	29,220 2,435
	8	Construction Manager	1	19,944 1,662	23,652 1,971	27,348 2,279
	8	Chief Administrative Engineer	1	19,944 1,662	23,652 1,971	27,348 2,279
	8	Supervisor - Cargo Handling Equipment	1	19,944 1,662	23,652 1,971	27,348 2,279
	8	Supervisor - Buildings and Grounds	1	19,944 1,662	23,652 1,971	27,348 2,279
	7	Resident Engineer	6	18,660 1,555	22,128 1,844	25,596 2,133
	5	Assistant Maintenance Superintendent	1	16,236 1,353	19,272 1,606	22,308 1,859
	5	Chief of Surveys	1	16,236 1,353	19,272 1,606	22,308 1,859
	4	Survey Supervisor	1	15,204 1,267	18,036 1,503	20,868 1,739
	4	Maintenance Supervisor	6	15,204 1,267	18,036 1,503	20,868 1,739
	3	Chief Draftsman	1	14,256 1,188	16,896 1,408	19,524 1,627
	2	Engineering Administration Supervisor	1	13,284 1,107	15,768 1,314	18,252 1,521

ENGINEERING DEPARTMENT
Schedule A1

Last General Increase: 12/07/75

Exhibit A
Page 7 of 15

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT, Cont'd.</u>					
Schedule A2 12	Architect	2	\$19,512 1,626	\$23,136 1,928	\$26,748 2,229
12	Senior Engineer	9	19,512 1,626	23,136 1,928	26,748 2,229
10	Senior Contracts Administrator	1	17,436 1,453	20,688 1,724	23,928 1,994
9	Associate Architect	3	16,476 1,373	19,536 1,628	22,596 1,883
9	Associate Engineer	9	16,476 1,373	19,536 1,628	22,596 1,883
9	Senior Designer	3	16,476 1,373	19,536 1,628	22,596 1,883
7	Contracts Administrator	3	14,664 1,222	17,388 1,449	20,112 1,676
6	Assistant Engineer	3	13,836 1,153	16,392 1,366	18,936 1,578
6	Associate Designer	4	13,836 1,153	16,392 1,366	18,936 1,578
5	Junior Engineer	4	12,984 1,082	15,396 1,283	17,808 1,484
3	Administrative Assistant	1	11,496 958	13,632 1,136	15,768 1,314

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>ENGINEERING DEPARTMENT, Cont'd.</u>						
<u>Administrative</u>						
Schedule B	10	Technical Writer	1	\$ 899	\$ 1,067	\$ 1,234
	9	Office Engineer	2	840	994	1,147
	9	Staff Assistant	1	840	994	1,147
	8	Senior Clerk	4	785	932	1,078
	6	Senior Stenographer	4	689	816	942
	5	Clerk A	4	643	761	878
<u>Design</u>						
	11	Designer	2	960	1,140	1,320
	9	Senior Draftsman	6	840	994	1,147
	8	Draftsman	3	785	932	1,078
	6	Junior Draftsman	2	689	816	942
	6	Engineering Reproduction Technician	1	689	816	942
<u>Construction</u>						
	15	Senior Construction Inspector	10	1,259	1,493	1,726
	12	Associate Construction Inspector	14	1,030	1,221	1,412
	10	Assistant Construction Inspector	10	899	1,067	1,234
<u>Survey</u>						
	14	Survey Party Chief	4	1,177	1,396	1,614
	13	Senior Survey Technician	2	1,103	1,308	1,512
	12	Survey Instrumentman	4	1,030	1,221	1,412
	10	Survey Head Chainman	4	899	1,067	1,234
	9	Survey Rear Chainman	4	840	994	1,147
	9	Survey Technician	1	840	994	1,147
<u>Maintenance</u>						
	12	Maintenance Storekeeper	1	1,030	1,221	1,412
	8	Maintenance Supply Clerk	2	785	932	1,078
	7	Stock Room Clerk	3	736	872	1,007

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
MARINE TERMINALS DEPARTMENT						
Schedule A1	12	Manager of Marine Terminals	1	\$26,088 2,174	\$30,948 2,579	\$35,808 2,984
	10	Assistant Manager of Marine Terminals	1	22,824 1,902	27,048 2,254	31,272 2,606
	7	Terminal Superintendent	7	18,660 1,555	22,128 1,844	25,596 2,133
	7	Warehouse Superintendent	1	18,660 1,555	22,128 1,844	25,596 2,133
	4	Marina Superintendent	2	15,204 1,267	18,036 1,503	20,868 1,739
	3	Assistant Terminal Superintendent	8	14,256 1,188	16,896 1,408	19,524 1,627
	3	Assistant Warehouse Superintendent	4	14,256 1,188	16,896 1,408	19,524 1,627
.....						
A2	5	Marine Terminals Assistant	1	12,984 1,082	15,396 1,283	17,808 1,484
	4	Assistant Marina Superintendent	3	12,240 1,020	14,532 1,211	16,812 1,401
	4	Sanitarian	1	12,240 1,020	14,532 1,211	16,812 1,401

Schedule B	12	Floor Supervisor	1	1,030	1,221	1,412
	11	Chief Freight Agent	12	960	1,140	1,320
	10	Dispatcher	2	899	1,067	1,234
	10	Freight Agent	14	899	1,067	1,234
	10	Rail Car Agent	1	899	1,067	1,234
	10	Marina Maintenance Foreman	1	899	1,067	1,234
	9	Staff Assistant	1	840	994	1,147
	8	Marina Attendant II	14	785	932	1,078
	8	Senior Clerk	4	785	932	1,078
	6	Marina Attendant I	15	689	816	942
	6	Moorage Clerk	1	689	816	942
	6	Freight Clerk	18	689	816	942
	6	Watchman	1	689	816	942
	6	Senior Stenographer	1	689	816	942
	5	Janitor	1	643	761	878
	5	Data Control Technician	1	643	761	878
	5	Clerk A	32	643	761	878
	2	Clerk B	10	528	624	720

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
PLANNING AND RESEARCH DEPARTMENT						
Schedule A1	10	Director of Planning and Research	1	\$22,824 1,902	\$27,048 2,254	\$31,272 2,606
	8	Assistant Director - Research	1	19,944 1,662	23,652 1,971	27,348 2,279
	7	Assistant Director - Planning	1	18,660 1,555	22,128 1,844	25,596 2,133
.....						
A2	9	Senior Environmental Planner	1	16,476 1,373	19,536 1,628	22,596 1,883
	9	Senior Project Planner	1	16,476 1,373	19,536 1,628	22,596 1,883
	9	Senior Long-Range Analyst	1	16,476 1,373	19,536 1,628	22,596 1,883
	8	Economist	1	15,492 1,291	18,384 1,532	21,276 1,773
	7	Planner II	4	14,664 1,222	17,388 1,449	20,112 1,676
	5	Planner I	2	12,984 1,082	15,396 1,283	17,808 1,484
	5	Research Economist	2	12,984 1,082	15,396 1,283	17,808 1,484
	4	Environmentalist	2	12,240 1,020	14,532 1,211	16,812 1,401

Schedule B	9	Librarian	1	840	994	1,147
	9	Staff Assistant	1	840	994	1,147
	8	Research Specialist	1	785	932	1,078
	8	Assistant Planner	2	785	932	1,078
	8	Senior Clerk	2	785	932	1,078
	6	Senior Stenographer	1	689	816	942
	5	Clerk A	1	643	761	878
	2	Clerk B	1	528	624	720

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>REAL ESTATE DEPARTMENT</u>						
Schedule A1	12	Director of Real Estate	1	\$26,088 2,174	\$30,948 2,579	\$35,808 2,984
	8	Assistant Director of Real Estate	1	19,944 1,662	23,652 1,971	27,348 2,279
	7	Manager, Airport Real Estate	1	18,660 1,555	22,128 1,844	25,596 2,133
	7	Manager, Waterfront Real Estate	1	18,660 1,555	22,128 1,844	25,596 2,133
.....						
A2	10	Airport Acquisition Specialist	1	17,436 1,453	20,688 1,724	23,928 1,994
	8	Rental Management Specialist	5	15,492 1,291	18,384 1,532	21,276 1,773
	6	Airport Relocation Supervisor	1	13,836 1,153	16,392 1,366	18,936 1,578

Schedule B	9	Real Estate Assistant	2	840	994	1,147
	9	Staff Assistant	1	840	994	1,147
	8	Janitor Supervisor	1	785	932	1,078
	8	Senior Clerk	1	785	932	1,078
	7	Secretary	1	736	872	1,007
	7	Watchman Supervisor	1	736	872	1,007
	6	Watchman	5	689	816	942
	6	Utilities Monitor	1	689	816	942
	6	Senior Stenographer	1	689	816	942
	5	Clerk A	2	643	761	878
	5	Janitor	6	643	761	878
	4	Stenographer	1	602	712	822

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
Schedule A1	11	Manager of Systems and Data Processing	1	\$24,408 2,034	\$28,932 2,411	\$33,444 2,787
	7	Assistant Manager of Systems	1	18,660 1,555	22,128 1,844	25,596 2,133
	6	Assistant Manager of Data Processing	1	17,448 1,454	20,688 1,724	23,916 1,993
	2	Computer Operations Supervisor	1	13,284 1,107	15,768 1,314	18,252 1,521
.....						
A2	10	Systems Supervisor	4	17,436 1,453	20,688 1,724	23,928 1,994
	9	Systems Analyst	3	16,476 1,373	19,536 1,628	22,596 1,883
	9	Software Systems Analyst	5	16,476 1,373	19,536 1,628	22,596 1,883
	8	Analyst/Programmer	8	15,492 1,291	18,384 1,532	21,276 1,773
	5	Programmer	8	12,984 1,082	15,396 1,283	17,808 1,484
	5	Systems and Procedures Analyst	2	12,984 1,082	15,396 1,283	17,808 1,484

Schedule B	10	Senior Computer Operator	3	899	1,067	1,234
	9	Systems Analyst Trainee	3	840	994	1,147
	9	Senior Control Supervisor	1	840	994	1,147
	9	Staff Assistant	1	840	994	1,147
	8	Programmer Trainee	1	785	932	1,078
	8	Keypunch Supervisor	1	785	932	1,078
	8	Senior Clerk	3	785	932	1,078
	7	Computer Operator	6	736	872	1,007
	6	Senior Keypunch Operator	2	689	816	942
	6	Senior Stenographer	1	689	816	942
	6	Senior Data Control Technician	2	689	816	942
	5	Keypunch Operator	5	643	761	878
	5	Data Control Technician	6	643	761	878
	5	Clerk A	1	643	761	878

Salary
Grade Position Title

Auth'd SALARY RANGES
No. Minimum Midpoint Maximum

TRADE DEVELOPMENT DEPARTMENT

Schedule A1	12	Director of Trade Development	1	\$26,088 2,174	\$30,948 2,579	\$35,808 2,984
	11	Manager, Marketing	1	24,408 2,034	28,932 2,411	33,444 2,787
	7	Manager, OCP Traffic	1	18,660 1,555	22,128 1,844	25,596 2,133
	6	Traffic Manager, Rates and Tariffs	1	17,448 1,454	20,688 1,724	23,916 1,993
	6	Senior Traffic Coordinator	1	17,448 1,454	20,688 1,724	23,916 1,993
A2	*	Regional Manager (Midwest)	1	19,644 1,637	24,876 2,073	30,096 2,508
	*	Regional Manager (Inland Empire)	1	18,408 1,534	23,640 1,970	28,860 2,405
	*	Regional Manager (California/Southwest)	1	18,408 1,534	23,640 1,970	28,860 2,405
	*	Regional Manager (Hong Kong)	1	18,408 1,534	23,640 1,970	28,860 2,405
	*	Regional Manager (Far East)	1	16,476 1,373	19,536 1,628	22,596 1,883
	9	Regional Manager (Seattle)	3	16,476 1,373	19,536 1,628	22,596 1,883
	9	Regional Manager (Alaska)	1	16,476 1,373	19,536 1,628	22,596 1,883
	8	Manager, Inland Traffic Services	1	15,492 1,291	18,384 1,532	21,276 1,773
	8	Manager, Ocean Traffic Services	1	15,492 1,291	18,384 1,532	21,276 1,773
	8	Traffic Coordinator	5	15,492 1,291	18,384 1,532	21,276 1,773
	*	Asst. Regional Manager (Midwest/East Coast)	3	14,424 1,202	17,580 1,465	20,736 1,728
	3	Administrative Assistant	1	11,496 958	13,632 1,136	15,768 1,314
Schedule B	9	Advertising Coordinator	1	840	994	1,147
	9	Staff Assistant	1	840	994	1,147
	8	Data Control Supervisor	1	785	932	1,078
	8	Senior Clerk	1	785	932	1,078
	6	Senior Stenographer	6	689	816	942
	5	Data Control Technician	2	643	761	878
	5	Transportation Clerk	5	643	761	878
	5	Clerk A	6	643	761	878

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

Last General Increase: 12/07/75

TRADE DEVELOPMENT DEPARTMENT

Exhibit A
Page 14 of 15

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MULTI-DEPARTMENT</u>					
Schedule A2	3 Administrative Assistant	7	\$11,496 958	\$13,632 1,136	\$15,768 1,314

Schedule B	9 Staff Assistant	5	840	994	1,147
	8 Management Intern	6	785	932	1,078
	8 Senior Clerk	8	785	932	1,078
	7 Secretary	10	736	872	1,007
	7 Stock Room Clerk	2	736	872	1,007
	6 Senior Stenographer	4	689	816	942
	6 Senior Data Control Technician	4	689	816	942
	5 Data Control Technician	10	643	761	878
	5 Clerk A	15	643	761	878
	4 Stenographer	2	602	712	822
	2 Clerk B	5	528	624	720
	2 Messenger	2	528	624	720