

RESOLUTION NO. 2316

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions as of January 1, 1970, providing for the salaries thereof; granting sick leave, vacation with pay, overtime compensation, jury duty pay, bereavement leave, and health, medical, surgical, hospital, disability, and life insurance benefits to regular Port employees; specifying the holidays to be observed; and repealing all prior resolutions dealing with the same subject matter, including Resolution No. 2283.

BE IT RESOLVED by the Port Commission of the Port of Seattle, effective the first day of January, 1970, as follows:

1. (a) The classifications and the salary rate ranges of positions for executive, professional and administrative employees are hereby established as set forth in Schedule A attached hereto and by this reference made a part hereof.

(b) The classifications, salary rate ranges and rates of positions, and the number of positions authorized in each classification for regular employees, herein called "non-executive employees," who are not classified as executive, professional or administrative employees are hereby established as set forth in Schedule B attached to this resolution and by this reference made a part hereof.

(c) Any changes in the salary rate ranges, salary rates, positions or number of positions set forth in either Schedule A or Schedule B shall be made by motion of the Port Commission duly carried and authenticated.

2. The General Manager may, if he deems such action desirable, make automatically the following types of increases in salaries for employees covered by this resolution, provided, however, that if such types of increases apply to an employee in a position the salary rate for which exceeds \$19,000 per annum, they will be subject to the prior approval of the Port Commission:

(a) Increases required by the establishment of a new minimum range rate,

(b) Increases resulting from a promotion from one position to another;

(c) Increases resulting from reclassification of an employee to a new position which has been created by the Port Commission;

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(d) Length of service increases which are specifically authorized in schedules attached to this resolution.

3. The provisions hereinafter set forth in this Section 3 shall apply to all Schedule A positions except the position of General Manager, which will be filled and reviewed from time to time by the Port Commission.

(a) Vacancies in any position falling within the classifications specified in Schedule A may be filled by the General Manager up to the total number of positions authorized, provided that any hiring of an employee at a salary rate exceeding \$19,000 per annum will be subject to prior approval of the Port Commission.

(b) When vacancies in positions for executive, professional and administrative employees occur, the General Manager may, if he deems such action desirable, promote or transfer an employee into the vacant position and fix the salary rate range established in Schedule A for the position, provided that such promotion or transfer of an employee to a position the salary rate of which exceeds \$19,000 per annum, will be subject to the prior approval of the Port Commission.

(c) The Port Commission will determine annually, and may revise at such times during a calendar year as it deems desirable, the total amount to be provided in a calendar year for individual salary increases (other than those types of increases which may be made automatically as specified in sections 2 and 3 (b) in all positions set forth in Schedule A combined, except those positions for which the salary rate exceeds \$19,000 per annum. Individual salary increases to employees within the salary rate ranges shall be made by the General Manager from time to time, on the basis of merit, length of service and other relevant factors in amounts which for the calendar year will not in total exceed the amount authorized by the Port Commission. Such salary increases will be made on the basis of the department head's recommendation, where appropriate.

(d) The Port Commission will determine annually and may revise at such times during a calendar year as it deems desirable the individual salary increases in those positions for which the salary rate exceeds \$19,000 per annum. Such salary increases will be on the basis of the General Manager's recommendation where appropriate.

4. The provisions hereinafter set forth in this Section 4 shall apply to the classifications and jobs set in Schedule B.

(a) Vacancies in any positions falling within the classifications specified in Schedule B may be filled by the General Manager up to the total number of positions authorized. The limitation on the total

number of positions authorized within each such classification refers to permanent positions only and such additional temporary and/or part-time employees as are required in such classifications may be employed without further authorization of the Port Commission, provided that such temporary and/or part-time employees are not employed for periods in excess of six months. New employees hired into positions authorized in Schedule B shall receive the minimum rate therein specified, unless otherwise determined by the General Manager. In determining whether a new non-executive employee shall receive more than the minimum salary rate specified in Schedule B, the General Manager shall consider the individual's background and past experience, the general availability of others to fill the position, the requirements of the position, and the recommendations of the department head concerned.

(b) Individuals within a particular job classification specified in Schedule B may be transferred from a position in one department or location to a position in another department or location as the performance of job duties in that particular classification requires, and subject to the approval of the General Manager.

(c) When vacancies in positions for non-executive employees occur, the General Manager may, if he deems such action desirable after considering the recommendations of the head of the department in which the vacant position occurs, promote or transfer an employee into the vacant position and fix the salary rate for the promoted or transferred employee within the salary rate range established in Schedule B for the applicable classification.

(d) The salaries of all individual employees now employed in classifications listed in Schedule B have been fixed by prior action of the Commission or the General Manager at rates within the salary rate ranges specified in Schedule B for each classification. Employees (except Firemen) employed in Classification listed in Schedule B will be paid compensation weekly by converting the applicable monthly salary rate listed in Schedule B to a straight time hourly rate of pay extended to the next highest cent determined on the basis of the employee's regularly scheduled work week. Employees employed in Firemen classifications (except Driver-Mechanic) listed in Schedule B will be paid compensation weekly by converting the applicable monthly salary rate listed in Schedule B to a straight time weekly rate of pay extended to the next highest cent determined on the basis of the employee's average regularly scheduled work week which is hereby established as 56 hours. The Commission will determine annually, and may revise at such times during a calendar year as it deems desirable, the total amount to be provided in a calendar

year for individual salary increases (other than those salary increases which may be made automatically as specified in sections 2 and 4 (c) in all positions in Schedule B combined. Thereafter the General Manager shall, periodically, examine the salary rates for individual non-executive employees and may grant, without further referral to or action by the Port Commission, merit, length of service, and/or general cost-of-living salary increases to any such individual employee not exceeding for any one such increase an amount equal to 10% of that individual's then salary rate. Such merit and/or length of service increases, if any, shall be granted by the General Manager in accordance with the following procedure: Recommendations for such increases shall be directed in writing to the General Manager or his designates by department heads; the General Manager shall consider such recommendations and determine whether such increases shall be given and the amount thereof, if given, in light of the individual employee's performance of job duties, the requirements of the job, the relationship of the salary involved to other salary rates in the particular department and in other departments, and the employee's length of service. General cost-of-living increases, if any, may be granted by the General Manager after considering average general increases in comparable salary levels in the area. No merit, length of service, and/or general cost-of-living increase may be granted by the General Manager to any non-executive employee which will result in increasing the employee's salary above the maximum of the rate range for his classification as established in Schedule B. Such increases shall not exceed in total the amount authorized by the Commission for the particular calendar year.

5. Upon completion of three (3) full months of uninterrupted service in regular employment by the Port of Seattle, all regular monthly employees in positions in Schedules A and B shall receive an annual non-cumulative sick leave of not to exceed fifteen (15) working days for each employee in any calendar year. Additional sick leave up to but not exceeding fifteen (15) additional working days in any calendar year may be granted by a Department Head. Additional sick leave up to but not exceeding forty-five (45) additional working days may be granted by the General Manager in any year to a regular monthly employee where serious illness, accident or other justifiable cause exists which the Department Head and General Manager verifies and determines will warrant the granting of additional sick leave for the employee affected.

6. The following holidays, specified in Section 1. 16.050, Revised Code of Washington, will be observed by the Port of Seattle for employees in positions in Schedules A and B, except as to the employees collectively referred to as "Fireman" in sub-section (a) of Section 8 of this resolution:

New Year's Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
Fourth of July

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas

Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. No employees shall receive extra compensation by reason of a holiday falling on a day which is not within his regularly scheduled work week.

7. (a) The provisions of this Section 7 shall apply to employees working in classifications set forth in Schedules A and B.

(b) Any regular monthly employee who on May 1 of any year has one full year of continuous employment but less than $4\frac{1}{2}$ years of continuous employment shall receive two (2) weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has $4\frac{1}{2}$ full years of continuous employment but less than twenty (20) years of continuous employment shall receive three (3) weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has twenty (20) years or more of continuous employment shall receive four (4) weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has less than one full year of continuous employment but has at least three (3) full months of continuous employment shall receive one day of vacation with pay for the first three (3) full months of continuous employment and one additional day of vacation with pay for each additional month of continuous employment; provided, however, that vacations with pay for any employee working less than a regularly scheduled $37\frac{1}{2}$ hour work week shall be prorated on the basis of the scheduled work week of the employee at the time the vacation is taken. In order to facilitate organization and control for accounting purposes and to promote the health and efficiency of employees, it is mandatory that the vacation referred to herein be taken by each employee covered hereby within twenty (20) months after the May 1 on which it is earned and at such time or times as shall be fixed by the General Manager. Vacations hereunder will not be cumulative. On termination of employment, an employee who was employed on the preceding May 1 and who has at least one full year of continuous employment will receive one-twelfth of his total vacation benefit for each month of employment since the preceding May 1. If a holiday falls on a day during an employee's vacation period on which the employee would normally be scheduled to work, if working, the employee will receive one additional day of vacation.

8. (a) Employees employed by the Port of Seattle in classifications set forth

in Schedule B (including the following classifications of employees in the Fire Department: Captain, Crew Chief, Fireman-A, Fireman-B, Fireman-C, and Fireman-D, herein collectively referred to as "Fireman") shall receive overtime compensation at the rate of an additional time and one-half of the employee's regular straight time rate of pay for work performed over and above the employee's regularly scheduled work shift (7- $\frac{1}{2}$ hours or 8 hours, or in the case of Firemen, 24 hours, as the case may be) and work week (37- $\frac{1}{2}$ hours or 40 hours, or in the case of Firemen, normally averaging 56 hours or otherwise as shift arrangements may require, as the case may be), and (where required to work) for all work performed on Saturdays and Sundays, and (except for employees in the classifications collectively referred to as "Fireman") for all work performed on holidays; provided, however, that hours worked by an employee in any week on which overtime premium compensation has been paid shall not be used again in any other overtime computations and, in no case will overtime or premium compensation be duplicated or pyramided. In lieu of additional overtime compensation for employees in the classifications collectively referred to as "Fireman," there has been included additional compensation for "Fireman" in the monthly salary rates appearing in Schedule B at the rate of four (4) per cent of each of the monthly salary rates. Employees employed by the Port of Seattle in Classifications set forth in Schedule A shall not receive overtime compensation.

(b) No additional overtime for work performed on Saturdays and Sundays (unless also an observed holiday) by employees in classifications set forth in Schedule B shall be paid where the normal work shift arrangements provide for the inclusion of Saturday and/or Sunday, or portions thereof, in the employee's regular work schedule (for example, Airport Security Officers, Firemen, Watchmen, Attendants, etc.).

9. At the discretion of the General Manager and Department Head, depending upon individual circumstances, five (5) working days per calendar year may be granted to regular Schedule A and B employees who have suffered the loss by death of a member of their immediate family.

10. Upon completion of six (6) full calendar months of uninterrupted service in regular employment by the Port of Seattle, all regular monthly employees in positions in Schedules A and B shall receive health, medical, surgical, hospital, disability, and life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies and/or agencies providing such benefits which the Port Commission shall from time to time approve.

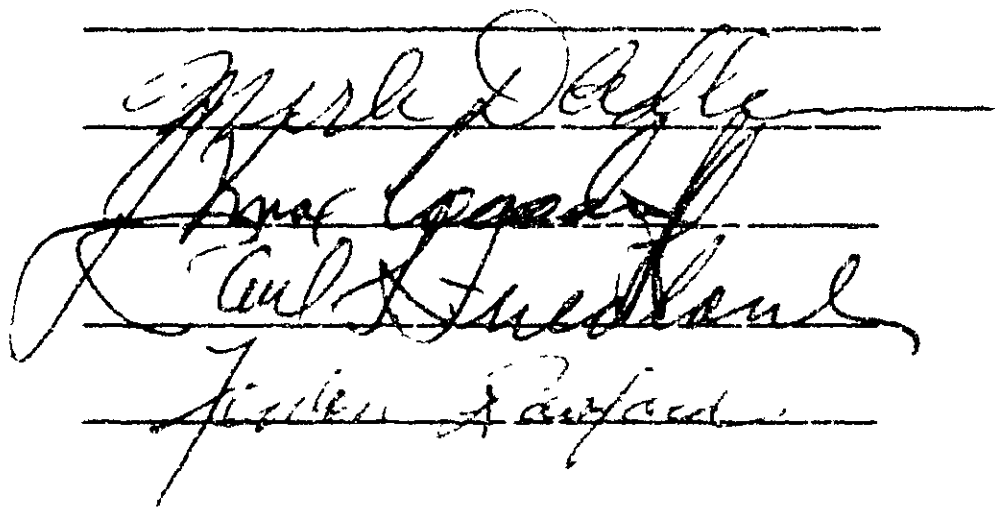
11. All regular Schedule A and B employees are eligible to participate in the Employees Suggestion System as detailed in Port of Seattle General Procedures Bulletin No. G-8, with the exception of department heads and Schedule A employees of the Executive Department. Schedule A supervisory personnel shall be limited to suggestions outside the scope of their regularly established responsibilities.

12. If an employee employed by the Port of Seattle in a classification set forth in Schedule A or Schedule B is called for and serves on Jury duty, such employee shall during the jury service period be paid by the Port of Seattle full regular compensation less the compensation (excluding travel, meals, or other expenses) such employee actually receives for jury service.

13. The benefits specified in Sections 5, 6, 7, 8, 9, 10, 11 and 12 of this Resolution shall not be provided for temporary employees except that temporary employees employed by the Port of Seattle shall receive overtime compensation at the rate of an additional time and one-half of the employee's regular straight time rate of pay for work performed over and above a work shift of 7- $\frac{1}{2}$ hours or 8 hours, as the case may be, or a work week of 37- $\frac{1}{2}$ hours or 40 hours, as the case may be. Benefits shall be provided for only those regular monthly employees whose employment normally consists of not less than 20 hours of work per week.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2283, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 16th day of December, 1969, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.



The image shows four handwritten signatures in black ink, each written over a horizontal line. The signatures are: 1. A cursive signature that appears to be 'Mark Deffen'. 2. A cursive signature that appears to be 'Tom Lopez'. 3. A cursive signature that appears to be 'Carl S. Fredson'. 4. A cursive signature that appears to be 'John Sanford'.

JOB CLASSIFICATION SCHEDULE
EXECUTIVE, PROFESSIONAL, AND ADMINISTRATIVE POSITIONS

<u>Department</u>	<u>Annual Salary Rate Ranges</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>EXECUTIVE</u>		
General Manager	\$30,000	\$36,000
Assistant General Manager	21,000	25,000
Controller	18,000	22,000
Legal Officer	18,000	22,000
Executive Secretary	7,800	10,800
<u>Personnel</u>		
Director, Personnel & Industrial Relations	14,000	18,000
Personnel Assistant	(2) 7,200	9,600
<u>Public Relations</u>		
Public Relations Director	14,000	18,000
Editor	11,000	14,000
Public Relations Assistant	(4) 7,500	11,000
<u>Purchasing</u>		
Purchasing Agent	14,000	18,000
Assistant Purchasing Agent	11,000	14,000
<u>ACCOUNTING</u>		
Port Auditor	16,000	20,000
Chief Accountant	12,000	15,000
Internal Auditor	12,000	15,000
<u>AVIATION</u>		
Director of Aviation	21,000	25,000
Assistant Director of Aviation	16,000	20,000
Superintendent of Operations	16,000	20,000
Maintenance Superintendent	16,000	20,000
Assistant Maintenance Superintendent	12,000	16,000
Assistant to the Director of Aviation	12,000	16,000
Airport Property Manager	16,000	20,000
Assistant Airport Property Manager	11,000	16,000
Fire Chief	12,000	16,000
Assistant Fire Chief	11,000	14,000
Chief Security Officer	12,000	16,000
Assistant Chief Security Officer	11,000	14,000
<u>DATA PROCESSING</u>		
Manager	16,000	20,000
Assistant Manager	14,000	18,000
Supervisor	11,000	14,000

SCHEDULE 'A'

January 1, 1970

Job Classification Schedule - Executive, Professional and Administrative Positions

<u>Department</u>	<u>Annual Salary Rate Ranges</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>ENGINEERING</u>		
Chief Engineer	\$18,000	\$22,000
Assistant Chief Engineer	18,000	22,000
Supervising Senior Engineer (8)	13,500	17,000
Maintenance Superintendent	16,000	20,000
Assistant Maintenance Superintendent	12,000	16,000
<u>INDUSTRIAL DEVELOPMENT</u>		
Manager	14,000	18,000
Assistant Manager	10,000	14,000
<u>MARINE TERMINALS</u>		
Manager	16,000	20,000
Assistant Manager	14,000	18,000
Terminal Superintendent (4)	12,000	16,000
Warehouse Superintendent (2)	12,000	16,000
Assistant Terminal Superintendent (8)	11,000	14,000
Assistant Warehouse Superintendent (2)	11,000	14,000
<u>PLANNING & RESEARCH</u>		
Director	16,000	20,000
Assistant Director	12,000	16,000
Senior Planner	12,000	16,000
<u>PROPERTY MANAGEMENT</u>		
Manager	16,000	20,000
Assistant Manager (2)	11,000	16,000
Marina Superintendent (3)	9,500	12,000
Assistant Marina Superintendent (3)	9,000	10,500
<u>TRADE DEVELOPMENT</u>		
Director	18,000	22,000
Manager - Marketing	14,000	18,000
Traffic Manager - Rates & Tariffs	12,000	16,000
Manager, Ocean Traffic Services	11,000	14,000
Manager, Inland Traffic Services	11,000	14,000
Field Representative (6)	9,500	18,000
Senior Traffic Coordinator	11,000	14,000
Traffic Coordinator (5)	9,000	13,000
<u>WORLD TRADE CENTER</u>		
Director	14,000	18,000
Assistant Director	11,000	14,000

JOB CLASSIFICATION SCHEDULEPOSITIONS OTHER THAN EXECUTIVE, PROFESSIONAL, AND ADMINISTRATIVE

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Rates</u>	
		<u>Minimum</u>	<u>Maximum</u>
I. <u>Accounting, Secretarial, Clerical</u>			
A. <u>Accounting</u>			
Senior Accountant	6	\$ 700.00	\$1,000.00
Accountant	2	625.00	775.00
B. <u>Secretarial and Stenographic</u>			
Secretary	12	525.00	675.00
Senior Stenographer	12	450.00	575.00
Stenographer	16	350.00	475.00
C. <u>Clerical</u>			
Chief Clerk	15	800.00	1,000.00
Terminal Clerk	20	700.00	850.00
Transportation Clerk	4	525.00	675.00
Senior Clerk	12	525.00	675.00
Security Clerk	1	500.00	650.00
Clerk "A"	36	450.00	575.00
Clerk "B"	30	350.00	475.00
Mail Clerk	1	350.00	475.00
II. <u>Data Processing</u>			
A. <u>Systems</u>			
Systems Project Supervisor	3	900.00	1,350.00
Analyst/Programmer	4	835.00	1,250.00
Programmer	2	650.00	950.00
Programmer Trainee	2	500.00	650.00
B. <u>Computer Operations</u>			
Lead Computer Operator	1	625.00	800.00
Computer Operator	3	525.00	750.00
C. <u>Data Control</u>			
Senior Data Control Technician	2	525.00	700.00
Data Control Technician	4	450.00	625.00
D. <u>Keypunch</u>			
Keypunch Supervisor	1	525.00	675.00
Assistant Keypunch Supervisor	1	475.00	600.00
Keypunch Operator	8	375.00	575.00
III. <u>Miscellaneous Positions</u>			
Assistant Editor	1	525.00	675.00
Senior Rental Representative	1	700.00	950.00
Rental Representative	3	550.00	700.00
Employee Development Apprentice	15	300.00	550.00

SCHEDULE "B"
 January 1, 1970
 Job Classification Schedule

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Rates</u>	
		<u>Minimum</u>	<u>Maximum</u>
<u>IV. Engineering (Office and Field)</u>			
<u>A. Engineers</u>			
Senior Engineer	25	1,000.00	1,250.00
Associate Engineer	40	900.00	1,100.00
Assistant Engineer	40	725.00	925.00
<u>B. Aides</u>			
Senior Engineering Aide	30	650.00	850.00
Junior Engineering Aide	20	475.00	725.00
<u>V. Planning and Research</u>			
<u>A. Associate Planners and Statistician</u>			
Associate Planner IV	4	915.00	1,125.00
Associate Planner III		800.00	1,000.00
Associate Planner II		750.00	915.00
Associate Planner I		650.00	875.00
Statistician	1	750.00	915.00
<u>B. Assistant Planners</u>			
Assistant Planner IV	4	650.00	835.00
Assistant Planner III		610.00	790.00
Assistant Planner II		540.00	650.00
Assistant Planner I		500.00	625.00
<u>VI. Services</u>			
<u>A. Waterfront Maintenance and Security</u>			
Landscape Gardener Foreman	1	600.00	800.00
Landscape Gardener	2	525.00	600.00
Marina Maintenance Foreman	2	570.00	700.00
Marina Maintenance Man	3	550.00	650.00
Marina Attendant	12	500.00	600.00
Janitor Supervisor	1	470.00	560.00
Janitor	5	440.00	525.00
Watchman	8	500.00	650.00
<u>B. Office Services</u>			
Multilith Operator	2	650.00	750.00
Switchboard Operator	3	425.00	550.00
Messenger	1	400.00	550.00
<u>C. Airport Operations and Maintenance</u>			
Operations Supervisor	3	850.00	1,000.00
Operations Controller	4	750.00	900.00
Supervisor:			
Fields, Grounds, Roadways	1	850.00	1,000.00
Industrial Waste Treatment Plant Operator	3	700.00	850.00

SCHEDULE "B"
 January 1, 1970
 Job Classification Schedule

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Rate</u>
VI. <u>Services</u> (continued)		
D. <u>Airport Security and Fire Department</u>		
1. <u>Security</u>		
Sergeant	5	\$864.00
Security Officer A	18	800.00
Security Officer B (12 months)*		761.00
Security Officer C (12 months)*		730.00
Security Officer D (6 months)*		695.00
2. <u>Fire Department</u>		
Captain	4	953.00
Crew Chief	3	898.00
Driver/Mechanic	1	898.00
Fireman A	22	832.00
Fireman B (12 months)*		791.00
Fireman C (12 months)*		759.00
Fireman D (6 months)*		723.00

Firemen and Security Officers

- A Eligible after 12 months of employment in Grade B -- not automatic
- B Eligible after 12 months of employment in Grade C -- not automatic
- C Eligible after 6 months of employment in Grade D -- automatic
- D Probationary grade