

RESOLUTION NO. 2250

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions as of January 1, 1967, providing for the salaries thereof; granting sick leave, vacation with pay, overtime compensation, jury duty pay, and health, medical, surgical, hospital, 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. 2210.

BE IT RESOLVED by the Port Commission of the Port of Seattle, effective the first day of January, 1967, 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 is \$12,000 per annum or more, 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;

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

Resolution No. 2250 - p. 2

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 of \$12,000 per year or more 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 for the promoted or transferred employee within 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 is \$12,000 per annum or more, 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 is \$12,000 per annum or more. 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, supported by formal personnel evaluation report forms.

(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 is \$12,000 per annum, or more. Such salary increases will be on the basis of the General Manager's recommendation where appropriate, supported by formal personnel evaluation report forms.

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

Resolution No. 2250 - p. 3

(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 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 head of the department 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

Resolution No. 2250 - p. 4

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 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 employee's formal personnel evaluation report form, 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. Sick leave up to but not exceeding sixty (60) additional working days in any calendar year 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 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 all employees in positions in Schedules A and B, except as to the employees collectively referred to as "Fireman" in sub-section (a) of Section 7 of this resolution:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	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 all 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 4-1/2 years of continuous employment shall receive two (2) week's 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 4-1/2 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 full month of continuous employment; provided, however, that vacations with pay for any employee working less than a regularly scheduled 37-1/2 hour work week shall be pro-rated 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

Resolution No. 2250 - p. 6

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 full 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: Assistant Fire Chief, 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 (7-1/2 hours or 8 hours, or in the case of Firemen, 24 hours, as the case may be) and work week (37-1/2 hours or 40 hours, or in the case of Firemen, normally 48, 64 or 72 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 shall not receive any overtime compensation whatsoever.

(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. 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 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.

10. 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.

11. 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

Resolution No. 2250 - p. 8

compensation less the compensation (excluding travel, meals, or other expenses) such employee actually receives for jury service.

12. The benefits specified in Sections 5, 7, 8, 9, and 10 and 11 of this Resolution shall not be provided for casual employees and 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. 2210 be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 10th day of January, 1967, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

(SEAL)

Paul R. Mitchell
Mark D. Allum
Robert W. Norman
Miner H. Brown

Paul R. Mitchell

SCHEDULE "A"

January 1, 1967

JOB CLASSIFICATION SCHEDULE
EXECUTIVE, PROFESSIONAL AND ADMINISTRATIVE POSITIONS

<u>Classification</u>	<u>Department</u>	<u>Annual Salary Rate Ranges</u>	
		<u>Minimum</u>	<u>Maximum</u>
General Manager	Executive	\$ 22,000	27,000
Assistant General Manager	Executive	16,000	20,000
Executive Assistant	Executive	13,000	18,000
Personnel Administrator	Executive	8,500	12,000
Administrative Assistant	Executive	8,500	12,000
Public Relations Director	Executive	12,000	16,000
Public Relations Assistant (4)	Executive	7,000	9,250
Controller	Accounting	13,000	18,000
Port Auditor	Accounting	12,000	16,000
Chief Accountant	Accounting	10,000	13,000
Data Processing Supervisor	Accounting	10,000	13,000
Purchasing and Property Agent	Accounting	8,500	12,000
Assistant Purchasing Agent	Accounting	7,000	9,250
Manager	Airport	13,000	18,000
Assistant Manager	Airport	10,000	13,000
Superintendent of Operations	Airport	10,000	13,000
Maintenance Superintendent	Airport	8,500	12,000
Fire Chief	Airport	8,500	12,000
Chief Security Officer	Airport	8,500	12,000
Chief Engineer	Engineering	13,000	18,000
Assistant Chief Engineer	Engineering	12,000	16,000
Supervising Senior Engineer (3)	Engineering	12,000	14,000
Maintenance Superintendent	Engineering	10,000	13,000
Manager	Industrial Development	10,000	13,000
Manager	Marine Terminals	13,000	18,000
Assistant Manager	Marine Terminals	10,000	13,000
Terminal Superintendent (4)	Marine Terminals	8,500	12,000
Assistant Terminal Superintendent (3)	Marine Terminals	7,000	9,250

Schedule "A" - Page 2

January 1, 1967

Job Classification Schedule - Executive, Professional and Administrative Positions

<u>Classification</u>	<u>Department</u>	<u>Annual Salary Rate Ranges:</u>	
		<u>Minimum</u>	<u>Maximum</u>
Director	Planning & Research	\$12,000	\$16,000
Assistant Director	Planning & Research	8,500	12,000
Senior Planner	Planning & Research	7,500	11,000
Associate Planner	Planning & Research	7,000	9,250
Manager	Property Management	12,000	16,000
Assistant Manager	Property Management	8,500	12,000
Marina Superintendent (2)	Property Management	8,500	12,000
Director	Trade Development	13,000	18,000
Assistant Director	Trade Development	10,000	13,000
Traffic Manager	Trade Development	10,000	13,000
Manager, Ocean Traffic Services	Trade Development	10,000	13,000
Field Representative (3)	Trade Development	8,500	13,000
Rate Analyst	Trade Development	8,500	12,000
Tariff Analyst	Trade Development	8,500	12,000
Traffic Coordinator	Trade Development	8,500	12,000
Director	World Trade Center	12,000	16,000

JOB CLASSIFICATION SCHEDULEPOSITIONS OTHER THAN EXECUTIVE, PROFESSIONAL, AND ADMINISTRATIVE

<u>Classification</u>	<u>Number of Positions Authorized</u>	<u>Monthly Salary Rates</u>	
		<u>Minimum</u>	<u>Maximum</u>
I. <u>Accounting, Secretarial, Clerical and Operators</u>			
A. <u>Accounting</u>			
Senior Accountant	4	\$665	\$835
Accountant	2	475	600
B. <u>Secretarial and Stenographic</u>			
Executive Secretary	1	525	625
Secretary	12	450	550
Stenographer	10	400	475
C. <u>Clerical</u>			
Chief Clerk	5	600	700
Terminal Clerk	15	500	600
Statistician	1	500	650
Clerk A	25	425	525
Clerk B	10	350	425
Typist	3	290	350
Mail Clerk	1	290	350
D. <u>Equipment Operators</u>			
Keypunch Operator - Verifier	5	400	475
Switchboard Operator	3	350	450
I. B. M. Operator	3	475	575
Multilith Operator	2	525	650
II. <u>Engineering (Office and Field)</u>			
Senior Engineer	8	930	1,050
Associate Engineer	12	800	950
Assistant Engineer	9	650	800
Senior Engineering Aide	11	600	750
Junior Engineering Aide	8	425	600
III. <u>Planning</u>			
Junior Planner	2	500	650
IV. <u>Departmental Representatives</u>			
Senior Rental Representative	2	650	850
Rental Representative	3	500	650

Schedule "B" - Page 2

January 1, 1967

Job Classification Schedule -

Positions other than Executive, Professional, and Administrative

<u>Classification</u>	<u>Number of Positions Authorized</u>	<u>Monthly Salary Rates</u>	
		<u>Minimum</u>	<u>Maximum</u>
V. <u>Services</u>			
Sergeant (Airport Security)	5	\$725	
Security Officer - A)		670	
Security Officer - B)		645	
Security Officer - C)	12	620	
Security Officer - D)		600	
Assistant Fire Chief	1	850	
Captain (Fire Department)	3	800	
Crew Chief (Fire Department)	3	755	
Driver-Mechanic (Fire Department)	3	755	
Fireman - A)		700	
Fireman - B)		670	
Fireman - C)	20	645	
Fireman - D)		625	
Fire and Equipment Inspector	1	550	600
Industrial Waste Treatment Plant Operators	2	550	625
Janitor Supervisor	1	470	
Janitor	5	400	450
Messenger	1	350	425
Marina Maintenance Man	5	525	575
Marina Attendant	15	500	550
Traffic Patrolman	1	700	750
Watchman	10	500	525

Firemen and Security Officers

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