



Port of Seattle Commission Policy Directive

Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement

**As Amended
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SECTION 1. Purpose.

The Port of Seattle Commission has authority pursuant to RCW 53.08.170 to create and fill positions, fix wages, salaries, and establish other benefits of employment including retirement, insurance, and similar benefits. The intent of this policy directive is to administer pay and benefits in accordance with state and federal law. (*Res. 3739, §7, 2017*)

SECTION 2. Definitions.

Except as otherwise provided, the following definitions apply to this policy directive:

“At-will” means a designation given to some non-represented jobs or positions at the Port where the employment relationship may be terminated by the port or employee at any time and for any or no reason. Employees hired as at-will are not subject to the port’s progressive discipline process. Jobs designated as at-will are noted with an asterisk in Exhibit A of this policy directive. When a job opening is posted for an at-will position, the at-will designation will be identified in the posted notice. An offer of employment made to a current employee or external candidate for an at-will position will state that the position is at-will and exempt from any progressive discipline policy. Employees hired, or appointed, into at-will jobs prior to January 1, 2014, are grandfathered as ‘for cause’ employees. However, any employee hired prior to January 1, 2014, who is transferred or promoted into an at-will position is no longer subject to the termination “for cause” standard and will be exempt from any progressive discipline policy.

“Commissioner” means an individual who is elected to the office of Port of Seattle Commissioner and is eligible for benefits as provided in the relevant provisions of Section [5.4](#). This definition includes a commissioner who may be appointed mid-term due to an unanticipated vacancy.

“Cost of Living Adjustments ‘COLA’” means an increase to an employees pay rate based on changes to the Consumer Price Index as defined in the Total Rewards Program Guide.

“DRS-retired employee” means an employee who is receiving a pension from any retirement plan administered by the State of Washington Department of Retirement Systems (DRS). Refer to the DRS web site or brochures for specific information about any limitations on working after retirement.

“Emergency hire employee” means an employee hired without a competitive hiring process whose initial employment is limited to three months and whose emergency hire status may be extended for no more than two additional months.

“Employee” means an individual who performs personal services for the port and receives a paycheck from the port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not employees.

“Employment Date/Date of Hire” means the first day an employee comes to work and receives pay for time worked.

“Executive Director” means an employee who is appointed by the commission and who is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail. This includes any terms, conditions, adjustments to pay, pay range, or benefits for the Executive Director adopted in open session by the Port of Seattle Commission.

“For cause” means a designation given to most non-represented Port of Seattle jobs and positions where the employment relationship can be terminated by the port for reasons that conform to previously defined standards of unacceptable conduct or performance.

“Full-time employee” means an employee who is regularly scheduled to work 80 hours per bi-weekly pay period.

“Hourly employee” means an employee working in a non-exempt job, one that is eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

“Intern” means a temporary employee who is hired in accordance with the Intern Program Guidelines, is considered a student per the program guidelines and is performing duties in accordance with the student’s course of study.

“Limited duration employee” means an employee who is hired for more than 90 days in a job with a planned end date.

“Non-represented employee” means a salaried or hourly employee not represented by a labor union.

“On-call employee” means an employee who does not have a regular work schedule and whose work hours can vary from week to week indefinitely.

“Part-time employee” means an employee who is regularly scheduled to work less than 80 hours per bi-weekly pay period.

“Pay equity” means compensating employees similarly when they perform comparable work, and that pay differences between employees performing comparable work can be explained by related work experience and recent job performance.

“Pay rate” means an employee’s hourly pay rate as specified in the compensation rate field contained in HCM, the Port’s HRIS system.

“Probationary Employee” means a newly hired or rehired employee who has not yet successfully completed their probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment. If hired into a regular position, temporary employees (Veteran Fellows, Interns, Emergency Hires) are subject to a probationary period starting at the time of hire into the regular position.

“Probationary period” means an extension of the hiring process, the period of time from the day a newly-hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment unless the employee is selected for a new position before completing their probationary period. In this case, the employee’s probationary period will restart beginning with the date of transfer through the end of the sixth month of employment in the new position.

“Project-related temporary assignment” means an assignment for a full-time or part-time employee that is generally expected to last no longer than four years. Extensions to these types of assignments are only allowed in special circumstances with approval from Human Resources management.

“Regular employee” means an employee hired to perform a job without a specified end date.

“Salaried employee” means an employee working in an exempt job, one that is not eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

“Seasonal Employee” means an employee hired to perform a job that exists on a seasonal basis where the season begins and ends at approximately the same time each year and lasts less than a full year. Seasonal employees initially hired into a seasonal job through a competitive hire process may return to work subsequent seasons without being hired through a subsequent competitive hire process.

“Temporary assignment” means an assignment for a full-time or part-time employee that is generally expected to last no longer than six months. A temporary assignment may only be extended one time for a maximum of six additional months with the approval of Human Resources management.

“Temporary employee” means an employee hired to perform a job with a specified end date.

“Veteran fellow” means an employee who is hired and receives pay and benefits in accordance with the Veteran Fellowship Program.

(Res. 3807, §2, 2022, Res. 3795, §2, 2021, Res. 3790, §2, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §1, 2017)

SECTION 3. Scope and Applicability.

A. This policy directive pertains to port employees not represented by a labor union. The Port of Seattle retains the right to modify or terminate any benefits and/or modify the cost charged to employees or dependents for benefits coverage at any time, for any reason. *(Res. 3765, §1, 2019; Res. 3739, 2017)*

B. The Port of Seattle reserves the right to amend or terminate any employee welfare benefit plan and/or pay practice. *(Res. 3739, §7, 2017)*

SECTION 4. Responsibilities.

A. The Executive Director is authorized to take necessary action to make effective all terms, provisions, and conditions contained within this policy directive. Should any part of this policy directive require a change to pay or benefit administration practices by reason of any existing or subsequently enacted local, state, or federal legislation, such change(s) will be incorporated without the need for commission action. *(Res. 3739, §7, 2017)*

B. All policies related to the Salary and Benefits Policy Directive are subject to approval by the Executive Director. *(Res. 3765, §1, 2019; Res. 3739, §3, 2017)*

SECTION 5.1. Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, and Pay Practices and Pay Types.

A. Reporting requirements for certain positions.

- (1) General Counsel. The General Counsel will have a dual direct reporting relationship with the Executive Director and the commission by way of the Commission President. The Executive Director will have, in consultation with the commission, responsibility for review and approval of performance expectations for the General Counsel and legal department staff. Legal department staff will report to the General Counsel.
- (2) External Relations Senior Director. The External Relations Senior Director will report jointly to the Commission President and the Executive Director. The Commission President and the Executive Director will have responsibility for review and joint approval of performance expectations for the External Relations Senior Director and External Relations Department staff and will each provide direct input for the External Relations Senior Director performance review. Decisions regarding hiring, firing, or re-positioning the External Relations Senior Director will receive concurrence from the Commission President and the Executive Director. External Relations will have direct accountability to both the commission and the Executive Director's office and will independently execute judgment on external affairs strategies based on ethical and professional support

of overall port objectives and the Port's role as a public agency. External Relations department staff will report to the External Relations Senior Director.

- (3) Internal Audit Director. The commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director reports functionally to the Commission, delegated to the Audit Committee, and administratively to the Executive Director. The Audit Committee is charged with making recommendations to the commission on the appointment, replacement, or dismissal of the Internal Audit Director; provides input to the Executive Director on the Internal Audit Director's performance evaluation; oversees the Internal Audit Director's plans and activities; and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The Internal Audit Director will have direct accountability to both the Commission (through the Audit Committee) and the Executive Director and will independently execute judgment on internal audit affairs based on the scope of the audit function. The internal audit department staff will report to the Internal Audit Director.
- (4) Commission Chief of Staff. The Commission Chief of Staff is appointed by the commission pursuant to an employment agreement. The Commission Chief of Staff is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail.

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

B. Filling Vacant Positions and Transferring Positions and/or Employees. The Executive Director is hereby authorized to:

- (1) Recruit and fill authorized positions (except that of Executive Director) up to the fulltime-equivalent number of positions authorized;
- (2) Set salaries within pay ranges established below;
- (3) Transfer positions and/or employees from one work unit to another and to reorganize functions to promote organizational effectiveness;
- (4) Approve non-competitive placements in select circumstances;
- (5) Establish additional positions, provided that funding is available in the commission approved budget; and

- (6) Establish an additional position on a temporary basis when an employee has given notice of termination or retirement in order to provide overlap and effective business continuity.

(Res. 3739, §2, 2017)

C. Graded Salary Range Structure. All non-represented jobs shall be evaluated and assigned to a pay grade according to their relative skill requirements, responsibilities, and other factors as explained in subsection (D). Each job will have a pay range that corresponds to its pay grade.

The following pay grades and pay ranges for non-represented jobs at the Port of Seattle are hereby established:

GRADED SALARY RANGE STRUCTURE
(4 percent increase Effective January 1, 2023)

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$130.51	\$163.14	\$195.77	\$271,461	\$339,331	\$407,202
44	\$123.13	\$153.91	\$184.69	\$256,110	\$320,133	\$384,155
43	\$116.16	\$145.20	\$174.24	\$241,613	\$302,016	\$362,419
42	\$109.58	\$136.98	\$164.38	\$227,926	\$284,918	\$341,910
41	\$103.92	\$129.90	\$155.88	\$216,154	\$270,192	\$324,230
40	\$98.46	\$123.08	\$147.70	\$204,797	\$256,006	\$307,216
39	\$93.30	\$116.63	\$139.96	\$194,064	\$242,590	\$291,117
38	\$88.36	\$110.45	\$132.54	\$183,789	\$229,736	\$275,683
37	\$83.64	\$104.55	\$125.46	\$173,971	\$217,464	\$260,957
36	\$79.22	\$99.02	\$118.82	\$164,778	\$205,962	\$247,146
35	\$74.93	\$93.66	\$112.39	\$155,854	\$194,813	\$233,771
34	\$70.86	\$88.58	\$106.30	\$147,389	\$184,246	\$221,104
33	\$67.01	\$83.76	\$100.51	\$139,381	\$174,221	\$209,061
32	\$63.31	\$79.14	\$94.97	\$131,685	\$164,611	\$197,538
31	\$59.84	\$74.80	\$89.76	\$124,467	\$155,584	\$186,701
30	\$56.49	\$70.61	\$84.73	\$117,499	\$146,869	\$176,238
29	\$53.31	\$66.64	\$79.97	\$110,885	\$138,611	\$166,338
28	\$50.29	\$62.86	\$75.43	\$104,603	\$130,749	\$156,894
27	\$47.40	\$59.25	\$71.10	\$98,592	\$123,240	\$147,888
26	\$44.67	\$55.84	\$67.01	\$92,914	\$116,147	\$139,381
25	\$42.06	\$52.57	\$63.08	\$87,485	\$109,346	\$131,206
24	\$39.55	\$49.44	\$59.33	\$82,264	\$102,835	\$123,406
23	\$37.18	\$46.48	\$55.78	\$77,334	\$96,678	\$116,022
22	\$34.93	\$43.66	\$52.39	\$72,654	\$90,813	\$108,971

21	\$32.74	\$40.92	\$49.10	\$68,099	\$85,114	\$102,128
20	\$31.32	\$39.15	\$46.98	\$65,146	\$81,432	\$97,718
19	\$29.97	\$37.46	\$44.95	\$62,338	\$77,917	\$93,496
18	\$28.69	\$35.86	\$43.03	\$59,675	\$74,589	\$89,502
17	\$27.49	\$34.36	\$41.23	\$57,179	\$71,469	\$85,758
16	\$26.33	\$32.91	\$39.49	\$54,766	\$68,453	\$82,139
15	\$25.16	\$31.45	\$37.74	\$52,333	\$65,416	\$78,499
14	\$24.13	\$30.16	\$36.19	\$50,190	\$62,733	\$75,275
13	\$23.15	\$28.94	\$34.73	\$48,152	\$60,195	\$72,238
12	\$22.18	\$27.73	\$33.28	\$46,134	\$57,678	\$69,222
11	\$21.29	\$26.61	\$31.93	\$44,283	\$55,349	\$66,414
10	\$20.40	\$25.50	\$30.60	\$42,432	\$53,040	\$63,648
9	\$19.59	\$24.49	\$29.39	\$40,747	\$50,939	\$61,131

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

D. Job Evaluation System. It is the policy of the commission to pay port employees based on the port's Total Rewards philosophy. It is also the policy of the commission to establish a job evaluation system that evaluates jobs based on required skill level, responsibility, effort required, and working conditions, among other characteristics, of each job. Jobs shall be evaluated on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job evaluation system shall be considered in determining the appropriate pay grade for each job as well as the appropriate exempt or non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act (FLSA). The Senior Director of Human Resources, under the supervision of the Executive Director, shall have the final approval authority for all job evaluation outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director. Job evaluation outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director. This authority shall include re-evaluation of existing jobs and establishment and evaluation of new jobs. *(Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

E. Pay Practices .

- (1) Pay Considerations. An employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time employee's work schedule is 80 hours each bi-weekly pay period. Full-time employees work between 8 and 10 hours each day and salaried, exempt, employees are expected to work the hours necessary to complete assigned work.
- (2) Payroll. Employees shall be paid bi-weekly, typically on Friday. The port's payroll week shall begin Sunday at 12:01 a.m. and end Saturday at midnight. Employees are required to complete a direct deposit authorization form upon hire and to

keep such information current so that electronic paycheck deposits can be made automatically to the employee's designated financial institution. The port shall have the right and obligation per the Washington State Constitution Article VIII, Section 7, to recover any amounts paid in error.

- (3) Initial Pay Rates. Pay rates for newly hired employees will be based on related experience they bring to the Port and how it compares to current Port employees performing similar work.

F. Pay Types.

- (1) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime pay in accordance with prevailing state and federal laws.
- (2) Stand-by Pay. Hourly, non-exempt, employees who are required to be available during non-work hours to resolve problems or otherwise perform work during non-work hours may be eligible for stand-by pay.
- (3) Cost of Living Adjustment (COLA). The Port may provide a pay increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price.
- (4) Cost of Living Adjustment Plus (COLA Plus). The Port may provide a pay increase to certain employees with lower pay rates in addition to the COLA increases they may receive as defined in the Total Rewards Program Guide.
- (5) Multilingual Premium. The Port may provide a multilingual pay premium to employees with proven proficiency in another language for language services to the Port at the Port's request.
- (6) Emergency Pay. In the event of an emergency (e.g. a major snow event, an earthquake, a significant power outage, etc.) that has an adverse impact on Port operations, employees working in exempt jobs who are not eligible for overtime, and are required to work more than their normal work schedule may be eligible for Emergency Pay.
- (7) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases and temporary assignment adjustments may be awarded to employees consistent with the Port Policy HR-21.
- (8) Special Pay Adjustments. The Executive Director, or Human Resources management under the supervision of the Executive Director, may approve special pay adjustments for reasons deemed appropriate. Special adjustments

provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed by Port pay administration policies or procedures.

(9) Pay for Performance. The Pay for Performance program is comprised of the two components, a base pay increase component and an incentive pay plan component. The incentive pay plan may be addressed in a separate resolution.

(a) Base Pay Component. This component permits eligible non-represented employees to earn increases to their base pay that are based on performance ratings earned during the previous performance review period. The amount of the base pay increases shall be approved by the commission as part of the port budget process and administered according to a plan approved by the executive director and implemented by Human Resources management.

1. Consistent with the general delegation of authority, the commission shall provide input to the executive director regarding performance of those employees that report directly to the executive director for the executive director's benefit in rating the performance of the executive director's direct reports. Such input shall be provided in executive session no later than the last commission meeting in January.

(10) Pay for the Executive Director. Pay and performance evaluation for the executive director shall be approved by the Commission in public session. The commission shall have discretion in determining pay of the executive director.

(Res. 3807, §5, 2022, Res. 3765, §1, 2019; Res. 3739, §2, 2017)

G. Pay Rates and Pay Ranges for Non-Evaluated Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-evaluated jobs shall be as follows:

(1) High School, College, and Graduate Intern Positions. Pay rates and employment conditions for students employed under provisions of the Port of Seattle Intern Program shall be determined by human resources staff based upon state or local minimum wage regulations.

(2) Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief. These jobs are not evaluated, and ranges are established based on local market rates for similar work to facilitate appropriate pay administration for employees in these jobs.

(3) Veteran Fellows Positions. Veteran fellowship jobs are not evaluated, and ranges are established to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.

- (4) Executive Director. This job is not evaluated and no pay range is established. The executive director's pay is established by the port commission.

(Res. 3739, §2, 2017)

H. Amending Authorized Jobs, Pay Grades, and Pay Ranges. Pay ranges may be amended by ordinary motion approved by the commission at any regular or special meeting when the changes are the result of provisions contained in this policy directive. Exhibit A may be amended by human resources management when the changes are the result of provisions contained in this policy directive (e.g., on-going job evaluations or technical errors). *(Res. 3739, §2, 2017)*

SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.

A. The port commission supports providing a competitive benefit package for employees and their families that assists the port in retaining and attracting employees with the skills and abilities essential to carry out the port's work. As such, the commission authorizes the following benefits programs. *(Res. 3739, §3, 2017)*

B. Mandated Benefits. The port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following:

- (1) Social Security (FICA) insurance
- (2) Industrial insurance/Workers Compensation coverage
- (3) Unemployment compensation
- (4) Military leave (based on both federal and state requirements)
- (5) Faith and Conscience Days
- (6) Pregnancy disability leave.
- (7) Family and Medical Leave Act (FMLA) of 1993
- (8) The Family Care Act (FCA) of 2002
- (9) State mandated, Long Term Care insurance program, the Long-Term Service and Supports Trust Act (LTSS)
- (10) Washington State Paid Sick Leave

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3739, §3, 2017)

C. Additional Benefits for Employees. The following benefits shall be administered consistent with port eligibility requirements.

(1) Paid Leave. The following paid leave plans shall be administered.

(a) Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year.

(b) Sick Leave. Paid time away from work in the event of illness, injury, or other specified reasons.

(c) Holidays. The port shall observe the following 11 holidays:

1. New Year's Holiday
2. Martin Luther King, Jr., Day
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Native American Heritage Day, the day after Thanksgiving
10. Port Designated Floater (in lieu of Veterans Day)
11. Christmas Day.

(d) Personal Day. One full day each year based on the payroll calendar with no accrual and no carry forward.

(e) Bereavement Leave. Time off to attend or make arrangements for funeral or memorial services of a close family member.

- (f) Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency.
- (g) Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- (h) Awarded Time. Paid time granted to salaried employees to recognize extra work hours necessary to meet critical deadlines, assure coverage, or otherwise accomplish port objectives.
- (i) Shared Leave. Accrued leave donated by one employee to another to prevent the receiving employee from taking leave without pay due to a serious health condition.
- (j) Paid Parental Leave. Fully paid time away from work following the birth, adoption, or placement for foster care of a new child.
- (k) Port Paid Medical Leave. Partially paid time away from work for the employee or family member's serious medical condition. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.
- (l) Port Paid Family Leave. Partially paid time away from work following the birth, adoption, or placement for foster care of a new child. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.

(Res. 3795, §5, 2021)

- (2) Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS) or Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) based on their job responsibilities. Retirement benefits will be administered consistent with applicable Washington state laws.
- (a) Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension

or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two.

- (b) Police Department employees in non-evaluated, non-represented management jobs hired into LEOFF eligible positions who are excluded as stated in RCW 41.04.270 from LEOFF membership as a result of their previous employment will receive port contributions to an alternative plan. These port contributions will be equal to the contributions the port would have made to the LEOFF plan the Police Department employee would have been eligible to enroll in.

Any port retirement contributions made consistent with authority and prior to January 1, 2018, are hereby ratified and confirmed.

- (c) Police and Fire Department non-evaluated, non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.

(Res. 3795, §5, 2021)

- (3) Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:

- (a) The port shall maintain at least two medical plan options.
- (b) Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects.
- (c) Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction.
- (d) The port retains the right to modify or terminate healthcare benefits.

- (4) Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows:

- (a) Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.

- (b) Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
- (c) Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- (5) Flexible Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer work days combined with a non-work day each week or pay period, compressed work week arrangements. Teleworking is another form of alternative work arrangement. Flexible work arrangements and teleworking include a limited Teleworking Equipment Reimbursement Program in years that the reimbursement program is funded
- (6) Relocation. Reimbursement to newly hired salaried employees for pre-approved moving expenses related to their relocation to the Seattle area as a result of accepting a job with the Port of Seattle.

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §3, 2017)

D. Repealed by Resolution No. 3765.

E. Benefits for the Executive Director. The Executive Director will be offered the same benefits package other eligible employees are offered as provided in subsections (B) and (C). The port commission may also authorize different or additional benefits for the Executive Director. *(Res. 3739, §3, 2017)*

SECTION 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.

A. In addition to pension benefits offered to Port of Seattle retirees, the port commission authorizes the following benefits and conditions for qualified retirees. *(Res. 3739, §4, 2017)*

B. Repealed by Resolution No. 3752.

C. Repealed by Resolution No. 3752.

D. Retiree Life Insurance. Retirees are eligible for enrollment in the retiree life insurance plan if they have at least five consecutive years of credited service in a non-represented position with the Port of Seattle immediately preceding retirement and are eligible to begin receiving a pension, based at least in part upon Port of Seattle employment, within one month following departure from the port. *(Res. 3752, §1, 2018; Res. 3739, §4, 2017)*

E. Retiree Parking. Retirees are eligible for free vacation parking at the north employee parking lot at SEA (the airport in SeaTac, WA owned and operated by the Port of Seattle). A valid retiree identification badge is required to access the north employee parking lot and can be obtained from the front desk at Pier 69. *(Res. 3795, §5, 2021; Res. 3739, §4, 2017)*

F. Authorization to Amend Benefits Offered to Port of Seattle Retirees. The port is authorized to amend the benefits in this section as necessary to comply with any changes in statutory regulations, to require retirees to contribute all or a portion of the premium, and to amend or terminate governing vendor or insurance contracts at any time for any reason. *(Res. 3765, §1, 2019; Res. 3739, §4, 2017)*

SECTION 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners.

A. Benefits contained in this section are available to port commissioners. *(Res. 3739, §5, 2017)*

B. Healthcare. Port commissioners shall have the same healthcare, medical, pharmacy, dental, and vision benefits choices offered to port employees.

(1) Medical and Pharmacy Benefits for Commissioners.

- (a) Coverage for Commissioners. Port commissioners are eligible to elect medical coverage effective on the first of the month following one calendar month as a port commissioner. They shall be eligible for healthcare coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored medical coverage must elect coverage via approved methods.
- (b) Coverage for Commissioners' Dependents. Port commissioners are eligible to elect medical benefits for their dependents on the first of the month following one calendar month as a port commissioner. Coverage for dependents shall be provided by the same medical plan that the commissioner has chosen.

(2) Vision Benefits for Commissioners.

- (a) Coverage for Commissioners. Port commissioners are eligible to elect vision coverage effective on the first of the month following one calendar month as a port commissioner. They shall be eligible for vision coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored vision coverage must elect coverage via approved methods.
- (b) Coverage for Commissioners' Dependents. Port commissioners are eligible to elect vision coverage for their dependents on the first of the month following

one calendar month as a port commissioner. Coverage for dependents shall be provided by the same vision plan that the commissioner has chosen.

(3) Dental Benefits for Commissioners.

(a) Coverage for Commissioners. Port commissioners who so elect coverage shall receive these benefits effective the first of the month following one calendar month as a port commissioner. Dental coverage will be provided in such amounts and in such manner as the port has established with organizations providing or administering such benefits. The eligibility and other conditions of coverage are established with the organization selected by the port to provide such benefits.

(b) Coverage for Commissioners' Dependents. Port commissioners are eligible to elect dental benefits for their dependents on the first of the month following one calendar month as a port commissioner. Coverage for dependents shall be provided by the same dental plan that the commissioner has chosen.

(4) Healthcare Premiums. Commissioners will be responsible for paying a share of their healthcare premiums by payroll deduction in the same manner as non-represented employees. Commissioners are responsible for notifying the port by an approved enrollment method of their coverage elections and eligible dependents. Any additional healthcare costs associated with a lack of notification shall be the commissioner's responsibility.

(Res. 3752, §1, 2018; Res. 3739, §5, 2017)

C. Life Insurance. Commissioners shall be eligible to elect life insurance coverage as specified below.

(1) For Commissioners. Port commissioners who so elect shall have coverage under a \$50,000 basic life insurance policy and/or \$100,000 business travel accident insurance policy on a self-paid basis on the first of the month following one calendar month as a port commissioner subject to provisions of contracts with organizations selected by the port to provide such benefits.

For purposes of optional, self-paid basic life insurance and business travel accident insurance benefits, Port commissioners are included in the definition of eligible employee.

(a) For Commissioners Eligible for Retiree Life Insurance. A commissioner is eligible for enrollment in the retiree life insurance plan if the service requirements listed in subsection (B)(1)(b) are satisfied and the commissioner elected and was covered by the \$50,000 basic life insurance policy immediately prior to the expiration of their term as a port commissioner.

(Res. 3739, §5, 2017)

D. Right to Modify or Terminate Coverage. The port retains the right to modify or terminate benefits and/or to modify the cost charged to commissioners or dependents for such coverage. *(Res. 3739, §5, 2017)*

SECTION 5.5. Policy Regarding Special Programs and Commission Notification.

The Executive Director is authorized to establish and implement voluntary separation, furlough, or other similar programs deemed necessary to benefit the financial health of the Port and amend benefits provided for in this policy directive as necessary to execute the provisions of these programs. The Commission shall be notified of any amendments to benefits prior to implementation of any special programs not currently provided for in this policy directive. The Commission shall be notified of any material changes in the administrative details of the programs authorized by this policy directive before changes are implemented. *(Res. 3739, §6, 2017)*

Revision History

November 29, 2022	Resolution No. 3807 adding new definition for 'Cost of Living Adjustments 'COLA'' and 'Pay Equity'; updating section title, striking language referring to Workplace Responsibility staff; adjusting the Graded Salary Range Structure by 4 percent and removing Grade 7 and 8; updating and/or modifying sections related to pay practices, initial pay rates, Information and Communication Technology Stand-by Pay; adding COLA and COLA Plus; adding Multilingual Pay and Emergency Pay; updating Other Pay Adjustments provision; adding 'Washington State Paid Sick Leave' reference, and removing reference to COVID-19 Vaccination Verification Incentive Day.
November 16, 2021	Resolution No. 3795 adding new definition for 'pay rate' and modify 'probationary employee;' adjusting graded salary range structure; amending mandated benefits, paid leave, and retirement; updating flex time and alternative work arrangement provisions; and making other general technical edits to the policy directive.
June 8, 2021	Resolution No. 3790 amended the definitions of "Probationary Employee" and "Probationary Period."
November 17, 2020	Resolution 3781 added the definition of "Project-related Temporary Assignment;" amended Section 5.1.A(3) relating to the Internal Audit Director; adjusted the graded salary range structure by 2 percent; and amended Section 5.2.C(c), holidays, to add Juneteenth to the list of Port holidays.
November 19, 2019	Resolution 3765 added and removed definitions in Section 2, reorganized language on the port's right to modify or terminate benefits and policy in Sections 3 and 4, and removed several cross-references. In Section 5.1, salary ranges were updated and language about the job evaluation system was clarified. New provisions for paid medical and family leave were created in Section 5.2(C).
November 27, 2018	Resolution 3752 revised definitions of "at-will" and "probationary period"; updated the title of External Relations Senior Director; clarified administrative and functional reporting of the Internal Audit Director; revised the graded salary range structure; added a floating personal day to the port's holiday schedule; provided for separate medical, dental, pharmacy, and vision benefits; and repealed medical

benefits for retirees and their dependents. A new exhibit listing port job titles by salary range was provided at this time also.

November 28, 2017

Resolution 3739 restated the salary and benefits program for the Port of Seattle for 2018. It provided no expiration date, thereby effectively establishing the first non-expiring Salary and Benefits Policy Directive of the Port of Seattle.

EXHIBIT A TO PORT OF SEATTLE COMMISSION POLICY DIRECTIVE ON SALARIES AND BENEFITS SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS SALARY RANGES EFFECTIVE JANUARY 1, 2023 Annual Base Salary Range (Hourly equivalent in parentheses) ¹			
Grade	Minimum	Midpoint	Maximum
42	\$227,926 (\$109.58)	\$284,918 (\$136.98)	\$341,910 (\$164.38)
	*Chief Operating Officer *Managing Director, Aviation		*General Counsel/Chief Compliance Officer
41	\$216,154 (\$103.92)	\$270,192 (\$129.90)	\$324,230 (\$155.88)
	*Managing Director, Economic Development		Chief Financial Officer
40	\$204,797 (\$98.46)	\$256,006 (\$123.08)	\$307,216 (\$147.70)
	*Managing Director, Maritime *Senior Director, Environment, Sustainability & Engineering		*Senior Director, External Relations *Senior Director, Human Resources
39	\$194,064 (\$93.30)	\$242,590 (\$116.63)	\$291,117 (\$139.96)
	Aviation Chief Development Officer		Aviation Chief Operating Officer
38	\$183,789 (\$88.36)	\$229,736 (\$110.45)	\$275,683 (\$132.54)
	Chief Information Officer		*Senior Director, Equity Diversity & Inclusion
37	\$173,971 (\$83.64)	\$217,464 (\$104.55)	\$260,957 (\$125.46)
	*Senior Director, Labor Relations Director, Accounting & Financial Reporting Director, Airport Operations		Director, Aviation Maintenance Director, Aviation Project Management Group Exec Chief of Staff & Senior Director of Strategic Initiative
36	\$164,778 (\$79.22)	\$205,962 (\$99.02)	\$247,146 (\$118.82)
	Chief Engineer/Director Engineering Services Deputy General Counsel Director, Aviation Business & Properties Director, Aviation Commercial Management Director, Aviation Facilities & Capital Programs		Director, Aviation Security Director, Central Procurement Office Director, Customer Experience & Brand Strategy Director, ICT Infrastructure Services
35	\$155,854 (\$74.93)	\$194,813 (\$93.66)	\$233,771 (\$112.39)
	*Chief of Staff, Commission Services Director, Aviation Environmental Services Director, Aviation Finance & Budget Director, Cruise Business & Maritime Marketing Director, Government Relations Director, Human Resources - Total Rewards Director, ICT Product Engineering		Director, ICT Technology Delivery Director, Marine Maintenance Director, Maritime Environmental & Planning Director, Maritime Operations & Security Director, Real Estate Development Director, Seaport Project Management Group Senior Capital Program Leader
34	\$147,389 (\$70.86)	\$184,246 (\$88.58)	\$221,104 (\$106.30)
	AFR Assistant Director and Port Auditor Assistant Director Aviation Project Management Group Assistant Engineering Director-Construction Assistant Engineering Director-Design Director, Aviation Innovation Director, Corporate Finance Director, External Relations Communications & Marketing Director, External Relations Community Engagement Director, HR Talent Management		Director, Human Resources - Health & Safety Director, Information Security / Chief Information Security Officer Director, Internal Audit Director, Port Construction Services Director, Real Estate Asset Management Senior Manager, Aviation Capital Programs Senior Manager, Aviation Facilities & Infrastructure Senior Policy Director Senior Port Counsel
33	\$139,381 (\$67.01)	\$174,221 (\$83.76)	\$209,061 (\$100.51)
	Capital Program Leader Director, Business Intelligence Director, Risk Management Director, Seaport Finance & Budget Director, Tourism Development Senior Manager, AFR General Accounting		Senior Manager, Airline Affairs & Aviation Properties Senior Manager, Airport Dining & Retail Senior Manager, Airport Operations Senior Manager, Aviation Operational Risk and Safety Senior Manager, Disbursements
32	\$131,685 (\$63.31)	\$164,611 (\$79.14)	\$197,538 (\$94.97)
	Aviation Capital Project Liaison Aviation Facilities & Infrastructure Manager Director, Corporate Budget Director, External Relations Capital Project Delivery Director, Small Business Development Director, Workforce Development GIS Architect Information Security Resiliency Manager Manager, Enterprise GIS Manager, ICT Project Management Senior Construction Manager Senior Manager Maritime Planning Senior Manager Waterfront Project Management Senior Manager, AFR Revenue Services Senior Manager, Airport Building Department Senior Manager, Aviation Maintenance Senior Manager, Aviation Maintenance Assets & Logistics Senior Manager, Aviation Maintenance Custodial Services		Senior Manager, Aviation Planning Senior Manager, Civil Structural Design Services Senior Manager, Construction Contracting Senior Manager, CPO Strategic Partnerships & Analytics Senior Manager, Credentialing and Access Senior Manager, Emergency Preparedness Senior Manager, Employee Relations Senior Manager, Environmental Programs Senior Manager, Federal & International Government Relations Senior Manager, Labor Relations Senior Manager, Mechanical/Electrical Design Services Senior Manager, Purchasing Senior Manager, Security Operations Senior Manager, Security Strategy & Intelligence Senior Manager, Service Agreements Sr. Manager Regional Transportation Treasury Manager
31	\$124,467 (\$59.84)	\$155,584 (\$74.80)	\$186,701 (\$89.76)
	AFR Manager Financial Systems & Lean Initiatives Aviation Facilities & Infrastructure Principal Engineer		Manager, Survey & Mapping Services Manager, Systems Engineering

Grade	Minimum	Midpoint	Maximum
	Capital Project Manager V Commission Deputy Chief of Staff Construction Manager Cruise, Operations & Business Development Manager Design Program Manager Design Technology Manager ICT Contract Vendor & IP Manager Manager, Airport Duty Manager Operations Manager, Database Engineering Manager, ERP Manager, HR Information System Manager, Internal Audit Manager, Internal Audit - Capital Manager, Internal Audit - IT Manager, Network Engineering Manager, Organizational Development & Business Partners Manager, Server Engineering Manager, Software Development		Senior Controls Manager-Aviation Project Management Group Senior Government Relations Manager Senior Manager, AV Finance & Budget Senior Manager, Aviation Business Development Senior Manager, Aviation Noise Programs Senior Manager, Commercial Revenue Development Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Marine Maintenance Business Ops, Systems & Logistics Senior Manager, Marine Maintenance Fleet & Facilities Senior Manager, Marine Maintenance Project & Compliance Management Senior Manager, Maritime Operations Senior Manager, Recreational Boating Senior Manager, Strategic Initiatives/Chief Strategy Officer Senior Manager, Workplace Responsibility Talent Acquisition Manager Talent Development and Diversity Manager Total Rewards Manager
30	\$117,499 (\$56.49)	\$146,869 (\$70.61)	\$176,238 (\$84.73)
	AV Maintenance Manager, Capital Project Liaison Aviation Facilities & Infrastructure Asset Manager Aviation Facilities & Infrastructure Senior Engineer Capital Project Manager IV Construction Labor Manager Cyber Risk & Compliance Program Manager Data Scientist Design Project Manager ERP Developer/Programmer III ICT Business Case Manager ICT Senior Project Manager International Tourism Development Manager Labor Relations Manager Local Government Relations Manager Manager Financial Reporting & Controls Manager, Air Cargo Operations and Development Manager, Air Services Development Manager, Aviation Maintenance Manager, Aviation Maintenance Business Systems Manager, Aviation Maintenance Logistics Manager, Aviation Maintenance Work Planning & Small Works		Manager, Aviation Planning Program Manager, Construction Contracting Manager, Corporate Finance Manager, CPO Planning & Analysis Manager, Seaport Project Management Group Program Controls Principal Design Engineer Real Estate Development Manager Regional Government Relations Manager Resident Engineer V Senior Environmental Program Manager Senior Manager PCS Business Operations Senior Manager PCS Construction Operations Senior Manager Seaport Finance Senior Manager, Airport Employee Brand Experience & Learning Senior Manager, Content, Marketing and Digital Communication Senior Manager, Operations Readiness & Activation Senior Regional Transportation Manager Senior Systems Architect Senior Technical Project Manager Technology Economist
29	\$110,885 (\$53.31)	\$138,611 (\$66.64)	\$166,338 (\$79.97)
	Accounting Manager Aviation Capital Programs Senior Development Manager Aviation Program Controls Manager Business Intelligence Program Manager - Analytics Business Intelligence Program Manager - Research Business Technology Consultant Buyer V Contract Administrator V - Construction Contract Administrator V - Service Agreements Cost Estimating Manager Disadvantage Business Enterprise Manager East King County Community & Gov't Relations Mgr ERP Administrator ERP Developer/Programmer ERP Developer/Programmer II GIS Software Engineer Lead Software Developer Learning & Leadership Program Manager Manager 911 Communications Manager Creative Services Manager, Airfield Operations Manager, Airline Scheduling Systems Manager, Airport Communications Center Manager, Airport Landside Operations Manager, Airport Operations Manager, Airport Wildlife Manager, Construction Safety Management		Manager, ICT Business Services Manager, ICT Financial Services Manager, ICT Quality Assurance Manager, PCS Construction Manager, Seaport Finance & Budget Manager, Terminal Operations Payroll Manager Port Counsel Principal Engineer Process Improvement Program Manager Purchasing Manager Resident Engineer IV Senior Cost Engineer/Scheduler Supervisor Senior Database Engineer Senior Design Engineer - Structural Senior Fire Protection Engineer Senior Infrastructure Systems Engineer - Conservation Senior Manager Maritime Security Senior Manager, Maritime Marketing Senior Manager, Customer Experience & Communication Senior Media Officer Senior Organizational Business Partner Senior Real Estate Manager Server Engineering - Lead Strategic Planning Program Manager Women/Minority Business Enterprise Manager
28	\$104,603 (\$50.29)	\$130,749 (\$62.86)	\$156,894 (\$75.43)
	Accounts Payable Manager AFR Business Tech Consultant Airport Innovation and Systems Manager Airport Operations Development Manager Asset Management Program Manager AV Communications and Marketing Program Manager Aviation Grants Program Manager Aviation PMG Cost Estimator Aviation Property Manager 3 Aviation Security Compliance Manager Aviation Senior Cost Engineer / Scheduler Business Manager II, Airport Dining & Retail Capital Project Estimator Capital Project Manager III Construction Management Cost Estimator		Manager, Corporate Facilities Manager, Customer Engagement Manager, Harbor Business and Operations - Fishing Manager, International Terminal Operations Manager, Lease Administration & Utility Management Marine Maintenance Manager Fleet & Transportation Marine Maintenance Manager Regulatory Compliance Program PCS Cost Estimator Police Records Manager Principal Business Intelligence Analyst Principal Business Intelligence Data Engineer Project Management Group System Administrator/Cost Engineer Real Estate Manager Resident Engineer III Risk Claims Manager

Grade	Minimum	Midpoint	Maximum
	Contract Administrator IV - Construction Contract Administrator IV - Service Agreements Corporate Budget and Systems Manager Custodial Operations Manager Design Quality Manager - Engineering Engineering Facility & Financial Manager Environmental Program Manager Equity, Diversity & Inclusion System Change Program Manager ICT Project Manager Information Security Manager Innovation Program Manager Manager Aviation Conference Center Services Manager Aviation Program Controls Business Systems Manager Aviation Security - Physical Security Manager Signage and Wayfinding Manager, Airport Facility Services Manager, Aviation Security - Employee Screening Manager, Construction Planning & Coordination		Seaport Senior Cost Engineer / Analyst Senior Art Program Manager Senior Design Engineer Senior Information Security Engineer/Analyst Senior IT Auditor Senior Linux Server Engineer Senior Network Engineer Senior Program Manager - Maritime Industrial Engagement Senior Program Manager Community Engagement Senior Program Manager Maritime Engagement Senior Systems Engineer Senior Windows Server Engineer Software Developer Sound Insulation Manager Sustainable Development Program Manager Terminal Operations Project Development Manager Waterfront Project Management Facilities Project Manager IV Workers Compensation Manager
27	\$98,592 (\$47.40)	\$123,240 (\$59.25)	\$147,888 (\$71.10)
	Affirmative Action Program Manager AFR Business Technology Analyst III Air Cargo Facilities Manager Air Cargo Operations Manager Air Services Development Program Manager Assistant Manager Aviation Maintenance Aviation Airfield/Airspace Planner Aviation Facilities & Infrastructure Architect Aviation Facilities & Infrastructure Engineer Aviation Facilities & Infrastructure Utility Program Manager Aviation Landside Planner Aviation Maintenance Asset Manager Aviation Maintenance Assistant Manager Fleet Aviation Property Manager 2 Aviation Security, Capital Project Liaison Aviation Terminal Planner AVM CIP & Expense Project Liaison Biometrics Program Manager Business Intelligence Analyst III Business Manager I, Airport Dining & Retail Buyer IV CAD Design Manager Community Investments Program Manager Content Services Manager Contract Administrator III - Construction Contract Administrator III - Service Agreements Database Engineer Diversity in Contracting Program Manager Economic Development Innovation Program Manager Emergency Preparedness Planning & Program Manager Emerging Talent Manager Employee Commuter Benefits Program Manager Equity, Diversity & Inclusion Engagement & Comm Program Mgr Equity, Diversity & Inclusion Senior Data and Policy Analyst Erosion Control / Storm Water Engineer		External Relations Manager Events and Engagement Financial & Cost Recovery Manager Fire Protection Engineer ICT Client Services Supervisor Manager Harbor Customer Service Manager ICT Service Desk Manager, AV Customer Communication Manager, Aviation Security Systems and Access Manager, Aviation Training Mapping Manager Marine Maintenance Facilities Manager II Maritime Operations Manager Operational Readiness Activation Transition Manager PC Systems Analyst PCS Construction Manager III PCS RMM Construction Manager III Real Estate Development Planning Specialist Senior Business Analyst - ICT Senior Commission Specialist Senior Design Architect Senior Employee Relations Consultant Senior Financial Analyst Aviation Senior Financial Analyst Seaport Senior HR Business Technology Analyst Senior Internal Auditor Senior Planner - Maritime Senior Plans Exam/Bldg Inspector Senior Talent Acquisition Representative - Lead Survey Crew Manager Sustainability Reporting and Communications Program Manager Telecommunications Infrastructure Engineer Total Rewards Consultant Transportation Access Program Manager Utility Program Manager Waterfront Project Management Facilities Project Manager III
26	\$92,914 (\$44.67)	\$116,147 (\$55.84)	\$139,381 (\$67.01)
	AFR Business Tech Analyst II AFR Records & Administration Manager Airport Parking Digital Marketing Manager Assistant Manager PCS Construction Operations Assistant Manager, AVM Distribution Center Aviation Capital Programs Development Manager AVM Small Works Project Manager/Controls Coordinator Building Inspector / Plan Examiner Business Intelligence Market Research Analyst III Buyer III Capital Project Manager II Central Procurement Office Data Analyst Certified Occupational Health Nurse Certified Service Provider Program Manager Chief of Maritime Staff Commission Office Strategic Advisor Construction Coordination Supervisor Construction Labor Priority Hire Program Manager Construction Management Systems Analyst Construction Safety Manager 2 Credentialing Center Supervisor/Systems Administrator Deputy Executive Chief of Staff Design Engineer III Driver Safety Program Manager Emergency Preparedness Training & Exercise Program Manager Employee Communications Program Manager Equity, Diversity & Inclusion Aviation Program Manager External Relations Communications Project Manager External Relations Social Media Program Manager Financial Reporting & Controls Analyst II		Health & Safety Program Manager HR Data Analyst ICT Senior Client Engineer Indoor Navigation Program Manager Information Security Engineer/Analyst Infrastructure Operations Technology Supervisor Intl Business Protocol Liaison Learning/Development Consultant Marine Maintenance Asset Program Manager Mental Health Professional Network Engineer Parking Revenue Program Manager PCS Construction Manager II PCS RMM Construction Manager II Public Safety Technology Consultant Real Estate Property Manager II Resident Engineer II Senior Baggage Operations Systems Specialist Senior Business Development Analyst - Aviation Senior Environmental Management Specialist Senior Financial Analyst Corporate Senior Port Budget Analyst Senior Talent Acquisition Representative Senior Treasury Analyst Software Test Engineer Supervisor, Aviation Security Systems Engineer Tax Analyst Wildlife Biologist Windows Server Engineer

Grade	Minimum	Midpoint	Maximum
	Harbor Operations Supervisor - Fishing Harbor Operations Supervisor - Recreational Boating		Workers Compensation Claims Adjudicator Workforce Development Program Manager & Data Analyst
25	\$87,485 (\$42.06)	\$109,346 (\$52.57)	\$131,206 (\$63.08)
	AFR Business Tech Analyst I Airline Scheduling Systems Specialist Airport Dining & Retail Program Manager Airport Dining & Retail Project Manager Airport Volunteer & Accessibility Program Manager Art Program Manager, Aviation Assistant to Executive Director Aviation Conference Center Business & Marketing Manager Aviation Customer Communications Coordinator Aviation Facilities & Infrastructure Intermediate Engineer Aviation Learning Tech Consultant Aviation Lease Administration Manager Aviation Maintenance Senior Business Analyst Aviation Security Compliance Analyst Baggage Operations Systems Specialist Business Intelligence Analyst II Central Procurement Office Planning Analyst Client Engineering MECM Administrator Commission Clerk Construction Inspector III Construction Labor Specialist II Contract Administrator II - Construction Contract Administrator II - Service Agreements CPO Systems Administrator Custodial Operations Quality Assurance Specialist Design Engineer II Economic Development Analyst Emergency Preparedness Program Manager ERP Developer/Programmer I External Relations Capital Projects Marketing Specialist External Relations Marketing and Communications Project Manager Financial Analyst Aviation Financial Analyst II SP GIS Analyst		Government Relations Policy Analyst Harbor Business Analyst ICT Mobility Supervisor ICT Service & Reporting Analyst Internal Auditor Investigation Specialist Labor Compensation Analyst Labor Relations Analyst Landside Supervisor Landside Supervisor, Air Transit Operations Marine Maintenance Logistics Manager Marine Maintenance Regulatory Compliance Coordinator Maritime Environmental Finance Specialist Maritime Marketing Program Manager OSR Small and Disadvantaged Business Coordinator Payroll Operations & Systems Analyst PCS Resident Construction Manager Program Manager Airport Landside Operations Public Disclosure Manager Resident Engineer I Safety Management System Specialist Senior Accountant Senior Survey Project Manager Talent Development Technical Analyst Total Rewards Analyst Utility Locate Manager Video Producer Waterfront Project Management Facilities Project Manager II Waterfront Project Management Project Controls Coordinator Web Coordinator WMBE Compliance Analyst Workers Compensation Administrator Workforce Development Program Manager
24	\$82,264 (\$39.55)	\$102,835 (\$49.44)	\$123,406 (\$59.33)
	Airline & Passenger Systems Specialist Assistant to Managing Director, Aviation Aviation Drawing & Data System Specialist Aviation Facilities & Infrastructure Document Administrator Aviation Facilities & Infrastructure Junior Engineer Aviation Maintenance Asset Management Analyst Aviation Maintenance Lead Planner/Coordinator Aviation Maintenance Senior Systems Analyst Business Intelligence Market Research Analyst II Construction Safety Manager 1 Cost Recovery Specialist II Design Engineer I Desktop Support Specialist Diversity in Contracting Coordinator Economic Development Coordinator		Environmental Data Specialist Executive Assistant/Executive Office Field Survey Project Manager Financial & Budget Analyst - Corporate Financial Analyst Corporate Financial Analyst I - Seaport Financial Reporting & Controls Analyst I ICT Senior Mobile Device Specialist Legal Administrator Marine Maintenance Facilities Manager I Real Estate Property Manager I Senior Commission Executive Assistant Telecommunications Specialist Waterfront Project Management Facilities Project Manager I
23	\$77,334 (\$37.18)	\$96,678 (\$46.48)	\$116,022 (\$55.78)
	Accountant III Accounts Payable Lead/P-Card Analyst Administrative Supervisor Airport Noise Programs Coordinator Assistant Resident Engineer Assistant to Managing Director, EDD Assistant to Senior Director, Environment & Sustainability Assistant to Senior Director, Equity Diversity & Inclusion Assistant to Senior Director, External Relations Assistant to Senior Director, Human Resources Assistant to Senior Director, Labor Relations AV Customer Communications Specialist Aviation Maintenance Business Analyst Aviation Maintenance Planner/Coordinator Aviation Maintenance Systems Analyst Aviation Property Manager 1 Aviation Revenue Controls Analyst Aviation Security Business Systems Analyst Aviation Training Specialist Aviation Training Systems Analyst Aviation Utility Analyst BIM Technology Specialist Business Intelligence Analyst I Buyer II Capital Project Manager I Commission Executive Assistant Construction Contract Specialist Construction Inspector II		Construction Labor Specialist Contract Management Assistant Credit Analyst Cruise Operations Specialist Environmental Management Specialist External Relations Environmental Program Coordinator Human Resources Outreach Specialist ICT Asset Management Analyst ICT Business Analyst ICT Software Package Engineer Lead Payroll Analyst Marine Maintenance Asset Analyst/CAD Specialist Marine Maintenance Business Analyst Marine Maintenance Facilities Compliance Program Manager Project Management Systems Administrator Records Program Manager Risk Analyst Risk Claims Specialist Senior Civil Engineering Technician Senior Engineering Design Technician Senior Signing and Graphics Designer Specialist Software Test Analyst Survey Data Specialist Survey Project Manager Talent Acquisition Representative Travel Card & Concur Analyst Waterfront Project Management Contract Specialist

Grade	Minimum	Midpoint	Maximum
22	\$72,654 (\$34.93)	\$90,813 (\$43.66)	\$108,971 (\$52.39)
Aviation Lease Administration Coordinator AOB Facilities Supervisor Art Program Coordinator Assistant Project Manager Aviation Capital Program Management Coordinator Aviation Maintenance Procurement & Inventory Supervisor Business Intelligence Market Research Analyst I CAD Standard Review Technician Communications Specialist - Human Resources Cost Recovery Specialist I Customer Engagement Specialist Customer Experience Specialist EDD Senior Lease Specialist EDD Utility Analyst Engineering Design Technician		Graphic Designer ICT Infrastructure Operations Technician ICT Mobile Device Specialist Marine Maintenance CMMS Administrator Maritime Marketing Project Manager Noise Program Specialist Operational Readiness & Airport Transition Specialist Paralegal PCS Construction Coordinator/Scheduler PCS Construction Manager I PCS RMM Construction Manager I Senior Building Permit Coordinator Survey CAD Technician Unified Pest Management Coordinator Visual Storyteller	
21	\$68,099 (\$32.74)	\$85,114 (\$40.92)	\$102,128 (\$49.10)
Accountant II Airline Statistical Specialist Aviation Project Controls Analyst Background Compliance Specialist Business Intelligence Assistant Construction Management Assistant Deputy Commission Clerk Environmental Finance Invoice Systems Specialist Fire Department System Administrator		Maritime Operations Billing Analyst Payroll Analyst Public Affairs Planner/Project Assistant Seaport Project Specialist Senior Administrative Assistant Senior Ground Transportation Controller Senior Harbor Facilities Coordinator Signing & Graphics Designer Specialist Total Rewards Specialist	
20	\$65,146 (\$31.32)	\$81,432 (\$39.15)	\$97,718 (\$46.98)
Aviation Customer Service Brand & Recognition Specialist Aviation Maintenance Time Administrator Aviation Program Controls Administrator Building Permit Coordinator Buyer I Civil Engineering Technician Construction Inspector I Construction Safety Specialist Contract Administrator I - Construction Contract Administrator I - Service Agreements Department Contract Specialist		EDD Lease Specialist III External Affairs Event Specialist Harbor Moorage Coordinator ICT Asset Management Contract Specialist Marine Maintenance Fleet Program Coordinator Marine Maintenance Logistics Specialist Project Assistant - Engineering Public Art Technician Public Disclosure Specialist Records Management Specialist Tourism Project Specialist	
19	\$62,338 (\$29.97)	\$77,917 (\$37.46)	\$93,496 (\$44.95)
Accountant I Accounts Payable Specialist Administrative Assistant Air Service Administrative & Program Specialist Bus Driver Trainer Engineering Facility Specialist Engineering Invoice & Asset Specialist Ground Transportation Controller ICT Service Desk Technician		Lead Airport Customer Service Representative Lead FIS Airport Customer Service Representative Marine Maintenance Time Administrator/Admin Payroll Specialist Project Controls Support Specialist Safety Assurance Specialist Seaport Project Management Support Specialist Talent Acquisition Assistant Utility Locate Technician	
18	\$59,675 (\$28.69)	\$74,589 (\$35.86)	\$89,502 (\$43.03)
AV Conference Center Sales & Operations Specialist Aviation Lease Administration Specialist EDD Lease Specialist II		Landside Billing Specialist Marine Maintenance Project Assistant	
17	\$57,179 (\$27.49)	\$71,469 (\$34.36)	\$85,758 (\$41.23)
Airport Customer Service Representative Airport Dining & Retail Marketing Coordinator Assistant Civil Engineering Technician Contract Document Specialist Facilities Coordinator Harbor Customer Service Specialist Harbor Operations Specialist		Marine Maintenance Business Operations Specialist Marine Maintenance Material & Inventory Specialist Marine Maintenance Work Order Intake Specialist PCS Purchasing Specialist Time Reporting Administrator - Fire Dept Workers Compensation Administrative Assistant	
16	\$54,766 (\$26.33)	\$68,453 (\$32.91)	\$82,139 (\$39.49)
Aviation Receiving Dock Operations Coordinator Commission Staff Assistant EDD Lease Specialist I		Ground Transportation Customer Support Specialist Marine Maintenance Dispatcher/Administrative Support Senior Administrative Staff Assistant	
15	\$52,333 (\$25.16)	\$65,416 (\$31.45)	\$78,499 (\$37.74)
Conference Center Assistant/On Call Landside/Customer/Administrative Support Lead Customer Research Field Worker		Marine Maintenance Accounts Clerk Maritime Finance Invoicing Specialist	
14	\$50,190 (\$24.13)	\$62,733 (\$30.16)	\$75,275 (\$36.19)
Administrative Staff Assistant AOB Facilities & Mail Specialist Customer Research Field Worker		Facilities Specialist On-Call Administrative Staff Assistant	
12	\$46,134 (\$22.18)	\$57,678 (\$27.73)	\$69,222 (\$33.28)
Aviation Operations Cruise Transportation Coordinator		Security Specialist	
9	\$40,747 (\$19.59)	\$50,939 (\$24.49)	\$61,131 (\$29.39)

Grade	Minimum	Midpoint	Maximum
	AOB Mail & Facilities Specialist – On-Call Mail & Shipping Specialist		Office Assistant
Grade	Minimum	Non-Evaluated Jobs Midpoint	Maximum
94	\$172,016 (\$82.70)	\$215,030 (\$103.38)	\$258,024 (\$124.05)
	*Chief of Police		Fire Chief
93	\$156,374 (\$75.18)	\$195,478 (\$93.98)	\$234,582 (\$112.78)
	Assistant Fire Chief	Deputy Chief of Police	
92	\$56,555 (\$27.19)	\$58,635 (\$28.19)	\$60,715 (\$29.19)
	Graduate Intern		
91	\$40,955 (\$19.69)	\$47,195 (\$22.69)	\$53,435 (\$25.69)
	College Intern		
90	\$38,875 (\$18.69)	\$38,875 (\$18.69)	\$38,875 (\$18.69)
	High School Intern		

*At will employees
NOTE-Hourly rates are calculated by (1) increasing the 2021 hourly midpoint for each grade by 4.0%, rounded to the nearest whole cent, to determine the new (2023) hourly midpoint, (2) multiplying the newly calculated midpoint by .8, rounded to the nearest whole cent, to determine the 2023 range minimum, (3) multiplying the newly calculated midpoint by 1.2, rounded to the nearest whole cent to determine the 2023 hourly maximum. These are the range minimum, midpoint, and maximum that are entered into HCM.

Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.