



**2002**

**SALARY & BENEFIT**

**RESOLUTION NO. 3471**

**Effective January 1, 2002**

# INDEX

<b>I.</b>	<b>ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RATES AND RANGES.....</b>	<b>1</b>
A.	Exempt/Non-Exempt Classification of Positions .....	1
B.	Graded Salary Ranges .....	1
	Schedule of Salary Ranges.....	2
C.	Salary Rates, Ranges, and Allowances for Non-graded Positions....	3
1.	Japan Regional Staff Positions .....	3
2.	Student Helper or International Intern Positions .....	3
3.	Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief.....	3
D.	Amending Authorized Positions, Classifications, and Salary Rates and Ranges....	3
<b>II.</b>	<b>ESTABLISHMENT AND ADMINISTRATION OF JOB EVALUATION SYSTEM .....</b>	<b>3</b>
<b>III.</b>	<b>FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES .....</b>	<b>4</b>
A.	Authorized Positions .....	4
B.	Selection Criteria .....	4
C.	Setting Salaries .....	4
1.	Hires .....	4
2.	Transfers .....	4
<b>IV.</b>	<b>DEFINITIONS OF EMPLOYMENT STATUS.....</b>	<b>5</b>
A.	Employee.....	5
1.	Salaried .....	
2.	Represented .....	
B.	Eligible Employee .....	5
1.	Full-Time.....	5
2.	Part-Time.....	5
C.	PERS-retired Employee.....	5
D.	Ineligible.....	5
1.	Limited .....	6
2.	Extended or On-call .....	6
3.	Student Interns.....	6
a.	Domestic Student Interns .....	6
b.	International Interns.....	6
4.	Ending of Ineligible Status .....	6
5.	Conversion From Ineligible to Eligible Status .....	6
E.	Immigration and Naturalization Control Act .....	7

**INDEX (Continued)**

<b>V.</b>	<b>ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES AND ADJUSTMENTS .....</b>	<b>7</b>
A.	Pay for Performance/Special Adjustment Program and Fund Administration .....	7
B.	Promotional Increases .....	8
C.	Six Month Increases .....	8
D.	Probationary Increases.....	8
E.	Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges .....	8
F.	Temporary Pay for Temporary Assignments .....	8
G.	Foreign Language Premium .....	8
H.	Payment for Relocation Costs .....	9
<b>VI.</b>	<b>ADMINISTRATION OF PAY PRACTICES.....</b>	<b>9</b>
A.	Conversion of Salary Rates .....	9
B.	Authorized Work Schedules for Full-Time Employees .....	9
C.	Extra Compensation .....	9
1.	Overtime.....	9
2.	Shift Differential .....	10
<b>VII.</b>	<b>ADMINISTRATION OF BENEFIT PROGRAM .....</b>	<b>10</b>
A.	Authorization to Amend Benefit Program .....	10
B.	Basic Benefits Provided for All Salaried Employees.....	10
1.	Social Security (FICA) Insurance.....	10
2.	Industrial Insurance or Other Duty Disability Benefits .....	10
3.	Unemployment Compensation .....	11
4.	Military Leave .....	11
C.	Benefits Provided Eligible Employees .....	11
1.	Retirement .....	11
2.	Compensated Leave .....	12
a.	Civic Duty Leave.....	12
b.	Extended Illness .....	12
c.	Long-Term Sick Leave Account .....	13
d.	Bereavement Leave .....	13
3.	Holidays.....	14
a.	Full-Time and Part-Time Employees .....	14
b.	Retiring Employees .....	15
c.	Ineligible Employees .....	15
d.	Employees on Approved Leaves .....	15

**INDEX (Continued)**

<b><u>RESOLUTION NO. 3471</u></b>	<b><u>Page No.</u></b>
4. Paid Time Off.....	16
a. Scheduling of Paid Time Off .....	16
b. Limits on Accumulating Paid Time Off.....	16
c. Rates of Accrual .....	16
d. Cash Out Option.....	17
5. Awarded Time.....	17
6. Shared Leave .....	17
7. Family and Medical Leave Act (FMLA) of 1993 .....	18
8. Payment for Accrued Leave at Termination.....	18
a. Extended Illness .....	18
b. Paid Time Off.....	18
9. Insurance Benefits .....	19
a. Medical Insurance for Employees or Commissioners.....	19
b. Medical Insurance for Dependents.....	19
c. Medical Insurance Premium Reimbursement for PortCommissioners .....	20
d. Life Insurance .....	20
e. Long-Term Disability Insurance .....	20
f. Dental Insurance.....	20
g. Dental Insurance Premium Reimbursement for Port Commissioners .....	21
 <b>VIII. EFFECTIVE DATE.....</b>	 <b>21</b>

## **RESOLUTION NO. 3471**

**A RESOLUTION** of the Commission of the Port of Seattle Establishing Positions, Classifications, Salaries, Allowances and Adjustments for Port Salaried (not represented by a labor union) Positions; Authorizing and Establishing Conditions in Connection with the Following Benefits: Social Security, Industrial Insurance, Unemployment Compensation, Military Leave; Retirement; Compensated Leave, Including Civic Duty, Bereavement Leave, Holidays, Paid Time Off/Extended Illness Leave, Shared Leave, and Awarded Time; Insurance Benefits, Including Medical, Dental, Life and Long-Term Disability; and Authorizing this Resolution to be Effective on January 1, 2002 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3442.

**BE IT RESOLVED** by the Port Commission of the Port of Seattle as follows:

### **I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RATES AND RANGES**

There are hereby established the following classifications and graded salary ranges for all salaried (non-represented) positions of the Port of Seattle:

A. Exempt/Non-Exempt Classification of Positions: All salaried (non-represented) positions shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt or nonexempt.

B. Graded Salary Ranges: All salaried (non-represented) positions shall be classified and graded according to their relative skill requirements, responsibilities, and other factors as explained in Section II. Each position will have a salary range that corresponds to its grade. Grades and salary ranges for 2002 will be as follows:

**PORT OF SEATTLE**  
**GRADED SALARY RANGE STRUCTURE**  
**2% Range Adjustment Effective January 1, 2002**

<b>Grade</b>	<b>Hourly</b>			<b>Annually</b>		
	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
45	\$96.25	\$120.31	\$144.37	\$187,688	\$234,605	\$281,522
42	\$72.44	\$90.54	\$108.65	\$141,258	\$176,553	\$211,868
41	\$68.68	\$85.84	\$103.01	\$133,926	\$167,388	\$200,870
40	\$65.08	\$81.34	\$97.61	\$126,906	\$158,613	\$190,340
39	\$61.66	\$77.07	\$92.49	\$120,237	\$150,287	\$180,356
38	\$58.40	\$72.99	\$87.59	\$113,880	\$142,331	\$170,801
37	\$55.28	\$69.10	\$82.92	\$107,796	\$134,745	\$161,694
36	\$52.35	\$65.43	\$78.52	\$102,083	\$127,589	\$153,114
35	\$49.52	\$61.90	\$74.28	\$96,564	\$120,705	\$144,846
34	\$46.83	\$58.53	\$70.24	\$91,319	\$114,134	\$136,968
33	\$44.28	\$55.35	\$66.42	\$86,346	\$107,933	\$129,519
32	\$41.84	\$52.30	\$62.76	\$81,588	\$101,985	\$122,382
31	\$39.53	\$49.41	\$59.30	\$77,084	\$96,350	\$115,635
30	\$37.32	\$46.65	\$55.98	\$72,774	\$90,968	\$109,161
29	\$35.23	\$44.03	\$52.84	\$68,699	\$85,859	\$103,038
28	\$33.24	\$41.54	\$49.85	\$64,818	\$81,003	\$97,208
27	\$31.32	\$39.15	\$46.98	\$61,074	\$76,343	\$91,611
26	\$29.51	\$36.88	\$44.26	\$57,545	\$71,916	\$86,307
25	\$27.78	\$34.72	\$41.67	\$54,171	\$67,704	\$81,257
24	\$26.13	\$32.66	\$39.20	\$50,954	\$63,687	\$76,440
23	\$24.56	\$30.69	\$36.83	\$47,892	\$59,846	\$71,819
22	\$23.06	\$28.82	\$34.59	\$44,967	\$56,199	\$67,451
21	\$21.63	\$27.03	\$32.44	\$42,179	\$52,709	\$63,258
20	\$20.68	\$25.85	\$31.02	\$40,326	\$50,408	\$60,489
19	\$19.79	\$24.73	\$29.68	\$38,591	\$48,224	\$57,876
18	\$18.94	\$23.67	\$28.41	\$36,933	\$46,157	\$55,400
17	\$18.15	\$22.68	\$27.22	\$35,393	\$44,226	\$53,079
16	\$17.37	\$21.71	\$26.06	\$33,872	\$42,335	\$50,817
15	\$16.64	\$20.79	\$24.95	\$32,448	\$40,541	\$48,653
14	\$15.94	\$19.92	\$23.91	\$31,083	\$38,844	\$46,625
13	\$15.28	\$19.10	\$22.92	\$29,796	\$37,245	\$44,694
12	\$14.65	\$18.31	\$21.98	\$28,568	\$35,705	\$42,861
11	\$14.04	\$17.55	\$21.06	\$27,378	\$34,223	\$41,067
10	\$13.46	\$16.82	\$20.19	\$26,247	\$32,799	\$39,371
9	\$12.92	\$16.14	\$19.37	\$25,194	\$31,473	\$37,772
8	\$12.40	\$15.50	\$18.60	\$24,180	\$30,225	\$36,270
7	\$11.91	\$14.88	\$17.86	\$23,225	\$29,016	\$34,827
6	\$11.42	\$14.27	\$17.13	\$22,269	\$27,827	\$33,404
5	\$10.97	\$13.71	\$16.46	\$21,392	\$26,735	\$32,097
4	\$10.55	\$13.18	\$15.82	\$20,573	\$25,701	\$30,849
3	\$10.16	\$12.69	\$15.23	\$19,812	\$24,746	\$29,699
2	\$9.75	\$12.18	\$14.62	\$19,013	\$23,751	\$28,509
1	\$9.36	\$11.70	\$14.04	\$18,252	\$22,815	\$27,378

## **Section I. (Cont'd.)**

C. Salary Rates, Ranges, and Allowances for Non-graded Positions: Salary rates, ranges, and a provision for a special allowance have been developed for non-graded positions:

1. Japan Regional Staff Positions:
  - a. Salary Rates: No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
  - b. Special Overseas Allowance: In addition to salary, the Chief Executive Officer is authorized to provide direct payment or supplement for housing; transportation to and from assignments for employees, their families, and required personal effects; transportation and travel costs for employees and their spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.
2. Student Helper or International Intern Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by People Programs staff based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Such compensation may be disbursed directly for housing subsistence, etc., for administrative convenience.
3. Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief: These jobs are non-graded, but ranges will be established to facilitate appropriate salary administration for employees in these jobs.

D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges: Exhibit A or salary rates and/or ranges may be amended by either ordinary motion approved by the Commission at any regular or special meeting or by the Chief Executive Officer when the changes are the result of provisions contained in this Resolution.

## **II. ESTABLISHMENT AND ADMINISTRATION OF JOB EVALUATION SYSTEM**

It is the policy of the Commission to pay Port employees based on prevailing salary levels within an appropriate geographic market. It is also the policy of the Commission to establish a job evaluation system which evaluates the mental, physical and social requirements, work environment and accountability of each position. The job evaluation system shall be administered by People Programs Management under the supervision of the Chief Executive Officer. The prevailing salary levels and the results of the job evaluation system shall be considered in determining the appropriate grade for each position. Each job authorized in Exhibit A has been evaluated via the job evaluation system, except those noted in Section I.C., and each evaluated position has been assigned a grade related to the salary range structure set

forth in Section I.B. People Programs staff shall, on an on-going basis, evaluate new positions and reevaluate existing authorized positions, taking into account any change in mental, physical or social requirements, etc., which could result in placement in a different salary grade and range. The Chief Executive Officer shall have the final approval authority for all job evaluations and title changes except for that of the Chief Executive Officer. This authority shall include re-evaluation of existing positions and establishment and evaluation of new positions if funding for such new positions has been approved through the budgetary process.

### **III. FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES**

A. Authorized Positions: The Chief Executive Officer is hereby authorized to recruit and fill authorized positions (except that of Chief Executive Officer) up to the full-time-equivalent number of positions authorized and to set salaries within the salary grade ranges as outlined below. Total Port salaried (non-represented) positions shall not exceed the total of numbers authorized in the budget, except the Chief Executive Officer is authorized to fill up to 10% additional positions, provided that funding is available in the Commission-approved budget. Also, prior to termination or retirement of employees where overlap is clearly essential for effective continuity, the Chief Executive Officer may authorize filling an extra position to provide for a transition period. To promote organizational efficiency, the Chief Executive Officer may authorize transfers of positions and/or employees from one work unit to another. The Chief Executive Officer may carry out reorganization of functions, work units, and staff assignments. The Chief Executive Officer may authorize non-competitive placements in selected circumstances.

B. Selection Criteria: Selections of appointees for new hires, transfers, or promotion shall to the extent feasible conform to current position evaluation criteria developed in the position specifications for each authorized position; however, in the paramount interest of developing a strong personnel base, People Programs Management shall ensure that consideration be given to equivalent education, experience, special abilities or job knowledge in lieu of that provided in position specifications.

C. Setting Salaries: Authorizations for setting salaries of hires and transfers are provided as follows:

1. Hires: Though salaries shall normally be set between the minimum and midpoint of the salary range for hires, under special conditions People Programs management may authorize a salary above midpoint of the salary range for appointees or hires possessing special qualifications or exceptional experience.
2. Transfers:
  - a. Promotional Transfers: See Section V.B.
  - b. Regional Transfers: In the case of transfers to or from distant locations, the employee's salary level may be adjusted in



accordance with differing cost-of-living factors and other conditions.

- c. Temporary Interdepartmental Transfers: Upon mutual agreement and in coordination with People Programs Staff, managers may authorize interdepartmental transfers of employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the same title and salary range may be maintained during the transfer.

#### IV. DEFINITIONS OF EMPLOYMENT STATUS

A. An Employee is anyone who performs personal services for the Port in a designated eligible or ineligible Port position. No sub-classes are included in this definition, such as employees of temporary agencies or independent contractors. Until a new hire or rehire successfully completes the six-month probationary period, the employee is considered to be a "probationary employee." Probationary employees are expected to establish a consistent, acceptable level of performance or behavior that is sufficient to retain their employment.

1. A salaried employee is an exempt or non-exempt employee not represented by a collective bargaining agreement.
2. A represented or union employee is an exempt or non-exempt employee represented by a collective bargaining agreement.

B. An Eligible Employee is a full-time (B.1.) or part-time (B.2.) employee hired for an indefinite duration and assigned to an "eligible" position. An "eligible" position is one that normally requires five or more calendar months of PERS creditable service in at least two out of every three years.

1. An Eligible Full-Time Employee is one who is regularly scheduled as described above for 75 or 80 hours of work per bi-weekly pay period.
2. An Eligible Part-Time Employee is one who is regularly scheduled to work at least 90 hours per calendar month (21 hours per week) indefinitely, but less than full-time as explained above.

C. A PERS-retired Employee is an employee who is receiving a pension under either PERS Plan 1 or 2 and is hired into an "eligible" position as defined above. PERS-retired employees are entitled to the same benefits as outlined in Section VII.C. except that employee contributions into PERS are not required. A PERS Plan 1 retiree may work up to 1,500 hours in any calendar year without jeopardizing their pension. A PERS Plan 2 retiree may work up to 867 hours in any calendar year without jeopardizing their pension.

D. Ineligible Status Applies to Employees as follows (in accordance with laws pertaining to the State retirement system):

DETERMINATION OF WHETHER A POSITION QUALIFIES FOR "INELIGIBLE" STATUS MUST BE MADE WITH PEOPLE PROGRAMS BEFORE A TEMPORARY POSITION MAY BE FILLED. EMPLOYMENT STATUS OF PORT POSITIONS MUST BE IN CONFORMANCE WITH WASHINGTON STATE RETIREMENT LAWS.

1. Ineligible Limited: Applies only to those hired in a position scheduled to end within four calendar months of full-time employment or part-time of 70 or more hours per month. Ineligible limited status must end no later than the end of the fourth calendar month.
2. Ineligible Extended or Ineligible On-call: Applies to those hired to work less than 70 hours a calendar month in an on-call assignment or for an extended specified duration; or those hired to work 70 or more hours a calendar month in up to four or less calendar months within each 12-month period. In order to retain ineligible status for an extended period, compensated hours must be less than 70 per month in at least 8 of every 12 calendar months worked.
3. Student Interns:
  - a. Domestic Student Interns may be allowed to work full-time for up to 12 months. Students whose internship extends beyond 12 months must have their compensated hours less than 70 per month in at least 8 of every 12 calendar months worked after the first year.
  - b. International Interns are limited to the same hire restrictions as for domestic student interns.
  - c. Ineligible status applies to all interns.
4. Ending of Ineligible Status: Employees must be terminated when or before time limits are reached for ineligible status explained above; except as necessary to address critical and immediate Port needs. See conditions in 5., next.
5. Conversion From Ineligible to Eligible Status: If an employee is hired into an ineligible position but conditions change and the Port later determines the position to be eligible under definitions, PERS membership will be required of the employee beginning from the date the Port determines the position to be eligible. If the Department of Retirement Systems determines that an eligible position should have been considered eligible, then PERS membership will be required of the employee retroactive to the first day of eligibility.

E. The Immigration and Naturalization Control Act requires that no employee whatsoever be hired to work in the United States without the Port verifying proof of that employee's right to work in the United States.

**V. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES, AND ADJUSTMENTS**

The Commission hereby authorizes the following types of salary adjustments and allowances:

A. Pay for Performance/Special Adjustment Program and Fund Administration: The pay for performance program shall be administered under Port Policy HR-21, Salary Administration. The pay for performance/special adjustment fund shall be established in an amount determined by the budget process and administered according to a plan approved by the Chief Executive Officer and implemented by People Programs Management, subject to the following provisions:

1. People Programs staff shall collect and analyze salary survey data. If survey findings indicate the Port salary ranges or rates are not in proper alignment with appropriate markets, People Programs will, subject to approval by the Chief Executive Officer, adjust ranges or recommend adjustments to rates to align them with the appropriate market.
2. Salaried (non-represented) employees whose salary ranges are established in Exhibit A shall be eligible for annual pay for performance increases according to the Pay for Performance program guidelines. For the year 2002, the Pay for Performance program shall consist of a 3% pay adjustment, effective on the Sunday closest to the employee's anniversary date, following the employee's annual performance appraisal. All employees appraised as producing "outstanding" results at the time of their annual performance appraisal will receive an additional 1.5% pay adjustment at the end of 2002, retroactive to their anniversary date. This additional pay adjustment will be authorized by the Chief Executive Officer and the Port Commission if sufficient funds are available based on a review of budget performance at the end of the third quarter 2002.
3. Pay for performance increases for the Chief Executive Officer shall be approved by the President of the Port Commission after consulting with other Commission members. The Chief Executive Officer shall be entitled to the use of a dedicated Port vehicle and extended post-employment medical insurance.
4. The Chief Executive Officer may provide special salary adjustments for reasons deemed appropriate. Special adjustments provide the Chief Executive Officer flexibility in ensuring appropriate compensation in circumstances which are not otherwise addressed in Port salary administration policies and procedures.

B. Promotional Increases: Promotional increases may be awarded when an employee's salary grade and the accompanying pay range increase. Promotional increases, if any, should take into account salary and performance comparisons with other employees in the same work group and the extent to which the employee is prepared to perform the higher level duties. Promotional increases associated with promotions of three or more grades may be up to 5% but must be at least to the minimum of the new pay range. Promotional increases for promotions of two grades may be up to 3% but must be at least to the minimum of the new pay range. Promotional increases may not be awarded for promotions of one grade unless needed to bring the employee to the minimum of the new pay range. In addition, promotional increases may not take an employee's pay to a level that exceeds the new range midpoint.

C. Six-month Increases: Employees are eligible for a six-month increase following six months of satisfactory work performance in a job with a higher salary grade and range, provided their salary at the completion of six months in the new job is 90% or less of the new range midpoint. Six month increases may be up to 3% and will be made based on the six month increase guidelines included in the Pay for Performance program that are in effect at the time the employee completes six months in their new job.

D. Probationary Increases: Employees who have shown satisfactory work performance during their probationary period (the first six months of continuous employment as a new hire or a rehire in an authorized, eligible position) are eligible for a probationary increase provided their salary at the completion of their probationary period is 90% or less of their range midpoint. Probationary increases may be up to 3% and will be made based on the probationary increase guidelines included in the Pay for Performance program that are in effect at the time the employee completes their probationary period.

E. Administering Salary Increases or Allowances for Positions Which Fall Outside the Ranges: Employees whose salaries fall below the adjusted minimum of the salary range for their position shall have their salary automatically increased to the new minimum of the adjusted salary range. Employees whose salaries exceed the maximum of the range for their position will have their salary adjusted to the maximum of the range in accordance with Port Policy, HR-21. Employees whose salaries are at or above the maximum of their range may be eligible for lump sum awards which do not increase their base salary.

F. Temporary Pay for Temporary Assignments: Employees temporarily assuming all of the responsibilities of a job with a higher grade and pay range may receive an out-of-class pay adjustment of up to 5% or the minimum of the higher pay range, whichever is more. The pay adjustment may not take the employee's pay higher than the higher range midpoint. Employees assuming most, but not all, the responsibilities of a job with a higher grade and pay range may receive an out-of-class pay adjustment of up to 3% or the minimum of the higher pay range, whichever is more. These adjustments will be processed only after 30-calendar days in the temporary assignment and will be retroactive to the first day of the temporary assignment.

G. Foreign Language Premium: The Port of Seattle shall provide a foreign language premium in the amount of \$20 per hour for translation services rendered. Payment shall be made to eligible employees who are fluent in foreign language(s) and dialect(s) spoken by those with

whom the Port does business. Such payment shall be made in those cases where employees directly assist the Port with translation services and where the employee's normal duties do not require foreign language proficiency.

H. Payment for Relocation Costs: People Programs Management shall be responsible for procedures which allow payment for relocation costs for exempt employees in regional positions who are assigned to a new location, and new exempt employees who are required to relocate to accept Port employment.

## VI. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: To convert hourly salaries to annual salaries, multiply the hourly rate by 1950 hours (for a 75 hour pay period) or 2080 hours (for an 80 hour pay period).

B. Authorized Work Schedules for Full-Time Employees: Normal full-time work schedules are made up of either 75 or 80 hour bi-weekly pay periods. Managers are authorized to approve alternative shift arrangements when deemed in the best interests of operating efficiency. Paid time off, extended illness, and bereavement leave, holiday pay, etc., will be determined by the employee's schedule for that specific day.

C. Extra Compensation: The following terminology shall be used in this section and Section VII.C.3, Holidays. These definitions apply to overtime determinations only and in no way alters the defined Port payroll week which begins at 12:01 a.m. Sunday and ends at midnight Saturday.

The sixth consecutive day of an employee's work week shall be defined as "an employee's Saturday" regardless of the actual first and last day worked in a five consecutive day work week.

The seventh consecutive day of an employee's work week shall be defined as "an employee's Sunday" regardless of the actual first and last day worked in a five consecutive day work week.

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 either 75 or 80 hours each bi-weekly pay period.

An employee's work week shall consist of the number of hours necessary for the employee to work during each week of the bi-weekly pay period so that their total hours for the pay period equal either 75 or 80.

An employee's work day shall consist of the number of hours necessary for the employee to work each day during a bi-weekly pay period so that their total hours for the pay period equals 75 or 80. Full-time employees typically work between 7.5 and 10 hours each day.

1. Overtime: Full-time and part-time employees whose jobs are classified as non-exempt shall receive overtime compensation at the rate of one and one-half times their straight-time hourly rate of pay for hours worked in excess of their regularly scheduled work day or work week. Paid Time Off, Extended Illness

or any other type of paid leave will not be counted as "hours worked" for the purposes of calculating overtime. Employees will receive overtime compensation for all hours worked, when required, on "an employee's Saturday," "an employee's Sunday," or a holiday as defined by Section VII.C.3., Holidays, regardless of the number of hours actually worked in the previously scheduled work week. In no case shall overtime compensation be duplicated or pyramided. Overtime pay will be based on the rate the employee would have received, including any shift differential, if the need for overtime had not become evident. This will apply to time worked either before or after a regularly scheduled shift.

Interns: Due to the unique nature of their employment and student status as well as the desire to permit the greatest amount of scheduling flexibility, interns shall receive overtime compensation at the rate of one and one-half times their straight-time hourly rate of pay for hours worked in excess of a regularly scheduled full-time work week (either 37.5 or 40 hours).

2. Shift Differential: All salaried, non-exempt employees shall receive a shift differential of 7.5% over their regular salary when required to work Swing Shift and 10% over their regular salary when required to work Graveyard Shift.

Swing Shift shall be a full-time work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a full-time work shift which starts before 2:00 a.m. and ends later than 2:00 a.m.

If management has approved attendance at a meeting or training session conducted during the day shift that is compensable to the employee, the employee's shift differential will be maintained.

## **VII. ADMINISTRATION OF BENEFIT PROGRAM**

A. Authorization to Amend Benefit Program: The Chief Executive Officer is authorized to amend benefits as necessary to comply with any changes in statutory requirements.

B. Basic Benefits Provided for All Salaried (non-represented) Employees (except as noted) beginning on date of employment:

1. Social Security (FICA) Insurance: All salaried (non-represented) employees are covered by law under the Federal Insurance Contribution Act (FICA). Employee and employer contributions-and the wage base shall be the amounts designated by law. The Police and Fire Department non-graded, salaried (non-represented) management staff are covered under the Police and Fire Department FICA alternative plans.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except Law Enforcement Officers' and Fire Fighters' (LEOFF), Plan One Firefighters are covered by the Port under its self-insured industrial

insurance plan, which provides the same coverage as the State Workers' Compensation Act. Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability (i.e., Longshore and Harbor Workers' Act); to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued extended illness leave as a supplement to Workers' Compensation is provided as established in Port Policy HR-5, Leaves.

3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. Military Leave: With appropriate military orders, employees called for active or training duty in the military (including weekend reserves for employees who normally work weekends) shall be allowed up to fifteen working days per Federal fiscal year (October through September) of military leave as provided in and limited by RCW 38.40.060.

Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. Time off without pay shall be allowed at the employee's request.

The Commission may authorize additional temporary military leave benefits in response to sudden call-ups of military personnel (e.g. providing additional pay for three months to make up the difference between the employee's military pay and their normal compensation from the Port).

C. Benefits Provided Eligible and PERS-retired Employees:

1. Retirement: Employees (other than PERS-retired employees) will become members of the Washington Public Employees' Retirement System (PERS) from date of employment if they are hired in an eligible position and are eligible for membership as defined in RCW 41.40. Fire fighter and Police management personnel, if eligible under RCW 41.26, become members of the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). Refer to appropriate retirement membership handbooks for differences between PERS Plans 1, 2 and 3.

Eligible 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 which will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.

Partial service credit will be granted to members of PERS working in eligible positions less than "threshold" hours. In PERS 1 this means that employees who are compensated for less than 70 hours in one month will receive 1/4 month service credit for that month. Under PERS 2 and 3, employees who are compensated for at least 70 hours in one month, but less than 90 hours, will receive 1/2 month service credit. PERS 2 and 3 employees will receive 1/4 month service credit if they compensated for less than 70 hours but more than zero hours in a month.

2. Compensated Leave: (See Port Policy HR-5, Leaves, for provisions covering all forms of paid and unpaid leave. Any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the benefits section regarding continuance of insurance coverages, etc.)

- a. Civic Duty Leave:

- (1) Jury Duty: An eligible or PERS-retired employee who serves on jury duty shall receive full regular compensation less any compensation (excluding mileage and meals paid by the court) received for such service during the period of leave.

- (2) Subpoenaed Witness Leave: When an eligible or PERS-retired employee is subpoenaed as a witness under circumstances which are determined by People Programs Management to constitute Port duty, the same pay conditions listed for jury duty shall apply.

- b. Extended Illness (EI) Leave: Eligible and PERS-retired employees shall receive Extended Illness leave accruals as follows:

Eligible and PERS-retired employees shall accrue EI leave at the rate of 0.02308 hour per straight-time hour paid. The accruals shall commence from the date of employment and shall not exceed the equivalent of 6 workdays per year. EI leave accruals may be used only from the third consecutive workday of absence due to illness, injury or disability. The first two days will be charged to PTO accounts. The exceptions are for hospitalization, workers compensation, FMLA-designated leave, probationary employees, or if PTO is exhausted. Intermittant leave (with no more than 15 days between absences) caused by the same medical condition may



be charged to EI without using the two days of PTO before each subsequent absence. A physician's statement may be required to verify the situation.

EI leave will be used only in instances of employee or immediate family member illness, injury or disability. Immediate family shall be defined as spouse or domestic partner, and the parents or children of the employee, spouse or domestic partner. For the purposes of this Resolution, an employee and a domestic partner must be willing to declare that they: 1) share the same regular and permanent residence; 2) have a close personal relationship; 3) are jointly responsible for basic living expenses; 4) are not married to anyone; 5) are each 18 years of age or older; 6) are not related by blood closer than would bar marriage in the State of Washington; 7) were mentally competent to consent to contract when the domestic partnership began, and 8) are each other's sole life partner and are responsible for each other's common welfare. In special circumstances, Management may include others in this definition. Management may at any time require a physician's statement to justify use of EI leave. A physician's release shall be required prior to the return to work by an employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident or who has experienced hospitalization of any kind.

- c. Long-Term Sick Leave Account: Employees, other than LEOFF Plan I firefighters, who had sick leave accounts greater than 60 days prior to June 24, 1984, may be eligible to use sick leave in their long-term sick leave account. Withdrawals from that account may be made only in the event of a long-term illness which exhausts that employee's extended illness account, or in the event an immediate family member as defined above suffers a serious illness which requires the employee to be absent four or more days. See Port Policy HR-5, Leaves, for details. Long-term sick leave is not payable at termination.
- d. Bereavement Leave: At the discretion of management and under the supervision of People Programs Management, employees may receive from one to five working days of leave per bereavement. Such leave shall not result in compensation for more than the number of hours in any normal workweek. Employees must have been employed for thirty or more days of uninterrupted service and have suffered the loss by death of a member of their immediate family as defined above. Bereavement leave may also be granted in the case of the death of a sibling, grandparent or grandchild of the employee, spouse or domestic partner; or in the case of the death of a sibling's spouse or domestic partner. In special circumstances, People Programs Management may include others

in this definition. Individual circumstances such as the distance to the funeral and the extent of employee involvement with the arrangements for the deceased shall be considered in determining the number of days to be granted an employee and whether the leave is taken consecutively.

3. Holidays: (This section is effective from January 1, 2002 through December 31, 2002.) These ten holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>U.S. Staff Holidays</u>
Tuesday, January 1 2002	New Year's Holiday
Third Monday in January (21)	Martin Luther King, Jr. Day
Third Monday in February (18)	Washington's Birthday Observed
Last Monday in May (27)	Memorial Day
Thursday, July 4	Independence Day
First Monday in September (2)	Labor Day
Fourth Thursday in November (28)	Thanksgiving Day
Fourth Friday in November (29)	Day after Thanksgiving Day
Tuesday, December 24	Port-designated Floater in lieu of Lincoln's Birthday
Wednesday, December 25	Christmas

Employees working outside of the United States may observe the traditional holidays of the country in which they are working.

- a. Holidays for Full-Time and Part-Time Employees shall be handled as follows:

- (1) Employees on a Monday Through Friday Work Schedule:

When a holiday falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on Saturday, the preceding Friday will be considered the holiday.

- (2) Full-Time Employees: If the holiday cannot be scheduled as a day off, any other day within the pay period may be scheduled as a day off. Voluntary Paid Time Off day may not be taken until the holiday has been taken.

If a day off within the holiday pay period cannot be scheduled, exempt employees will receive straight-time pay up to their full-time schedule but will otherwise lose the

holiday. Non-exempt employees shall receive overtime compensation for the number of hours they are required to work in addition to holiday pay at their straight-time rate. The holiday hours paid shall be based on the employee's normal work schedule and will not exceed one regular work day. Days off in lieu of holidays shall not be carried over into other pay periods.

(3) Part-Time Employees:

Eligible part-time employees may receive compensation for the holidays on a pro rata basis of a full-time schedule; i.e., a 22.5 -hour employee may receive pay for 60% of the holiday hours provided, or 4.5 hours per holiday. When the number of hours worked varies each week, an average based on the most recent four-week period or a proportionate number of hours based on a predetermined schedule is used to determine the holiday pay.

Ineligible part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay in addition to holiday pay, if applicable.

- b. Retiring Employees: A retiring employee immediately eligible for a PERS pension whose normal last day on the payroll is a Port-designated holiday shall receive the holiday pay.
- c. Ineligible Employees: Unless clearly scheduled for work for at least 30 calendar days before and the day after a holiday, ineligible employees (which includes, but is not limited to, Student Interns and Student Helpers) are not eligible for pay on holidays not worked. Compensation will be on a pro-rata basis up to a full-time schedule.

Ineligible full-time employees shall, if required to work on a holiday, be paid at the overtime rate of pay in addition to holiday pay, if applicable.

- d. Employees on Approved Leaves: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan One disability leave, long-term disability leave, and duty-disability leave (workers' compensation), are not eligible for holiday pay. However, to the extent that extended illness supplements are being paid during the holiday week and for a day or more immediately preceding or following the holiday, pro rata holiday pay does apply.

Eligible and PERS-retired employees authorized to return to work from an approved leave without pay on the next scheduled work shift after a holiday(s) shall receive pay for the holiday(s) within limits stated in this Resolution.

Eligible and PERS-retired employees who begin an authorized leave without pay on the next scheduled work shift after a holiday(s) shall receive pay for the holiday(s) within limits stated in this Resolution.

4. Paid Time Off (PTO):

- a. Scheduling of PTO: At any time after the successful completion of the six-month probationary period, eligible and PERS-retired employees may request and use PTO of up to the number of days accrued (explained in detail below) at the time of the desired PTO date subject to the approval of management.

Normally, requests for approval of PTO schedules shall be made to the manager on a PTO request form one week or more in advance; more notice may be required by a manager whenever necessary. Payment for PTO may be made only to the extent of unused PTO accruals at the time of the leave.

It is the Port's policy that all employees shall be allowed and encouraged to take at least two weeks paid time off each year.

b. Limits on Accumulating PTO:

- (1) Employees Hired Before 12/20/98: PTO accumulation shall be limited to 2,000 hours effective January 1, 1999. The limit will decrease by 100 hours each successive January until January, 2014, when it will decrease from 600 to 480 hours. The limit for 2002 is 1,700 hours.

Balances over the limit will be cashed out at a 100% rate during the first pay period of the payroll year. Accruals over the limit will be cashed out quarterly.

- (2) Employees Hired On or After 12/20/98: PTO accumulation shall be limited to 480 hours. Accruals will cease when the limit is reached and will resume only when the balance is below 480 hours.

- c. Rates of Accrual: Eligible and PERS-retired employees shall receive PTO accruals based upon a pro rata share of a full-time work schedule. PTO is earned as follows:

- (1) 19.6 Days PTO: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, eligible and PERS-retired employees shall accrue PTO at the rate of .07538 hours per straight-time hour paid (.07538 x 1950 annual hours = 147.0 hours; .07538 x 2080 annual hours = 156.8 hours).
  - (2) 24.6 Days PTO: From the thirty-seventh full month to and including the eighty-fourth full month of continuous employment, eligible and PERS-retired employees shall accrue PTO at the rate of .09462 hours per straight-time hour paid (.09462 x 1950 annual hours = 184.5 hours; .09462 x 2080 annual hours = 196.8 hours).
  - (3) 27.1 Days PTO: From the eighty-fifth full month to and including the one-hundred thirty-second full month of continuous employment, eligible and PERS-retired employees shall accrue PTO at the rate of .10423 hours per straight-time hour paid (.10423 x 1950 annual hours = 203.3 hours; .10423 x 2080 annual hours = 216.8 hours).
  - (4) 29.6 Days PTO: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, eligible and PERS-retired employees shall accrue PTO at the rate of .11385 hours straight-time hour paid (.11385 X 1950 annual hours = 222.0 hours; .11385 X 2080 annual hours = 236.8 hours).
- d. Cash Out Option: Employees who have taken at least two weeks of PTO in the preceding twelve months may cash out PTO time under procedures detailed in Port Policy HR-5, Leaves.
5. Awarded Time: Under limited circumstances, salaried (non-represented) exempt employees who have successfully completed their probationary period may be awarded time off in recognition of extra hours worked to assure shift coverage, meet critical deadlines or to otherwise accomplish Port objectives. The awarding of time is at management's discretion within the guidelines provided in Port Policy HR-5, Leaves. Awarded time is not convertible to cash and may not be taken after the last worked day.
  6. Shared Leave: On a voluntary basis and in accordance with procedures outlined in Port Policy HR-5, Leaves, employees may donate accrued leave to benefit other employees who are suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without

pay or terminate his or her employment. This includes the first six to eight weeks of maternity leave (up until the physician releases the mother to return to work).

Any employee may donate any amount of PTO or EI at a 100% rate, or hour-for-hour.

Donated leave shall be designated to a specific individual. Donations and requests for shared leave will be coordinated in People Programs.

7. Family and Medical Leave Act (FMLA) of 1993: The FMLA gives eligible employees the right to take paid or unpaid leave for a period of up to 12 workweeks in any 12 months for any of the following reasons:
  - a. to care for the employee's child after birth or placement for adoption or foster care;
  - b. to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
  - c. for a serious health condition that makes the employee unable to perform the employee's job.

Procedures are outlined in Port Policy HR-5, Leaves.

8. Payment for Accrued Leave at Termination:

Leave that is cashed out at termination shall be at the scheduled hourly rate of pay as recorded in the payroll system.

- a. Extended Illness Leave: Upon termination or retirement immediately following five complete years of active employment in a continuous period of employment with the Port of Seattle, qualified employees shall be compensated for 50% of their unused EI leave at the rate of pay at termination.
- b. Paid Time Off: Upon termination, eligible and PERS-retired employees shall receive compensation at 100% value in lieu of unused accrued PTO. Paid time off may be cashed out, used as service time after the last day worked, or taken in a combination of cash and service time. A probationary employee who terminates active employment before satisfactorily completing the probationary period shall receive no PTO pay. LEOFF I firefighters taking disability retirement may be allowed to receive a lump sum payment for unused vacation leave if unable to exhaust such paid leave prior to termination. In the event that State law changes in regard to lump sum paid leave payments for State retirement members, the Port Auditor is authorized to make such

paid leave payoffs in a manner consistent with then current State law(s).

Due to the effects of accrued leave on service time and of federal laws on rights to continuation of medical insurance, terminating and retiring employees should notify the Benefits Section in People Programs as soon as possible in order to obtain the appropriate counseling.

In the case of a regular employee's death, a lump sum payment for payable amounts of unused accrued leaves a. and b. above shall be paid to the employee's heir or estate, as appropriate.

9. Insurance Benefits: Coverages listed in Sections a. through f. below apply to eligible and PERS-retired employees as defined in Sections IV.B. and C. For purposes of medical and dental insurance benefits as detailed in a., b., and f. below, Port Commissioners may elect to be included in the definition of eligible employee or they may elect reimbursement by the Port for their medical and dental insurance premiums at a cost not to exceed that provided for Port employees. For purposes of life insurance benefits as detailed in Life Insurance, Port Commissioners are included in the definition of eligible employee. For purposes of optional employee-paid accident insurance, Port Commissioners are included in the definition of eligible employee. Employees may be required to pay a portion of some insurance premiums. Employees are responsible for notifying the Port on approved enrollment forms of their eligible dependents. Any extra costs associated with a lack of notification shall be the employee's responsibility. The Port retains the right to modify insurance benefits to offer greater employer and/or employee flexibility or choice.
  - a. Medical Insurance for Employees or Commissioners: On the first of the month following date of hire, eligible and PERS-retired employees shall receive paid surgical, hospital, and major medical insurance coverage. Port Commissioners who so elect shall receive these benefits on the first of the month following one calendar month as a Port Commissioner. This insurance benefit shall be provided in such amounts and in such manner as are established in contracts with insurance companies and/or agencies selected by the Port to provide such benefits. There shall be a choice of at least two medical/health insurance plans from which employees as well as Commissioners who so elect may choose.
  - b. Medical Insurance for Dependents: On the first of the month following date of hire, eligible and PERS-retired employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents. Port Commissioners who so elect shall receive these benefits for their dependents on the first

of the month following one calendar month as a Port Commissioner.

Dependents are defined as the employee's spouse or domestic partner and the child or children of the employee and/or the employee's spouse or domestic partner (under the age of 23 unless disabled). The eligibility and other conditions of coverage are established between the Port and the insurance companies or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan which the employee or Commissioner has chosen. Employee costs shall be by payroll deduction.

In no case shall the Port be responsible for more than two regular adult premiums (employee and spouse or domestic partner) for an employee's family unit. If a dependent child is treated as an adult by any Port medical insurance plan, the extra cost shall be the responsibility of the employee and paid through payroll deduction.

- c. Medical Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for medical insurance premiums for themselves and for eligible dependents after one full calendar month as a Commissioner. Reimbursement may be at a cost not to exceed that provided for Port employees.
- d. Life Insurance: On the first of the month following date of hire, eligible and PERS-retired employees and their eligible dependents shall receive life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- e. Long-Term Disability Insurance: On the first of the month following date of hire, eligible and PERS-retired employees shall be covered for long-term disability insurance in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.
- f. Dental Insurance: On the first of the month following date of hire, eligible and PERS-retired employees and their eligible dependents shall receive paid dental insurance coverage. Dependents are defined in b., above. Port Commissioners may elect to enroll themselves and their eligible dependents in the Port's group dental plan on a one time only basis after one calendar month as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts as a Port Commissioner. The eligibility and other conditions of coverage are established with the



insurance company or agency selected by the Port to provide such benefits.


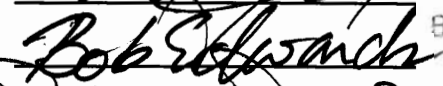
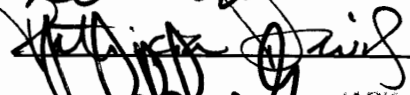

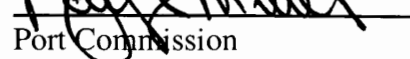
- g. Dental Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for their dental insurance premiums and for the premiums of their eligible dependents after one full calendar month as a Commissioner. Reimbursement must not exceed the cost of Port employee premiums.

### VIII. EFFECTIVE DATE

THIS RESOLUTION shall be effective January 1, 2002 through December 31, 2002. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2002.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3442, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 11th day of December 2001, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

  
CLARE NORDQUIST  
  
BOB EDWARDS  
  
PATRICIA DAVIS  
  
JACK BLOCK  
  
PAIGE MILLER  
Port Commission

RESOLUTION NO. 3471  
SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Chief Executive Officer	45 E	\$187,688	\$234,605	\$281,522
		\$96.25	\$120.31	\$144.37
Deputy Executive Director	40 E	\$126,906	\$158,613	\$190,340
Managing Director, Aviation Division		\$65.08	\$81.34	\$97.61
Managing Director, Seaport Division				
General Counsel	38 E	\$113,880	\$142,331	\$170,801
		\$58.40	\$72.99	\$87.59
Chief Financial Officer	37 E	\$107,796	\$134,745	\$161,694
Deputy Managing Director, Aviation Division		\$55.28	\$69.10	\$82.92
Director, Aviation Facilities	35 E	\$96,564	\$120,705	\$144,846
Director, People Programs		\$49.52	\$61.90	\$74.28
Director, Seaport Business Operations				
Director, Public Affairs	34 E	\$91,319	\$114,134	\$136,968
		\$46.83	\$58.53	\$70.24
Chief Technology Officer	33 E	\$86,346	\$107,933	\$129,519
Director, Aviation Business Development & Management		\$44.28	\$55.35	\$66.42
Director, Aviation Capital Improvement Program				
Director, Aviation Planning				
Director, e-Business Program				
Director, Economic & Trade Development				
Director, Executive Outreach				
Director, Labor Relations				
Director, Seaport Professional & Technical Services				
GM, Air Terminal LOB				
GM, Aviation Facilities & Infrastructure				
GM, Container Terminals LOB				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
GM, Ground Access LOB	33 E	\$86,346	\$107,933	\$129,519
GM, Portnet Seattle		\$44.28	\$55.35	\$66.42
Assistant Director, Aviation Capital Improvement Projects	32 E	\$81,588	\$101,985	\$122,382
Director, Engineering Services		\$41.84	\$52.30	\$62.76
GM, Aviation Maintenance				
GM, Cargo Piers & Industrial Properties LOB				
GM, Central Waterfront Piers & Properties LOB				
GM, Fishermen's Terminal Piers & Properties LOB				
GM, Shilshole Bay Marina LOB				
GM, Warehouse & Distribution LOB				
Manager, Airport Community Programs				
Manager, Aviation Construction Impact Center				
Senior Port Counsel				
Assistant Director, Controls & Administration AV/PMG	31 E	\$77,084	\$96,350	\$115,635
Director, Accounting & Procurement Services		\$39.53	\$49.41	\$59.30
Director, Aviation Marketing				
Enterprise Program Manager				
GM, Port Construction Services				
GM, Seaport Maintenance				
Manager, Landside Operations				
Manager, Seaport Capital Improvement Program				
Portwide Real Estate Manager				
Senior Manager, IT Business Solutions				
Senior Manager, IT Infrastructure Systems				
Area Program Manager	30 E	\$72,774	\$90,968	\$109,161
Assistant Director, Accounting		\$37.32	\$46.65	\$55.98
Assistant Director, People Programs				
Assistant Director, Public Affairs				
AV Tech Plan & Integration Manager				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Aviation Facilities Business Manager	30 E	\$72,774	\$90,968	\$109,161
Business Manager, Airfield		\$37.32	\$46.65	\$55.98
Chief Architect / IT				
Engineering Quality Manager				
Intermodal Services Manager				
Manager, Aeronautical Facilities				
Manager, Airport Building Department				
Manager, Aviation Environmental Programs				
Manager, Aviation Properties				
Manager, Construction Services				
Manager, Contract Services				
Manager, Corporate Environmental Program				
Manager, Design Services				
Manager, Health, Safety & Environmental Management				
Manager, Seaport Commercial Development				
Manager, Seaport Real Estate				
Manager, Seaport Strategic Planning				
Project Manager 5				
Airport Infrastructure Sys Manager	29 E	\$68,699	\$85,859	\$103,038
Chief Data Architect		\$35.23	\$44.03	\$52.84
CIP Safety Program Manager				
Data Services Manager & Chief Database Architect				
Federal Government Relations Manager				
GM, Economic & Trade Development				
Manager, Air Terminal Operations				
Manager, Airfield Operations				
Manager, Airfield Planning & Technical Development				
Manager, Airport Architecture & Standards				
Manager, Aviation Planning				
Manager, Consulting Services				
Manager, LOB Facilities				

RESOLUTION NO. 3471

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Manager, PCS Field Operations	29 E	\$68,699	\$85,859	\$103,038
Manager, PCS Project Operations		\$35.23	\$44.03	\$52.84
Manager, Revenue Services & Payroll				
Manager, Seaport Facility Planning Group				
Manager, Seaport Finance & Budget				
Marketing Manager, Cargo Terminals Group				
Police Department Administrative Manager				
Risk Manager				
Strategic Planning Manager				
Treasury Manager				
Tribal Liaison Officer				
Airfield Business Development Manager	28 E	\$64,818	\$81,003	\$97,208
Assistant Manager, Aviation Building Department		\$33.24	\$41.54	\$49.85
Construction Manager				
Database Administration Supervisor				
Director, Commission Services				
Diversity Manager				
Engineering Design Coordinator				
Engineering Design Specialist				
Finance Manager				
IT Network Services Manager & Chief IT Architect				
Manager, Accounting MIS Projects				
Manager, Airfield Security				
Manager, Aviation Finance & Budget				
Manager, Aviation Human Resources Services				
Manager, Aviation Maintenance				
Manager, Aviation Maintenance Budget & Support Systems				
Manager, Aviation Property Administration				
Manager, Commercial Development / Aviation				
Manager, Commercial Properties / Seaport				
Manager, Corporate Communications				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Manager, CPIP Operations	28 E	\$64,818	\$81,003	\$97,208
Manager, Industrial Properties / Seaport		\$33.24	\$41.54	\$49.85
Manager, Local Government Relations				
Manager, Noise Remedy				
Manager, Procurement Services				
Manager, State Government Relations				
Market Development Manager				
Marketing Manager Moorage				
Program Controls Manager				
Project Manager 4				
Seaport Maintenance Resource Manager				
Senior Environmental Program Manager				
Senior Network Coordinator, Airport				
Systems Manager				
Total Compensation Manager				
Water Resource Manager				
Assistant Manager, Aviation Finance & Budget	27 E	\$61,074	\$76,343	\$91,611
Assistant Manager, Seaport Finance & Budget		\$31.32	\$39.15	\$46.98
Budget Manager				
Business Manager, Landside LOB				
International Marketing Director				
International Tourism Development Manager				
Labor Relations Manager				
Learning Program Manager				
Manager, Air Terminal Business				
Manager, Air Terminal Services				
Manager, Airport Communications Center				
Manager, Business Development				
Manager, Contract Administration Group				
Manager, Employee Loss & Prevention Program				
Manager, Ground Transportation				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Manager, Seaport Lease Administration	27 E	\$61,074	\$76,343	\$91,611
Manager, Survey Services		\$31.32	\$39.15	\$46.98
Manager, Warehouse Facilities				
Manager, Warehouse Finance & Administration				
Network Engineering Supervisor				
PCS Group Manager				
Port Counsel				
Principal Facility Planner				
Project Manager 3				
Project Planner				
Regional Transportation Program Planner				
Resident Engineer				
Seaport Maintenance CLOB Service Manager				
Seaport Marketing Rep				
Senior Database Administrator				
Senior Design Engineer				
Senior Infrastructure System Engineer				
Senior Manager, Strategic Planning				
Senior OD Consultant				
Senior Quality Engineer				
Surface Water Manager				
Account Executive	26 E	\$57,545	\$71,916	\$86,307
Accounting MIS Project Consultant		\$29.51	\$36.88	\$44.26
Assistant Manager, Aeronautical Operations				
Assistant Manager, Airfield Operations				
Assistant Manager, Landside LOB Operations				
CIP Environmental Coordinator				
Construction Safety Manager				
Construction Superintendent				
Development Project Manager				
Environmental Management Specialist 2				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

<b>Position Title</b>	<b>Grade/ FLSA</b>	<b>Base Salary Range</b>		
		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Health & Safety Management Specialist	26 E	\$57,545	\$71,916	\$86,307
Internal Auditor		\$29.51	\$36.88	\$44.26
IT Project Lead				
Manager, Abatement Design Services				
Manager, Airfield Finance & Business Analysis				
Manager, Community Outreach				
Manager, ID Access				
Manager, IT Customer & Desktop Services				
Manager, P69 Facilities				
Media Officer				
Project Manager 2				
Public Affairs Officer				
Seaport Operations Manager				
Senior Acquisition Specialist				
Senior Engineer				
Senior Integration Engineer				
Senior Network Engineer				
Senior Planner				
Senior System Administrator				
Senior Technical Specialist - Civil				
Special Assistant to Executive Director				
Superintendent, Cargo Equipment Maintenance				
Air Terminal Concessions Manager	25 E	\$54,171	\$67,704	\$81,257
Assistant Manager, Chill Facility		\$27.78	\$34.72	\$41.67
Assistant Resident Engineer				
Audio/Visual Services Manager				
Aviation Maintenance Safety Program Manager				
Capital Services Supervisor				
Compensation Manager				
Contract Compliance Manager				
CWPP Business Manager				



RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Database Administrator	25 E	\$54,171	\$67,704	\$81,257
Design Engineer		\$27.78	\$34.72	\$41.67
Engineer, Erosion Control & Storm Water				
Human Resources Consultant				
Integration Engineer				
IT Special Projects Manager				
Manager, Central Waterfront Operations				
Manager, Warehouse Customer Accounts				
Marketing Specialist Moorage				
Organizational Development Consultant				
PCS Construction Manager 2				
PCS Small Works Construction Manager				
Seaport Maintenance Financial Resources Manager				
Seaport Maintenance Safety Manager				
Seaport Maintenance Service Manager				
Senior Financial Analyst				
Senior Market Analyst				
Senior Property Manager				
Warehouse Finance Administration Supervisor				
Accounts Receivable Supervisor	24 E	\$50,954	\$63,687	\$76,440
Air Terminal Space Planning Manager		\$26.13	\$32.66	\$39.20
Air Terminal Supervisor				
Airfield Supervisor				
Airfield Technical Development Specialist				
Aviation Art Program Manager				
Aviation Maintenance Assistant Manager				
Aviation Marketing Carrier Promotions Manager				
Billing Supervisor				
Biologist				
Capital Purchases Supervisor				
Cash & Investments Supervisor				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Desktop Support Supervisor	24 E	\$50,954	\$63,687	\$76,440
General Ledger Supervisor		\$26.13	\$32.66	\$39.20
Goods & Services Supervisor				
Manager, Fishermen's Terminal Assets				
Manager, Fishermen's Terminal Business Operations				
Manager, Fishermen's Terminal Operations				
Manager, Information Technology Administration				
Marina Asset Manager				
Marina Operations Manager				
Payroll Supervisor				
Planner - Seaport				
Project Manager 1				
Seaport e-biz Project Specialist				
Seaport Maintenance Project Manager				
Senior Systems Analyst				
System Administrator				
Telecommunications Engineer				
Training Supervisor, Aviation Communication Center				
Transportation Manager				
Warehouse Planning Supervisor				
Accounts Payable Supervisor	23 E	\$47,892	\$59,846	\$71,819
Assistant Manager, Landside Operations Administration		\$24.56	\$30.69	\$36.83
Associate Database Administrator				
Aviation Maintenance Contracts Administration Supervisor				
Claims Manager				
Communications Project Manager				
Community Program Manager, Noise Abatement				
Community Project Manager				
Educational Outreach Manager				
Environmental Management Specialist 1				
Facility Supervisor				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Financial Analyst	23 E	\$47,892	\$59,846	\$71,819
Ground Transportation Planning Coordinator		\$24.56	\$30.69	\$36.83
HRMS Consultant				
Mapping Supervisor				
Network Engineer				
Network Operations Supervisor				
PCS Construction Manager 1				
Planner / Aviation				
Seaport Administrative Supervisor				
Seaport Maint Store & Inv Supervisor				
Senior Contracts Administrator				
Senior Programmer Analyst				
Senior Telecom Services Coordinator				
Survey Supervisor				
Tax Accountant				
Transportation Engineer				
Warehouse Operations Supervisor				
Warehouse Supervisor				
Web Administrator				
Airfield Relocation Specialist	22 E	\$44,967	\$56,199	\$67,451
Auditor		\$23.06	\$28.82	\$34.59
Aviation Maintenance CMMS Supervisor				
Business Analyst				
Chill Operations Supervisor				
Construction Coordinator				
Contract Specialist / Service Manager				
Disability Management Specialist				
Diversity Specialist				
Junior Design Engineer				
Landside Project Specialist				
Lead Desktop Specialist				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Maintenance Services Supervisor	22 E	\$44,967	\$56,199	\$67,451
Market Analyst		\$23.06	\$28.82	\$34.59
Operations Supervisor				
Seaport Maintenance Shift Supervisor				
Senior Human Resources Representative				
Supervisor Marina Operations				
Systems Analyst				
Telecommunications Technician				
Accounting Administrative Supervisor	21 E	\$42,179	\$52,709	\$63,258
Airfield Training Coordinator		\$21.63	\$27.03	\$32.44
Assistant to the CEO				
Aviation Facility & Infrastructure Support Supervisor				
Aviation Maintenance Payroll Work Order Supervisor				
Aviation Maintenance Procurement & Inventory Supervisor				
Aviation Services Supervisor				
Contractor, Data Systems Administration				
Engineering Services Supervisor				
Ground Transportation Construction Coordinator				
Internal Communications Specialist				
Maintenance Contracts Administrator				
Manager, Signing & Graphics				
Network Services Administrator				
Noise Remedy Real Estate Specialist				
Noise Remedy Specialist				
PCS Asbestos Program Coordinator				
Senior Desktop Specialist				
Total Compensation Analyst				
Accountant	20 E	\$40,326	\$50,408	\$60,489
Acquisition Specialist		\$20.68	\$25.85	\$31.02
Administrative Supervisor				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Assistant Project Manager	20 E	\$40,326	\$50,408	\$60,489
Assistant to Deputy Executive Director		\$20.68	\$25.85	\$31.02
Assistant to the Commission				
Associate Financial Analyst				
Associate Planner				
Buyer				
Central Waterfront Property Operations Coordinator				
Central Waterfront Seaport Operations Coordinator				
CIP Representative Air Terminal				
Commission Records Supervisor				
Contracts Administrator				
Credit Specialist				
Economic & Trade Development Project Specialist				
Payroll Accountant				
Real Estate Administrator, Aviation				
Supervisor, Seaport Real Estate Admin Services				
Associate Network Engineer	20 NE	\$40,326	\$50,408	\$60,489
Senior Benefits Specialist		\$20.68	\$25.85	\$31.02
Senior Construction Inspector				
Senior Network Operations Technician				
Senior Survey Technician				
Survey Party Chief				
Utilities Administrator				
Accounting MIS Project Specialist	19 E	\$38,591	\$48,224	\$57,876
Airfield Operations Coordinator		\$19.79	\$24.73	\$29.68
Foreign Trade Zone Supervisor				
Legal Administrator				
Noise Abatement Specialist				
Paralegal				
Real Estate Development Specialist				
Senior Contract Compliance Specialist				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Engineering CAD Specialist	19 NE	\$38,591	\$48,224	\$57,876
On Site Property Coordinator		\$19.79	\$24.73	\$29.68
Print Shop Lead				
Administrative Assistant	18 E	\$36,933	\$46,157	\$55,400
Contract Compliance Specialist		\$18.94	\$23.67	\$28.41
Passenger Service Education Supervisor				
PCS Administrator				
Public Records Specialist				
Seaport Services Administrator				
Aviation PMG Cost Accounting Specialist	18 NE	\$36,933	\$46,157	\$55,400
Aviation Tenant Project Coordinator		\$18.94	\$23.67	\$28.41
CAD System Administrator				
Desktop Specialist				
Engineering CAD Technician				
Accounts Payable Lead	17 NE	\$35,393	\$44,226	\$53,079
Administrative Specialist		\$18.15	\$22.68	\$27.22
Asset Management Specialist				
Assistant Credit Specialist				
Construction Inspector				
Desktop Services Coordinator				
Document Control Specialist				
Events Activities Coordinator				
Grant Accounting Specialist				
Lease Accounting Specialist				
Network Operations Technician				
Payroll Analyst				
Payroll Lead				
Project Costing Specialist				
Senior Harbor Specialist, Fishermen's				
Shilshole Bay Marina Maintenance Coordinator				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Shilshole Bay Marina Moorage Assignment Coordinator	17 NE	\$35,393 \$18.15	\$44,226 \$22.68	\$53,079 \$27.22
Acquisition Assistant	16 NE	\$33,872	\$42,335	\$50,817
Airport Security Specialist		\$17.37	\$21.71	\$26.06
Aviation Capital Improvement Program Assistant				
Benefits Specialist				
Budget Support Specialist				
Business Specialist, Airfield				
CMMS Support Specialist				
Commission Records Specialist				
IT Service Desk Specialist				
Lead Procurement / Inventory Clerk				
Offset Press Operator				
Seaport Real Estate Admin Specialist				
Signage & Graphics Technician				
Survey Instrument Technician				
Associate Buyer	15 NE	\$32,448	\$40,541	\$48,653
Associate Network Operations Technician		\$16.64	\$20.79	\$24.95
Cash & Investment Specialist				
Central Waterfront Property Operations Specialist				
Contract Document Specialist				
Contractor Data Systems Assistant				
Engineering CAD Operator				
Harbor Specialist, Fishermen's				
Legal Assistant				
Noise Remedy Administrative Specialist				
Procurement & Inventory Clerk/Forklift Training				
Public Affairs Administrative Specialist				
Seaport Administrative Specialist				
Seaport Maintenance Employee Specialist				

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Seaport Operations Specialist	15 NE	\$32,448	\$40,541	\$48,653
Shilshole Bay Marina Maintenance/Security Specialist		\$16.64	\$20.79	\$24.95
Shilshole Bay Marina Operations Specialist				
Staff Assistant 5				
Telecommunications Services Coordinator				
Accounts Receivable Specialist	14 NE	\$31,083	\$38,844	\$46,625
Assistant Construction Inspector		\$15.94	\$19.92	\$23.91
Bindery Operator				
Employee Expense Claims Specialist				
Payroll Specialist				
PCS Contract Specialist				
Procurement & Inventory Clerk				
Seaport Maintenance Purchasing Specialist				
Accounts Payable Specialist	13 NE	\$29,796	\$37,245	\$44,694
Assistant Contract Document Specialist		\$15.28	\$19.10	\$22.92
Conference Services Coordinator				
Crane Maintenance Clerk				
Lead Voice Communication Operator				
Maintenance Dispatch Clerk				
Material Inventory Specialist				
Revenue Specialist				
Seaport Maintenance Clerk				
Staff Assistant 4				
Aviation Maintenance Timekeeper	12 NE	\$28,568	\$35,705	\$42,861
Chainer		\$14.65	\$18.31	\$21.98
Engineering Digital Imaging Data Administrator				
Junior Network Operations Technician				



RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Building Department Clerk	11 NE	\$27,378	\$34,223	\$41,067
Corporate Receptionist		\$14.04	\$17.55	\$21.06
General Services Clerk				
Staff Assistant 3				
Facility Specialist	10 NE	\$26,247	\$32,799	\$39,371
		\$13.46	\$16.82	\$20.19
Admin/Voice Communication Assistant	09 NE	\$25,194	\$31,473	\$37,772
Staff Assistant 2		\$12.92	\$16.14	\$19.37
Mail Clerk/Messenger	08 NE	\$24,180	\$30,225	\$36,270
Seaport Facilities Tour Guide		\$12.40	\$15.50	\$18.60
Seaport Maintenance Material Handler				
Passenger Service Education Representative				
Passenger Service Representative				
Voice Communications Operator				
Staff Assistant 1	06 NE	\$22,269	\$27,827	\$33,404
Tour Group Coordinator		\$11.42	\$14.27	\$17.13
Office/Maintenance Clerk	03 NE	\$19,812	\$24,746	\$29,699
		\$10.16	\$12.69	\$15.23

**Nongraded Exempt Positions**

Chief of Police	Under Development
Deputy Chief of Police	Under Development
Fire Chief	Under Development
Assistant Fire Chief	Under Development

RESOLUTION NO. 3471  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 25, 2001  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2002

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
<b><u>Nongraded Nonexempt Positions</u></b>				
Graduate Intern	92 NE	\$23,400 \$12.00	\$27,300 \$14.00	\$31,200 \$16.00
Student Intern	91 NE	\$17,550 \$9.00	\$21,450 \$11.00	\$25,350 \$13.00
Student Helper	90 NE	\$14,235 \$7.30	\$14,235 \$7.30	\$14,235 \$7.30

**Nongraded Japan Office Positions**

Director, Asia

Administrative Assistant, Asia

Salaries not to exceed 40,000,000 yen per year