



**2004**

**SALARY & BENEFIT**

**RESOLUTION NO. 3518**

**Effective January 1, 2004**

**COPY**

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## **RESOLUTION NO. 3518**

**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, 2004 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3492.

**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) jobs 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) jobs shall be classified and graded according to their relative skill requirements, responsibilities, and other factors as explained in Section II. Each job will have a salary range that corresponds to its grade. Grades and salary ranges for 2004 will be as follows:

**PORT OF SEATTLE**  
**GRADED SALARY RANGE STRUCTURE**  
**Effective January 1, 2004 (No change from January 1, 2003)**

<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	\$71,915	\$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	\$47,992	\$59,846	\$71,819
22	\$23.06	\$28.82	\$34.79	\$44,967	\$56,199	\$67,451
21	\$21.63	\$27.07	\$32.94	\$42,179	\$52,709	\$63,258
20	\$20.68	\$25.55	\$31.02	\$40,326	\$50,408	\$60,489
19	\$19.79	\$24.75	\$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 Jobs: 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. High School, College, Graduate 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 Human Resources and Development staff based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Compensation for international interns 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 are 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 salary levels within an appropriate geographic market. It is also the policy of the Commission to establish a job evaluation system that evaluates the mental, physical and social requirements, work environment and accountability of each position. The job evaluation system shall be administered by Human Resources and Development Management under the supervision of the Chief Executive Officer. 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 job has been assigned a grade related to the salary range structure set forth in Section I.B. Human Resources

and Development staff shall, on an on-going basis, evaluate new jobs and reevaluate existing jobs, taking into account any change in mental, physical or social requirements, etc., or changes to salary levels within the appropriate geographic market, 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 jobs and establishment and evaluation of new jobs.

### **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 promotions shall, to the extent feasible, conform to current job evaluation criteria and appropriate competencies for each authorized job; however, in the paramount interest of developing a strong personnel base, Human Resources and Development 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 based on skill, knowledge and experience and set between the minimum and midpoint of the salary range for hires, under special conditions Human Resources and Development 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 Human Resources and Development 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 employee's 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.
3. The terms "exempt employee" and "non-exempt employee" are legal determinations based on provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act (WMWA).
  - a. An exempt employee is an employee who is not covered by the overtime and minimum wage provisions of the Fair Labor Standards Act and the WMWA by virtue of the job responsibilities.
  - b. A non-exempt employee is an employee who is covered by the overtime and minimum wage provisions of the Fair Labor Standards Act and the WMWA by virtue of their job responsibilities. This includes eligibility for overtime pay at one and one-half times the hourly rate of pay for all hours worked over 40 in a regular work week.

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 21 hours per week indefinitely, but less than full-time as explained above.

C. A DRS-retired Employee is an employee who is receiving a pension from any retirement plan administered by the State of Washington Department of Retirement Systems (DRS) and is hired into an "eligible" position as defined above. DRS-retired employees are entitled to the same benefits as outlined in Section VII.C. except that employee contributions into PERS are not required. PERS retirees are limited in the number of hours they may work without jeopardizing their pension benefits. Refer to the DRS web site or brochures for specific information about these limitations.

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

1. Ineligible Limited: Applies only to those employees or retirees 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 employees or retirees 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 a schedule of 70 or more hours a calendar month in no more than four 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.

DETERMINATION OF WHETHER A POSITION STATUS IS "INELIGIBLE" MUST BE MADE WITH HUMAN RESOURCES AND DEVELOPMENT BEFORE A TEMPORARY POSITION MAY BE FILLED. EMPLOYMENT STATUS OF PORT POSITIONS MUST BE IN CONFORMANCE WITH WASHINGTON STATE RETIREMENT LAWS.

3. Student Interns:
  - a. Domestic Student Interns (High School, College and Graduate) may be allowed to work full-time for up to 12 months. Students whose internship extends beyond 12 months must be compensated for less than 70 hours per month in at least 8 of every 12 calendar months worked after the first year.
  - b. International Interns are limited to the same 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 the definitions above, 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 (DRS) determines that an eligible position should have been considered eligible, PERS membership will be required of the employee retroactive to the first day of eligibility as determined by DRS.

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 Human Resources and Development Management, subject to the following provisions:

1. Human Resources and Development 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, Human Resources and Development 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) eligible 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 2004, the Pay for Performance program will be suspended.
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 that 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 due to job reevaluation or a competitive hiring process. 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 6% but must be at least to the minimum of the new pay range. Promotional increases for promotions of two grades may be up to 4% but must be at least to the minimum of the new pay range. Promotional increases for promotions of one grade may be up to 2% but must be at least to the minimum of the new pay range. No promotional increase may take an employee's pay to a level that exceeds the midpoint of the new range.

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 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, or that were in effect at the time the employee started their new job, whichever is higher. Consistent with the 2004 Pay for Performance program, there will be no six-month increases for employees who are both promoted and complete the first six months in their new position during 2004.

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 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 or that were in effect at the time the employee started their probationary period, whichever is higher. Consistent with the 2004 Pay for Performance program, there will be no probationary increases for employees who are both hired and complete their probationary period during 2004.

E. Administering Salary Increases or Allowances for Positions Which Fall Outside the Ranges: Employees whose salaries fall below the minimum of the salary range for their job shall have their salary automatically increased to the new minimum of the 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 that do not increase their base salary.

F. Temporary Pay for Temporary Assignments: Employees temporarily assuming all or part of the responsibilities of a job with a higher grade and pay range have an opportunity to learn and develop skills associated with the higher-level job. In addition to the developmental opportunity associated with these assignments, employees may be awarded a temporary pay increase of no more than 5% provided they are expected to perform the additional responsibilities for 30 days or longer. If awarded, the temporary pay increase will be processed after the employee has been performing the additional responsibilities for 30 days, retroactive to when the assignment began.

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: Human Resources and Development 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.

I. Interns: High School, College and Graduate interns are hired to learn and perform a specific set of responsibilities for a specified period of time. As such, interns are not eligible for pay for performance or other types of pay increases during their internship.

## 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 that begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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.

A regular 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. Due to provisions of the Fair Labor Standards Act (FLSA), non-exempt employees may not work an alternative work arrangement that includes a schedule of more than 40 hours in any one week.

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 within the Port payroll week (Sunday through Saturday). 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 (in addition to straight time pay or another day off within the current pay period) for all hours worked, when required, on a holiday as defined by Section VII.C.3., Holidays, regardless of the number of hours actually worked in the holiday work week. In no case shall overtime compensation be duplicated. 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 7.5 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 regularly scheduled work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a regularly scheduled 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 paid for the time they spend at the meeting or training session.

3. **IT Stand-by Pay:** Employees in the Information Technology (IT) Department may be required to be available by pager or phone or available to come to work during the evening, on a weekend, or on a holiday to solve a problem. Non-exempt IT employees will be compensated at a rate of \$2.50 per hour for all required stand-by time. In addition, they will be compensated their regular overtime rate for time worked solving problems via telephone or remote

connection (in quarter-hour increments) or for time worked in person at a Port location (with a two hour minimum).

## 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 is 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 DRS-retired Employees:

1. Retirement: 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) 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 the "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 DRS-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 DRS-retired employee is subpoenaed as a witness under circumstances which are determined by Human Resources and Development Management to be related to or involve the Port, the same pay conditions listed for jury duty shall apply.

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

Eligible and DRS-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 after 15 hours of absence in a three-day period due to illness, injury or disability. The first 15 hours will be charged to PTO accounts. The exceptions are for in-patient hospitalization, workers compensation, FMLA-designated leave, Family Care Act (FCA) leave, probationary employees, or if PTO is exhausted. Intermittent leave (with no more than 15 days between absences) caused by the same medical condition may be charged to EI without using another 15 hours 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 experienced hospitalization of any kind or 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 Human Resources and Development 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, Human Resources and Development 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, 2004 through December 31, 2004.) These eleven holidays shall be observed according to the conditions outlined herein. (Note: The eleventh holiday – December 31, 2004 – will be counted as one of the standard ten holidays for 2005.) When nonexempt employees are required to work on a holiday, overtime pay (in addition to straight time pay or another day off within the pay period) shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

Normal Date of Observance for  
Monday Through Friday Schedule

Thursday, January 1 2004  
Third Monday in January (19)  
Third Monday in February (16)  
Last Monday in May (31)  
Monday, July 5  
First Monday in September (6)  
Fourth Thursday in November (25)  
Fourth Friday in November (26)  
Thursday, December 23

Friday, December 24  
Friday, December 31

U.S. Staff Holidays

New Year's Holiday  
Martin Luther King, Jr. Day  
Washington's Birthday Observed  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Port designated Floater in lieu of  
Lincoln's Birthday  
Christmas Eve Day  
New Year's Holiday (to be  
considered one of ten holidays for  
2005)

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 and may take an "awarded time" day off within three months of the holiday that was worked. 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, High School, College and Graduate Interns and on-call employees) 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 DRS-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 DRS-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 DRS-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 2004 is 1,500 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 DRS-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 DRS-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 DRS-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 DRS-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 DRS-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, is not awarded on an hour-for-hour basis, and may not be taken after the last worked day. The sole exception is if an exempt employee must work on a holiday, he or she may be granted an equivalent "awarded time" day off in lieu of the holiday within three months of the holiday worked.
  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. It is not the intention of the Shared Leave program to allow

employees who are terminating their employment with the Port to donate their unused EI upon their termination.

Donated leave shall be designated to a specific individual. Donations and requests for shared leave will be coordinated in Human Resources and Development.

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. The Family Care Act (FCA) of 2002: The FCA gives employees in the State of Washington the right to use Extended Illness or other paid time off to care for an ill child or a seriously ill family member. Procedures are outlined in Port Policy HR-5, Leaves.
9. 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 DRS-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 Human Resources and Development 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.

10. **Insurance Benefits:** Coverages listed in Sections a. through f. below apply to eligible and DRS-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 DRS-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 DRS-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 25 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 DRS-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 DRS-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 DRS-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, 2004 through December 31, 2004. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2004.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3492, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 9th day of December, 2003, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

*COPY*

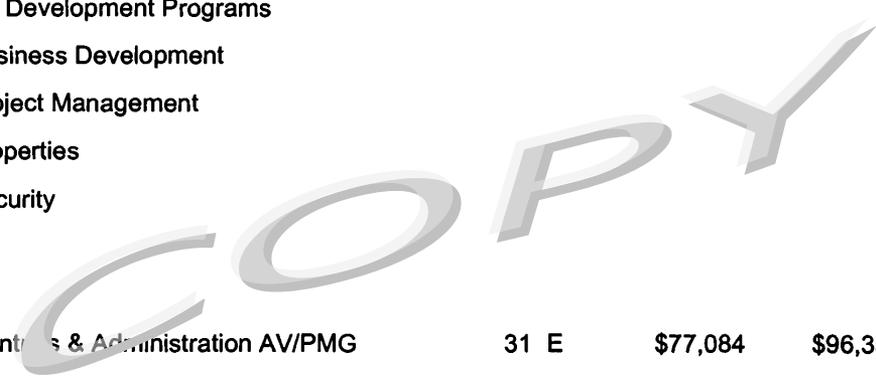
Patricia Davis PATRICIA DAVIS  
Paige R Miller PAIGE MILLER  
J. T. Molloy LAWRENCE T. MOLLOY  
Bob Edwards BOB EDWARDS  
Port Commission

RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

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 Chief Executive Officer	41 E	\$133,926	\$167,388	\$200,870
Managing Director, Aviation Division		\$68.68	\$85.84	\$103.01
Managing Director, Seaport Division	40 E	\$126,906	\$158,613	\$190,340
		\$65.08	\$81.34	\$97.61
Chief Administrative Officer	38 E	\$113,880	\$142,331	\$170,801
General Counsel		\$58.40	\$72.99	\$87.59
Chief Financial Officer	37 E	\$107,796	\$137,745	\$161,694
Deputy Managing Director, Aviation Business & Operations		\$55.28	\$69.10	\$82.92
Deputy Managing Director, Aviation Facilities & Environment	36 E	\$102,083	\$127,589	\$153,114
		\$52.35	\$65.43	\$78.52
Chief Information Officer	35 E	\$96,564	\$120,705	\$144,846
Deputy Managing Director, Seaport				
Director, Executive Outreach		\$49.52	\$61.90	\$74.28
Director, Human Resources & Development				
Chief Engineer	34 E	\$91,319	\$114,134	\$136,968
Director, Accounting & Procurement Services		\$46.83	\$58.53	\$70.24
Director, Aviation Capital Improvement Program				
Director, Labor Relations				
Director, Public Affairs				
Director, Seaport Portfolio Mgmt & Capital Development				
Manager, Aviation Planning				

RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Director, Cargo & Cruise Services	33 E	\$86,346	\$107,933	\$129,519
Director, e-Business Development Office		\$44.28	\$55.35	\$66.42
Director, Harbor Services				
General Manager, Aviation Business Development				
General Manager, Aviation Facilities & Infrastructure				
General Manager, Seattle Portnet				
Manager, Airport Security				
Assistant Director, Aviation Capital Improvement Program	32 E	\$81,588	\$101,985	\$122,382
General Manager, Aviation Maintenance		\$41.84	\$52.30	\$62.76
General Manager, Port Construction Services				
Manager, Community Development Programs				
Manager, Seaport Business Development				
Manager, Seaport Project Management				
Manager, Seaport Properties				
Manager, Seaport Security				
Senior Port Counsel				
Assistant Director, Contracts & Administration AV/PMG	31 E	\$77,084	\$96,350	\$115,635
General Manager, Seaport Maintenance		\$39.53	\$49.41	\$59.30
Manager, Aviation Environmental Programs				
Manager, Cargo Services				
Manager, Corporate Environmental Programs				
Portwide Real Estate Manager				
Project Manager, Seattle Portnet				
Senior Manager, Aviation IT Systems				
Senior Manager, Enterprise Infrastructure Services				
Strategic Planning Manager				
Assistant Director, Accounting	30 E	\$72,774	\$90,968	\$109,161
Assistant Director, Public Affairs		\$37.32	\$46.65	\$55.98



RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
AV Tech Plan & Integration Manager	30 E	\$72,774	\$90,968	\$109,161
Aviation CIP Program Leader		\$37.32	\$46.65	\$55.98
Aviation Facilities Business Manager				
Engineering Quality Manager				
Manager, Aeronautical Operations				
Manager, Airport Building Department				
Manager, Airport Security & Operations				
Manager, Aviation Finance & Budget				
Manager, Aviation Properties				
Manager, Construction Services				
Manager, Contract Services				
Manager, Design Services				
Manager, Enterprise Application Services				
Manager, Enterprise Database Services				
Manager, Fishing Vessel Services				
Manager, IT Project Office				
Manager, Landside Operations				
Manager, Recreational Boating Services				
Manager, Seaport Commercial Development				
Manager, Seaport Finance & Budget				
Manager, Seaport Strategic Planning				
Project Manager 5				
Senior Business Development Representative				
Budget Manager	29 E	\$68,699	\$85,859	\$103,038
Federal Government Relations Manager		\$35.23	\$44.03	\$52.84
Finance Manager				
Infrastructure Systems Manager/Aviation				
Manager, Airport Architecture & Standards				
Manager, Aviation Business Development				
Manager, Consulting Services				

RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Manager, Cruise Services	29 E	\$68,699	\$85,859	\$103,038
Manager, Dock Operations		\$35.23	\$44.03	\$52.84
Manager, Noise Abatement				
Manager, PCS Field Operations				
Manager, PCS Project Operations				
Manager, Revenue Services & Payroll				
Manager, Seaport Facility Planning Group				
Planning Program Manager, Aviation				
Police Department Administrative Manager				
Risk Manager				
Security Program Manager - Seaport				
Treasury Manager				
Airport Communication Systems Supervisor	28 E	\$64,018	\$81,003	\$97,208
Assistant Manager, Aviation Building Department		\$33.24	\$41.54	\$49.85
AV Infrastructure Services Supervisor				
Business Development Representative				
Construction Manager				
Database Administration Supervisor				
Director, Commission Services				
Engineering Design Coordinator				
Engineering Design Specialist				
IT Applications Supervisor				
Manager, Accounting MIS Projects				
Manager, Acquisitions				
Manager, Airport Communications Center				
Manager, Airport Concessions				
Manager, Aviation Human Resources Services				
Manager, Aviation Maintenance				
Manager, Aviation Maintenance Budget & Support Systems				
Manager, Aviation Maintenance CIP Liaison				
Manager, Commercial Properties / Seaport				

RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Manager, Corporate Communications	28 E	\$64,818	\$81,003	\$97,208
Manager, Employee Loss Prevention Program		\$33.24	\$41.54	\$49.85
Manager, Industrial Properties / Seaport				
Manager, Local Government Relations				
Manager, Noise Remedy				
Manager, Procurement Services				
Manager, State Government Relations				
Market Development Manager				
Network Security Engineering Supervisor				
Program Controls Manager				
Project Manager 4				
Real Estate Development Project Manager				
Seaport Maintenance Resource Manager				
Security Systems Supervisor / Aviation IT				
Senior Environmental Program Manager				
Total Compensation Manager				
Water Resource Manager				
Web Services Supervisor				
Windows Server Engineering Supervisor				
Account Representative, Cargo Services	27 E	\$61,074	\$76,343	\$91,611
Aeronautical Services Manager		\$31.32	\$39.15	\$46.98
Assistant Manager, Airport Security Operations				
Assistant Manager, Aviation Finance & Budget				
Assistant Manager, Seaport Finance & Budget				
Environmental Data Program Supervisor				
Finance Manager, Aviation Business Development				
Finance Service Manager, Seaport Maintenance				
International Marketing Director				
International Tourism Development Manager				
Labor Relations Manager				
Learning & Leadership Manager				

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RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Manager, Aeronautical Facility Use	27 E	\$61,074	\$76,343	\$91,611
Manager, Business & Operations - Harbor Services		\$31.32	\$39.15	\$46.98
Manager, Business Development				
Manager, Contract Administration Group				
Manager, Corporate Facilities				
Manager, Ground Transportation				
Manager, Survey Services				
PCS Group Manager				
Port Counsel				
Product Manager, Seattle Portnet				
Project Manager 3				
Project Planner				
Regional Transportation Program Planner				
Resident Engineer				
Seaport Maintenance Service Manager, Containers				
Seaport Security Systems Coordinator				
Senior Database Administrator				
Senior Design Engineer				
Senior Infrastructure System Engineer				
Senior Network Security Engineer				
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
Aeronautical Duty manager				
Airline Scheduling Coordinator				
Assistant Manager, Aeronautical Training				
Assistant Manager, Airport Communication Center				
Assistant Manager, Landside LOB Operations				
Business Manager, e-Business Development				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
CIP Environmental Coordinator	26 E	\$57,545	\$71,916	\$86,307
Construction Safety Manager		\$29.51	\$36.88	\$44.26
Construction Superintendent				
Development Project Manager				
Environmental Management Specialist 2				
Health & Safety Management Specialist 2				
Internal Auditor				
IT Project Lead				
Manager, Abatement Design Services				
Manager, Aviation Maintenance & Operations				
Manager, Community Outreach				
Manager, Enterprise Desktop Services				
Manager, ID Access				
Marketing Representative - Harbor Services				
Media Officer				
Project Manager 2				
Project Scheduler Aviation PMG				
Public Affairs Officer				
Regulatory & Operation Coordinator/Aeronautical				
Resource Manager, Seaport Fleet Maintenance				
Senior Acquisition Specialist				
Senior Engineer				
Senior Integration Engineer				
Senior Network Engineer				
Senior Planner - Seaport				
Senior System Administrator				
Senior Windows Server Engineer				
Airport Concessions Representative	25 E	\$54,171	\$67,704	\$81,257
Assistant Resident Engineer		\$27.78	\$34.72	\$41.67
Audio/Visual Services Manager				
Aviation Maintenance Safety Program Manager				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Capital Services Supervisor	25 E	\$54,171	\$67,704	\$81,257
Compensation Manager		\$27.78	\$34.72	\$41.67
Database Administrator				
Design Engineer				
Diversity Consultant				
Engineer, Erosion Control & Storm Water				
Health & Safety Management Specialist 1				
Human Resources Consultant				
Infrastructure Systems Engineer				
Integration Engineer				
Inventory & Fleet Manager, Seaport Maintenance				
Manager, Aviation Fleet Maintenance				
Organizational Development Consultant				
PCS Construction Manager 2				
PCS Small Works Construction Manager				
Seaport Maintenance Safety Manager				
Seaport Maintenance Service Manager				
Senior Business Development Analyst/AV				
Senior Financial Analyst				
Senior Planner - Aviation				
Senior Property Manager				
Small Business Development / DBE Liaison				
Technical Development Specialist / Aeronautical				
Wildlife Biologist				
Accounts Receivable Supervisor	24 E	\$50,954	\$63,687	\$76,440
Assistant Manager Conveyance Systems		\$26.13	\$32.66	\$39.20
Aviation Art Program Manager				
Billing Supervisor				
Capital Purchases Supervisor				
Cash & Investments Supervisor				
Desktop Support Supervisor				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
E-Business Project Specialist	24 E	\$50,954	\$63,687	\$76,440
General Ledger Supervisor		\$26.13	\$32.66	\$39.20
Goods & Services Supervisor				
Labor Relations Representative				
Manager, Aviation Fleet Procurement				
Manager, Information Technology Administration				
Network Security Engineer				
Payroll Supervisor				
Planner - Seaport				
Project Manager 1				
Seaport Maintenance Project Manager				
Senior Systems Analyst				
System Administrator				
Telecommunications Engineer				
Windows Server Engineer				
Accounts Payable Supervisor	23 E	\$47,892	\$59,846	\$71,819
Administrator MRD System		\$24.56	\$30.69	\$36.83
Assistant Manager, Land Side Operations Administration				
Associate Database Administrator				
Aviation Maintenance Contracts Administration Supervisor				
Business Development Analyst / Aviation				
CAD Manager Aviation PMG				
Claims Manager				
Communications Project Manager				
Community Program Manager, Noise Abatement				
Community Project Manager				
Construction Access Supervisor				
Environmental Data Specialist				
Environmental Management Specialist 1				
Financial Analyst				
HRMS Consultant				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Mapping Supervisor	23 E	\$47,892	\$59,846	\$71,819
Network Engineer		\$24.56	\$30.69	\$36.83
Network Operations Supervisor				
Operations Supervisor - Harbor Services				
Operations Supervisor - Airport Security				
PCS Construction Manager 1				
Senior Contracts Administrator				
Senior Programmer Analyst				
Senior Telecommunications Services Coordinator				
Survey Supervisor				
Tax Accountant				
Transportation Engineer				
Web Administrator				
Building Inspector/Plans Examiner 2	23 NE	\$47,892	\$59,846	\$71,819
		\$24.56	\$30.69	\$36.83
Airfield Relocation Specialist	22 E	\$44,967	\$56,199	\$67,451
Assistant to CEO		\$23.06	\$28.82	\$34.59
Aviation Maintenance CMMS Supervisor				
Benefits Administrator				
Business Analyst				
Construction Coordinator				
Disability Management Specialist				
Dock Operations Coordinator				
Internal Communications Specialist				
Junior Design Engineer				
Lead Desktop Specialist				
Seaport Maintenance Shift Supervisor				
Senior Human Resources Representative				
Systems Analyst				
Telecommunications Technician				

RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Total Compensation Analyst	22 E	\$44,967	\$56,199	\$67,451
Tourism Management Specialist		\$23.06	\$28.82	\$34.59
Web Developer				
Accounting Administrative Supervisor	21 E	\$42,179	\$52,709	\$63,258
Accounting MIS Project Analyst		\$21.63	\$27.03	\$32.44
Assistant to the Commission				
Aviation Facility & Infrastructure Support Supervisor				
Aviation Maintenance Procurement & Inventory Supervisor				
Contractor Data Systems Administration				
Engineering Services Supervisor				
Grant & Trade Policy Analyst				
Manager, Signing & Graphics				
Network Services Administrator				
Noise Remedy Real Estate Specialist				
Noise Remedy Specialist				
PCS Asbestos Program Coordinator				
Planner - Aviation				
Programmer Analyst 3				
Senior Desktop Specialist				
Training Specialist / Aeronautical				
Building Inspector/Plans Examiner 1	21 NE	\$42,179	\$52,709	\$63,258
Telecommunications Designer/AV		\$21.63	\$27.03	\$32.44
Accountant	20 E	\$40,326	\$50,408	\$60,489
Acquisitions Specialist		\$20.68	\$25.85	\$31.02
Admin Supervisor, AV Planning & Commercial Development				
Administrative Supervisor				
Administrative Supervisor, Seaport				
Aeronautical Construction Liaison				
Assistant Project Manager				



RESOLUTION NO. 3518  
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Assistant to Deputy CEO	20 E	\$40,326	\$50,408	\$60,489
Associate Financial Analyst		\$20.68	\$25.85	\$31.02
Associate Planner - Seaport				
Buyer				
Commission Records Supervisor				
Contracts Administrator				
Credit Specialist				
Legal Administrator				
Marketing Research Specialist / Seaport				
Payroll Accountant				
Real Estate Development Project Assistant				
Supervisor, Seaport Real Estate Admin Services				
Associate Network Engineer	20 NE	\$40,326	\$50,408	\$60,489
Senior Construction Inspector		\$20.68	\$25.85	\$31.02
Senior Network Operations Technician				
Senior Survey Technician				
Survey Party Chief				
Utilities Administrator				
Accounting MIS Project Specialist	19 E	\$38,591	\$48,224	\$57,876
Aviation Properties Specialist		\$19.79	\$24.73	\$29.68
Aviation Statistical Specialist				
Labor Relations Assistant				
Noise Abatement Specialist				
Paralegal				
Engineering CAD Specialist	19 NE	\$38,591	\$48,224	\$57,876
HRMS Employment Specialist		\$19.79	\$24.73	\$29.68
On Site Property Coordinator				
Print Shop Lead				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Administrative Assistant	18 E	\$36,933	\$46,157	\$55,400
Associate Planner - Aviation		\$18.94	\$23.67	\$28.41
Contract Compliance Specialist				
Passenger Service Education Supervisor				
PCS Administrator				
Public Records Specialist				
Aviation PMG Cost Accounting Specialist	18 NE	\$36,933	\$46,157	\$55,400
Aviation Tenant Project Coordinator		\$18.94	\$23.67	\$28.41
Commission Assistant				
Desktop Specialist				
Engineering CAD Technician				
Executive Assistant				
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				
CAD Operator - Seaport Maintenance				
Construction Inspector				
Contract Specialist				
Desktop Services Coordinator				
Document Control Specialist				
Events Activities Coordinator				
Facility Coordinator				
Grant Accounting Specialist				
Lease Accounting Specialist				
Network Operations Technician				
Payroll Analyst				
Payroll Lead				
Project Costing Specialist				
Project Technician AV/PMG				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Senior Harbor Specialist, Fishermen's	17 NE	\$35,393	\$44,226	\$53,079
Shilshole Bay Marina Maintenance Coordinator		\$18.15	\$22.68	\$27.22
Shilshole Bay Marina Moorage Assignment Coordinator				
Acquisition Assistant	16 NE	\$33,872	\$42,335	\$50,817
Airport Security Specialist		\$17.37	\$21.71	\$26.06
Aviation Capital Improvement Program Assistant				
Budget Support Specialist				
CMMS Support Specialist				
Commission Records Specialist				
IT Service Desk Specialist				
Lead Procurement / Inventory Clerk				
Offset Press Operator				
Seaport Maintenance Management System Specialist				
Seaport Real Estate Admin Specialist				
Signage & Graphics Technician				
Survey Instrument Technician				
Total Compensation Specialist 2				
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				
Document Coordinator - Landside				
Engineering CAD Operator				
Facility Specialist				
Harbor Specialist, Fishermen's				
Legal Assistant				
Noise Remedy Administrative Specialist				
Procurement & Inventory Clerk/Forklift Training				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Public Affairs Administrative Specialist	15 NE	\$32,448	\$40,541	\$48,653
Seaport Administrative Specialist		\$16.64	\$20.79	\$24.95
Seaport Maintenance Employee Specialist				
Seaport Operations Specialist				
Shilshole Bay Marina Maintenance/Security Specialist				
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
Billing Specialist - Landside				
Bindery Operator				
Employee Expense Claims Specialist				
Payroll Specialist				
PCS Contract Specialist				
Procurement & Inventory Clerk				
Receiving Dock Coordinator, Aviation				
Seaport Maintenance Purchasing Specialist				
Total Compensation Specialist 1				
Accounts Payable Specialist	13 NE	\$29,796	\$37,245	\$44,694
Assistant Contract Document Specialist		\$15.28	\$19.10	\$22.92
Crane Maintenance Clerk				
Landside Assistant				
Lead Voice Communication Operator				
Maintenance Dispatch Clerk				
Material Inventory Specialist				
Permit Technician				
Revenue Specialist				
Seaport Maintenance Clerk				

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
Staff Assistant 4	13 NE	\$29,796	\$37,245	\$44,694
		\$15.28	\$19.10	\$22.92
Assistant Facility Coordinator	12 NE	\$28,568	\$35,705	\$42,861
Aviation Maintenance Timekeeper		\$14.65	\$18.31	\$21.98
Chainer				
Engineering Digital Imaging Data Administrator				
Junior Network Operations Technician				
Audit Specialist - Landside	11 NE	\$27,378	\$34,223	\$41,067
Customer Service Specialist - Landside		\$14.04	\$17.55	\$21.06
General Services Clerk				
Staff Assistant 3				
Admin/Voice Communication Assistant	09 NE	\$25,194	\$31,473	\$37,772
Staff Assistant 2		\$12.92	\$16.14	\$19.37
Passenger Service Education Representative	08 NE	\$24,180	\$30,225	\$36,270
Passenger Service Representative		\$12.40	\$15.50	\$18.60
Seaport Facilities Tour Guide				
Seaport Maintenance Material Handler				
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
<b><u>Nonevaluated Exempt Positions</u></b>				
Chief of Police	94 E	\$91,461	\$114,327	\$137,192
Fire Chief		\$46.90	\$58.63	\$70.35

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF SEPTEMBER 30, 2003  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2004

Position Title	Grade/ FLSA	Base Salary Range		
		Minimum	Midpoint	Maximum
<b><u>Nonevaluated Exempt Positions</u></b>				
Assistant Fire Chief	93 E	\$83,147	\$103,934	\$124,720
Deputy Chief of Police		\$42.64	\$53.30	\$63.96
<b><u>Nonevaluated Nonexempt Positions</u></b>				
Graduate Intern	92 NE	\$27,300	\$34,125	\$40,950
		\$14.00	\$17.50	\$21.00
College Intern	91 NE	\$19,500	\$27,788	\$36,075
		\$10.00	\$14.25	\$18.50
High School Intern	90 NE	\$15,366	\$15,366	\$15,366
		\$7.88	\$7.88	\$7.88

**Nonevaluated Japan Office Positions**

Director, Asia

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

