

2007

SALARY & BENEFIT

RESOLUTION NO. 3572 - AS AMENDED

Effective January 1, 2007

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RESOLUTION NO. 3572 – AS AMENDED

A RESOLUTION of the Commission of the Port of Seattle Establishing Jobs, Pay Grades, Salaries, Allowances and Adjustments for Port employees not covered by a collective bargaining agreement; 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, 2007 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3553

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

I. DEFINITIONS

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

A. Employee Status

1. An **Employee** is anyone who performs personal services for the Port and receives a paycheck from the Port payroll system with employment taxes withheld. No sub-classes are included in this definition, such as employees of temporary agencies or independent contractors.

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

- a. A **Represented Employee** is an Employee in an Exempt or Non-exempt position that is represented by a collective bargaining agreement.

- b. A **Non-represented Employee** is an Employee in an Exempt or Non-exempt Position not represented by a collective bargaining agreement.
 - c. A **Probationary Employee** is a new hire or rehire who has not yet successfully completed the six-month probationary period. Probationary employees are expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment. No extension of the probationary period will be granted unless the employee is on an approved leave of absence in excess of two weeks during their first six months of employment.
 - d. A **Limited Duration Employee** is an employee who is hired for more than 90 days for a job with a planned end date.
2. **Exempt and Non-exempt** are legal determinations based on provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act (WMWA) and refer to overtime eligibility. All jobs shall be classified according to criteria of the Federal Fair Labor Standards Act as either exempt or nonexempt.

B. Benefit Eligibility

- 1. An **Eligible Employee** is a full-time or part-time employee hired for an indefinite duration and is eligible for benefits as provided in Sections VII.B. and VII.C.
 - a. A **Full-Time Employee** is one who is regularly scheduled as described above for 75 or 80 hours of work per bi-weekly pay period.
 - b. A **Part-Time Eligible Employee** is one who is regularly scheduled to work at least 21 hours per week indefinitely, but less than full-time as explained above.
- 2. An **Ineligible Employee** is one who is eligible for benefits only as provided in Section VII.B.
 - a. A **Part-Time Ineligible Employee** is one who is regularly scheduled to work less than 21 hours per week indefinitely.
 - b. An **On-Call Employee** is one who does not have a regular work schedule and work hours can vary from week to week indefinitely.
 - c. A **Seasonal Employee** is one who is hired for a season not to exceed 6 months.

- d. An **Emergency Hire Employee** is one who is hired for up to 90 days.
- e. An **Intern** is one who is hired in accordance with the Intern Program Guidelines.

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.

Employees must be terminated when or before time limits are reached for ineligible status as explained above; except as necessary to address critical and immediate Port needs, in which case, the employee must convert to an Eligible Employee status.

- 3. 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 who is eligible for benefits as provided in the relevant provisions of Sections VII.B. and VII.C. DRS-retired Employees who are considered Eligible Employees are entitled to the same benefits as outlined in Sections VII. B. and 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.
- 4. The **Chief Executive Officer** is appointed by the Commission. The terms and conditions of the Salary and Benefits Resolution apply to the Chief Executive Officer. In the event a new Chief Executive Officer is appointed during the year covered by this Resolution, the terms and conditions of the Resolution shall remain unchanged and in full force and effect. However, if an agreement is negotiated between the Commissioners and the new Chief Executive Officer, the terms and conditions of the negotiated agreement shall control over any conflicting or inconsistent terms and conditions in the Resolution and shall become effective without an amendment to the Resolution. Such agreement must be adopted in open session.
- 5. A **Commissioner** is one who is elected for a 4-year term and may be re-elected for subsequent 4-year terms and is eligible for benefits as provided in the relevant provisions of Section VII.C.4. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

II. ESTABLISHING JOBS, PAY GRADES, AND SALARY RATES AND RANGES

There are hereby established the following pay grades and salary ranges for all jobs of the Port of Seattle

A. Salary Ranges: All non represented jobs shall be evaluated 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 2007 will be as follows:

**PORT OF SEATTLE
GRADED SALARY RANGE STRUCTURE
3.0% Range Adjustment Effective January 1, 2007**

<u>Grade</u>	<u>Hourly</u>			<u>Annual</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
45	\$104.68	\$130.84	\$157.01	\$204,126	\$255,138	\$306,170
42	\$78.77	\$98.46	\$118.16	\$153,602	\$191,997	\$230,412
41	\$74.68	\$93.35	\$112.02	\$145,626	\$182,033	\$218,439
40	\$70.77	\$88.46	\$106.16	\$138,002	\$172,497	\$207,012
39	\$67.06	\$83.82	\$100.59	\$130,767	\$163,449	\$196,151
38	\$63.51	\$79.38	\$95.26	\$123,845	\$154,791	\$185,757
37	\$60.12	\$75.14	\$90.17	\$117,234	\$146,523	\$175,832
36	\$56.93	\$71.16	\$85.40	\$111,014	\$138,762	\$166,530
35	\$53.86	\$67.32	\$80.79	\$105,027	\$131,274	\$157,541
34	\$50.93	\$63.66	\$76.40	\$99,314	\$124,137	\$148,980
33	\$48.16	\$60.20	\$72.24	\$93,912	\$117,390	\$140,868
32	\$45.51	\$56.88	\$68.26	\$88,745	\$110,916	\$133,107
31	\$43.00	\$53.74	\$64.49	\$83,850	\$104,793	\$125,756
30	\$40.59	\$50.73	\$60.88	\$79,151	\$98,924	\$118,716
29	\$38.32	\$47.89	\$57.47	\$74,724	\$93,386	\$112,067
28	\$36.15	\$45.18	\$54.22	\$70,493	\$88,101	\$105,729
27	\$34.06	\$42.57	\$51.09	\$66,417	\$83,012	\$99,626
26	\$32.09	\$40.11	\$48.14	\$62,576	\$78,215	\$93,873
25	\$30.21	\$37.76	\$45.32	\$58,910	\$73,632	\$88,374
24	\$28.42	\$35.52	\$42.63	\$55,419	\$69,264	\$83,129
23	\$26.71	\$33.38	\$40.06	\$52,085	\$65,091	\$78,117
22	\$25.09	\$31.36	\$37.64	\$48,926	\$61,152	\$73,398
21	\$23.52	\$29.40	\$35.28	\$45,864	\$57,330	\$68,796
20	\$22.50	\$28.12	\$33.75	\$43,875	\$54,834	\$65,813
19	\$21.52	\$26.90	\$32.28	\$41,964	\$52,455	\$62,946
18	\$20.60	\$25.75	\$30.90	\$40,170	\$50,213	\$60,255
17	\$19.74	\$24.67	\$29.61	\$38,493	\$48,107	\$57,740
16	\$18.90	\$23.62	\$28.35	\$36,855	\$46,059	\$55,283
15	\$18.09	\$22.61	\$27.14	\$35,276	\$44,090	\$52,923
14	\$17.34	\$21.67	\$26.01	\$33,813	\$42,257	\$50,720
13	\$16.63	\$20.78	\$24.94	\$32,429	\$40,521	\$48,633
12	\$15.93	\$19.91	\$23.90	\$31,064	\$38,825	\$46,605
11	\$15.28	\$19.09	\$22.91	\$29,796	\$37,226	\$44,675
10	\$14.65	\$18.31	\$21.98	\$28,568	\$35,705	\$42,861
9	\$14.06	\$17.57	\$21.09	\$27,417	\$34,262	\$41,126
8	\$13.50	\$16.87	\$20.25	\$26,325	\$32,897	\$39,488
7	\$12.96	\$16.20	\$19.44	\$25,272	\$31,590	\$37,908
6	\$12.43	\$15.53	\$18.64	\$24,239	\$30,284	\$36,348
5	\$11.94	\$14.92	\$17.91	\$23,283	\$29,094	\$34,925
4	\$11.48	\$14.34	\$17.21	\$22,386	\$27,963	\$33,560
3	\$11.05	\$13.81	\$16.58	\$21,548	\$26,930	\$32,331
2	\$10.60	\$13.25	\$15.90	\$20,670	\$25,838	\$31,005
1	\$10.20	\$12.74	\$15.29	\$19,890	\$24,843	\$29,816

B. Amending Authorized Jobs, Pay Grades, and Salary Ranges: Salary ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes are the result of provisions contained in this Resolution. Exhibit A may be amended by Human Resources and Development Management when the changes are the result of provisions contained in this Resolution (e.g., job evaluations).

C. Salary Rates, Ranges, and Allowances for Non-evaluated Jobs: Salary rates, ranges, and a provision for a special allowance have been developed for non-evaluated 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 not evaluated, and ranges are established to facilitate appropriate salary administration for employees in these jobs.

III. 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 job. Each job authorized in Exhibit A has been evaluated via the job evaluation system, except those noted in Section II.C., and each evaluated job has been assigned a grade related to the salary range structure set forth in Section II.A. 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 Director of Human Resources and Development, under the supervision of 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.

IV. 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 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 effectiveness, the Chief Executive Officer may authorize transfers of positions and/or employees from one work unit to another. This includes reallocating additional resources, up to one Full Time Equivalent, to the Commission Office. 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. Internal Internships: Upon mutual agreement and in coordination with Human Resources and Development Staff, managers may work together to authorize and coordinate 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 are maintained during the temporary internship. Internships are designed to be a minimum of 6 months in length and last no more than one year.

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

The Commission hereby authorizes the following salary guidelines:

A. New 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 and with appropriate documentation, Human Resources and Development Management may authorize a salary above midpoint of the salary range for appointees or hires possessing exceptional qualifications or experience, or for internal/external equity reasons.

B. Pay for Performance and Special Adjustment Administration: The pay for performance program shall be administered under Port Policy HR-21, Salary Administration. The pay for performance amount shall be established 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. 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.
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. In the event a new Chief Executive Officer is appointed during the year covered by this Resolution, the terms and conditions of the Resolution shall remain unchanged and in full force and effect. However, if an agreement is negotiated between the Commissioners and the new Chief Executive Officer, the terms and conditions of the negotiated agreement shall control over any conflicting or inconsistent terms and conditions in the Resolution and shall become effective without an amendment to the Resolution. Such agreement must be adopted in open session.
4. The Chief Executive Officer, or the Director of Human Resources and Development under the supervision of the Chief Executive Officer, may approve special salary adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in circumstances that are not otherwise addressed in Port salary administration policies and procedures.

C. 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 will be based on the promotional guidelines included in the Pay for Performance program that are in effect at the time the employee is promoted.

Under special conditions and with appropriate documentation, Human Resources and Development management may authorize a promotional increase outside these guidelines for

employees possessing exceptional qualifications or experience, or for internal/external equity reasons.

D. Six-month Increases: Employees are eligible for a six-month performance-based 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 at or below the midpoint of the new range. 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.

E. 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 performance-based probationary increase provided their salary at the completion of their probationary period is at or below the midpoint of their range. 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.

F. 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.

G. Temporary Assignments: In coordination with Human Resources and Development staff and by mutual agreement with employees, managers may request that staff temporarily perform responsibilities that are at a higher level to help meet business needs. Such assignments often provide intensive development of an employee's skills and abilities.

In addition to the developmental opportunity afforded, employees may be awarded temporary pay increases of up to 6% if the Temporary Assignment will be at least 30 days in duration. The amount of the increase will be determined by the manager in consultation with the Human Resources and Development staff. If the temporary pay increase is awarded, the increase will be processed after the employee has been performing the assignment for 30 days, but retroactive to the day the assignment began.

Temporary Assignments are generally expected to last no longer than six months and approval from Human Resources and Development is required to extend their duration beyond six months. Temporary Assignments are requested in writing and must have Department Director authorization.

H. 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.

I. 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.

J. 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 Flextime and Alternative Work Arrangements for Full-Time Employees: Normal full-time work schedules are made up of either 75 or 80-hour bi-weekly pay periods and follow the normal Port work schedule of 8:00 a.m. to 4:30 p.m. Managers are authorized to approve alternative shift start and stop times (Flextime) keeping in mind the best interests of operating efficiency. "Flextime" allows an earlier or later starting time from the normal Port work schedule of 8:00 a.m. to 4:30 p.m. with starting time to be no earlier than 6:00 a.m. and quitting time to be no later than 7:00 p.m. Alternative Work Arrangements (AWA) (Four-ten or nine day schedules, teleworking, telecommuting or other options) must be reviewed and approved by the Department Director and the appropriate Senior Director. 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. For more details on Flextime and AWA, refer to Port policy HR-15. Paid time off, extended illness, 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.B.5., 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.

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 week (maximum of 40 hours) within the Port payroll week (Sunday through Saturday). Port designated holiday hours will be counted as “hours worked” for purposes of calculating overtime in the event the employee does not work on the holiday. 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 compensation at the overtime rate -- in addition to holiday pay or another day off within the current pay period -- for all hours worked, when required, on a holiday (as defined by Section VII.B.5., Holidays), regardless of the number of hours actually worked in the holiday work week. Please see the following examples:

Example #1 – Holiday (Monday) is on the employee’s regularly scheduled work day, they take the day off and then work an extra day later in the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7.5	7.5	7.5	7.5	7.5	7.5
	Holiday	Regular	Regular	Regular	Regular	Overtime

Example #2 – Holiday (Monday) is on the employee’s regularly scheduled work day, they work on the holiday and take another day off during the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.5	7.5	7.5	7.5	7.5		
Regular	Overtime	Regular	Regular	Holiday		

Example #3 – Holiday (Monday) is on the employee’s regularly scheduled work day, they work on the holiday and do not take another day off during the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.5	7.5	7.5	7.5	7.5		
Regular	Overtime and Holiday	Regular	Regular	Regular		

2. 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.

3. **Shift Differential:** All 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.

4. **ICT Stand-by Pay:** Some employees in the Information and Communication Technology (ICT) Department are 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 ICT employees will be compensated at a rate of \$2.50 per hour for all required stand-by time. In addition, they will be compensated at 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 Non-represented Employees (except as noted) beginning on date of employment:

1. **Social Security (FICA) Insurance:** All 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-evaluated, 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 to make up the difference between the employee's military pay and their normal compensation from the Port).

5. **Holidays:** (This section is effective from January 1, 2007 through December 31, 2007.) These ten holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay (in addition to holiday 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	U.S. Staff Holidays
Monday, January 1, 2007	New Year's Holiday
Monday, January 15th	Martin Luther King, Jr. Day
Monday, February 19th	President's Day
Monday, May 28th	Memorial Day
Wednesday, July 4th	Independence Day
Monday, September 3rd	Labor Day
Thursday, November 22nd	Thanksgiving Day
Friday, November 23rd	Day after Thanksgiving Day
Monday, December 24th	Port designated floater
Tuesday, December 25th	Christmas

Employees working outside of the United States may observe, upon approval by Human Resources and Development Management, the

traditional holidays of the country in which they are working in lieu of the holidays identified above.

- a. **Ineligible Employees:** Unless hired and actively working at least 30 calendar days prior to 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 as defined in Section VII.B.5.b(4) and up to a full-time schedule.

Ineligible 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. **Eligible Employees:** Holidays for Eligible 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) **Employees Working in a Seven Day Operation:** When the actual holiday falls on a Saturday or Sunday, the actual holiday will be considered “the official holiday” for those employees scheduled to work that day, not the designated holiday date on the preceding Friday or following Monday.
 - (3) **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. The holiday hours paid shall be based on the employee’s normal work schedule and will not exceed one regular work day.

Non-exempt employees shall receive overtime compensation for the number of hours they are required to work in addition to holiday pay at their regular rate of pay.

For non-exempt employees, days off in lieu of holidays shall not be carried over into other pay periods.

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.

- (4) **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.

Part-time employees, either exempt or non-exempt, who receive paid holiday hours on a pro-rata basis, may take off one of their regularly scheduled work days and either make up the hours shortfall through PTO or work a partial day.

- (5) **Terminating Employees:** A terminating employee whose normal last day on the payroll is a Port-designated holiday, shall receive the holiday pay.
- (6) **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.

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 "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, terminating employment, or retiring should 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, grandparents 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.

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.

In the case of a regular employee's death, a lump sum payment equivalent to 50% of unused EI leave at the rate of pay at the time of the employee's death shall be paid to the employee's heir or estate, as appropriate, provided the employee had completed five complete years of active employment in a continuous period of employment with the Port of Seattle.

- 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 in the EI Leave policy. 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.

e. Paid Time Off (PTO):

(1) 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.

(2) Limits on Accumulating PTO:

(a) 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 2007 is 1,200 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.

- (b) 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.
- (3) 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:
 - (a) 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).
 - (b) 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).
 - (c) 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).
 - (d) 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).

- (4) Cash Out Option: Employees who have taken the equivalent of at least two weeks of time off (paid or unpaid) in the preceding twelve months may cash out PTO time under procedures detailed in Port Policy HR-5, Leaves.
 - (5) Payment for Accrued PTO at Termination: 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 at the current rate of pay. A probationary employee who terminates active employment before satisfactorily completing the probationary period is ineligible to receive compensation for accrued PTO. 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).
 - (6) Payment for Accrued PTO upon Death: In the case of a regular employee's death, a lump sum payment for payable amounts of unused PTO shall be paid to the employee's heir or estate, as appropriate, provided the employee had satisfied the probationary period immediately preceding death.
- f. Awarded Time: Under limited circumstances, 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.
- g. 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. Donated leave is not "earned" by the recipient and therefore does not earn the employee service credits for pension calculations.

- h. 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.

- 3. **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.

- 4. **Insurance Benefits**: Coverages listed in Sections a, b, d, e and f below apply to Eligible and DRS-retired Employees as defined in Sections I.B.1 and I.B.3. 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.

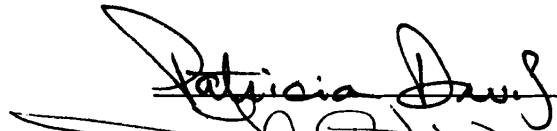




- d. Life Insurance: On the first of the month following date of hire, Eligible and DRS-retired Employees and their eligible dependents shall receive life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide 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, 2007 through December 31, 2007. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2007.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No.3553, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 12th day of December, 2006,
and duly authenticated in open session by the signatures of the Commissioners voting in favor
thereof and the seal of the Commission.

PATRICIA DAVIS
LLOYD HARA
ALEC FISKEN
JOHN CREIGHTON
BOB EDWARDS

Port Commission

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
45	\$204,126 (\$104.68)	\$255,138 (\$130.84)	\$306,170 (\$157.01)
	Chief Executive Officer		
42	\$153,602 (\$78.77)	\$191,997 (\$98.46)	\$230,412 (\$118.16)
	Deputy Chief Executive Officer		
41	\$145,626 (\$74.68)	\$182,033 (\$93.35)	\$218,439 (\$112.02)
	Managing Director, Aviation Division		
40	\$138,002 (\$70.77)	\$172,497 (\$88.46)	\$207,012 (\$106.16)
	Managing Director, Seaport Division		
39	\$130,767 (\$67.06)	\$163,449 (\$83.82)	\$196,151 (\$100.59)
	Chief Financial Officer		
38	\$123,845 (\$63.51)	\$154,791 (\$79.38)	\$185,757 (\$95.26)
	Chief Administrative Officer		
37	\$117,234 (\$60.12)	\$146,523 (\$75.14)	\$175,832 (\$90.17)
	General Counsel		
36	\$111,014 (\$56.93)	\$138,762 (\$71.16)	\$166,530 (\$85.40)
	Chief Information Officer	Deputy Managing Director, AV Facilities & Environment	
	Deputy Managing Director, AV Development & Finance		
35	\$105,027 (\$53.86)	\$131,274 (\$67.32)	\$157,541 (\$80.79)
	Chief Engineer/Director Engineering Services	Director, Accounting & Procurement	
	Deputy Managing Director, Seaport	Director, Human Resources & Development	
34	\$99,314 (\$50.93)	\$124,137 (\$63.66)	\$148,980 (\$76.40)
	Chief Technology Officer	Director, Public Affairs	
	Director, Business Dev & Management AV	General Manager, AV Facilities & Infrastructure	
	Director, Economic Busines Trade Development	Manager, Aviation Planning	
	Director, Public Safety & Security	Sr. Manager, IT Business Services	
	Director, Seaport Finance & Asset Management	Sr. Manager, IT Infrastructure Services	
	Director, Aviation Capital Improvement Program	Sr. Manager, IT Systems Delivery	
	Director, Labor Relations		
33	\$93,912 (\$48.16)	\$117,390 (\$60.20)	\$140,868 (\$72.24)
	Director, Cargo & Cruise Services	Manager, Community Development Program AV	
	Director, Harbor Services	Sr. Manager, Seaport Security	
	Manager, Aviation Finance & Budget	Sr. Port Counsel	

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
32	\$88,745 (\$45.51)	\$110,916 (\$56.88)	\$133,107 (\$68.26)
	Assistant Director, Aviation CIP Assistant Director, Construction Services Assistant Director, Design Services Enterprise Systems Manager General Manager, Aviation Maintenance General Manager, Port Construction Services Manager, AV Environmental Management Manager, Aviation Security		Manager, Seaport Business Development Manager, Seaport Project Management Manager, Seaport Properties Manager, Seaport Strategic Planning Seaport Environmental Manager Sr. Manager, Corporate Finance Sr. Manager, IT Service Desk
31	\$83,850 (\$43.00)	\$104,793 (\$53.74)	\$125,756 (\$64.49)
	Assistant Director, Accounting Chief IT Architect General Manager, Seaport Maintenance Manager, Cargo Services Manager, Cruise Services Manager, Enterprise Information Security		Port-wide Real Estate Manager Sr. Manager, Revenue Services & Payroll Sr. Manager, Airport Operations Sr. Manager, Procurement Services Strategic Planning Manager Systems Operations Manager
30	\$78,151 (\$40.59)	\$98,924 (\$50.73)	\$118,716 (\$60.88)
	Accounting & Procurement Svcs Business Tech Mgr Airport Facilities & Infrastructure Systems Mgr Assistant Director, Public Affairs Aviation Capital Improvement Program Leader Aviation Program Manager Capital Construction Project Manager 5 Civil/Structural Design Manager Engineering Quality Manager Enterprise Services Architect/Develop Manager Financial Reporting Manager GIS Architect Government Relations Manager IT Quality Assurance Manager Internal Audit Manager Mechanical/Electrical Design Manager Manager, AV Commercial Business		Manager, Airport Building Department Manager, Aviation Properties Manager, Consulting Services Manager, Contract Services Manager, Employee Health & Safety Manager, Fishing Vessel Services Manager Port Construction Services Operations Manager, Recreational Boating Services Manager, SeaTac Utilities Manager, Seaport Commercial Development Manager, Seaport Finance & Budget Manager, Seaport Security Sr. Business Development Representative Total Compensation Manager Treasury Manager

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
29	\$74,724 (\$38.32)	\$93,386 (\$47.89)	\$112,067 (\$57.47)
	Business Technology Consultant	Manager, PCS Construction Services	
	Construction Manager	Manager, PCS Field Operations	
	Corporate Budget Manager	Manager, Regional Transportation	
	Enterprise GIS Manager	Manager, Seaport Facility Planning Group	
	Environmental Program Supervisor	Manager, Survey Services	
	IT Business Case Manager	Network Engineering Manager	
	IT Contracts Manager	Planning Program Manager, AV	
	Lead Database Engineer	Police Communications Manager/Technology Liaison	
	Lead Software Developer	Police Department Administrative Manager	
	Manager, AV Business Development	Risk Manager	
	Manager, AV Property Acquisition	Seaport Maintenance Resource Manager	
	Manager, Airport Security Operation	Server Engineering Manager	
	Manager, IT Infrastructure Support	Tax Manager	
	Manager, Noise Planning & Funding		
28	\$70,493 (\$36.15)	\$88,101 (\$45.18)	\$105,729 (\$54.22)
	APS Business Technology Consultant	Manager, AV Maintenance CIP Liaison	
	AV Community Relations Manager	Manager, AV Maintenance Budget & Support Systems	
	Assistant Manager, AV Building Department	Manager, Aviation Human Resources Services	
	Business Development Representative	Manager, Aviation Maintenance	
	Capital Construction Project Manager 4	Manager, Construction Safety Management	
	Director, Commission Services	Manager, Corporate Communications	
	IT Infrastructure Architect	Manager, Corporate Facilities	
	IT Project Manager	Manager, Noise Remedy	
	International Relations Manager	Manager, Seaport Industrial Properties	
	Labor Relations Manager	Port Counsel	
	Lead Systems Engineer	Principle Engineer	
	Lead Windows Server Engineer	Program Controls Manager	
	Learning and Leadership Manager	Sr. Environmental Program Manager	
	Market Development Manager	Stormwater Program Manager	

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
27	\$66,417 (\$34.06)	\$83,012 (\$42.57)	\$99,626 (\$51.09)
	Accounting Manager	Manager, Airport Customer Services	
	Account Representative Cargo Services	Manager, Airport Landside Operations	
	Airport Badging Manager	Manager, Airport Physical Security	
	Airport Emergency Program Manager	Manager, Airport Training	
	Airport Facilities Manager	Manager, Construction Planning & Coordination	
	Airport Quality Assurance Manager	Manager, Ground Transportation	
	Airport Ramp Services Mgr	Manager, Harbor Business & Operations	
	Airport Shared Facilities Manager	Manager, PCS Contracts & Systems	
	Assistant Manager, AV Finance Budget	Manager, PCS Project Development	
	Assistant Manager, Corporate Finance	Network Operations Manager	
	Assistant Manager, Seaport Finance & Budget	Procurement Manager	
	Capital Constr Project Manager 3	Project Planner	
	Claims Manager	Regional Transportation Program Planner	
	Compensation Manager	Resident Engineer	
	Cruise and Dock Services Manager	Seaport Security Program Manager	
	ERP Developer	Seaport Maintenance Service Manager Containers	
	Finance Manager, Environmental Services	Software Developer	
	Finance Service Manager, Seaport Maintenance	Sr. Design Engineer	
	Health & Safety Management Lead	Sr. Infrastructure Systems Engineer	
	International Tourism Development Manager	Sr. Linux Server Engineer	
	Lead IT Business Analyst	Sr. Organizational Development Consultant	
	Manager Airport Certification	Surface Water Manager	
	Mgr Airport Communication Center		
26	\$62,676 (\$32.09)	\$78,215 (\$40.11)	\$93,873 (\$48.14)
	AV Maintenance Safety Program Manager	Manager, AV Maintenance & Operations	
	Account Executive	Manager, Abatement Design Services	
	Airline Scheduling Coordinator	Manager, Budget & Technical Services	
	Airport Duty Manager	Manager, Community Outreach	
	Airport Operations Development Manager	PCS Lead Construction Manager	
	Capital Construction Project Manager 2	Project Manager Seaport Maintenance	
	Construction Safety Manager	Project Scheduler Aviation PMG	
	Database Engineer	Public Affairs Officer	
	ERP Administrator	Seaport Maint Service Manager	
	Environmental Management Specialist 2	Sr. Business Development Analyst, AV	
	Erosion Contrl/Storm Water Engineer	Sr. Finance & Budget Analyst AV	
	Facility Planning Manager	Sr. Network Engineer	
	Health & Safety Management Specialist 2	Sr. Planner, Seaport	
	Industrial Hygienist	Sr. Windows Server Engineer	
	Marketing Representative, Harbor Services	Sr. Aviation Property Manager	
	Media Officer	Systems Engineer	

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
25	\$58,910 (\$30.21)	\$73,632 (\$37.76)	\$88,374 (\$45.32)
	Accounts Receivable Supervisor	Mapping Manager	
	Airport Concessions Representative	Manager, AV Fleet Maintenance	
	Assistant Manager, Dock Operations	PCS Project Controls Manager	
	Assistant Resident Engineer	PCS RMM Operations & Maintenance Construct Mgr	
	Audio Visual Services Manager	PCS Safety Technician	
	Billing Supervisor	Payroll Supervisor	
	Communications Project Manager, Public Affairs	Risk Management Specialist	
	Contract Admin Group Manager	Software Test Engineer	
	DBE Liaison/Compliance Specialist	Sr. Aviation Financial Analyst	
	Design Engineer	Sr. Corporate Budget Analyst	
	Diversity Consultant	Sr. ICT Financial Analyst	
	Health & Safety Mgmt Specialist 1	Sr. Planner, Aviation	
	Human Resources Consultant	Sr. Property Manager	
	Infrastructure System Engineer	Sr. Seaport Financial Analyst	
	Internal Auditor	Survey Crew Manager	
	Inventory & Fleet Manager, Seaport Maintenance	Wildlife Biologist	
	Jr. Account Rep, Cargo Services		
24	\$55,419 (\$28.42)	\$69,264 (\$35.52)	\$83,129 (\$42.63)
	APS Business Technology Analyst	IT Business Analyst	
	Accounts Payable Supervisor	Linux Server Engineer	
	Acquisitions Specialist	Manager ICT Administration	
	Assistant Mgr, AV Maint. Warehouse & Proc. Svcs	Network Engineer	
	Capital Construction Project Manager 1	Program Manager - Landside Operations	
	Construction Coordination Supervisor	Relocation Specialist	
	Corporate Financial Analyst	Sr. Accountant	
	Cost Engineer	Sr. Total Compensation Analyst	
	Disability Management Specialist	Telecommunications Engineer	
		Windows Server Engineer	

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
23	\$52,085 (\$28.71)	\$65,091 (\$33.38)	\$78,117 (\$40.06)

APS Administrative Manager
 AV Maintenance Contracts Admin. Supervisor
 AV Properties Administrative Manager
 Administrator MRD System
 Airport Customer Service Supervisor
 Arprt Cust Service Coordinator
 Art Program Manager, AV
 Asst Construction Safety Mgr
 Buyer
 Claims Specialist
 Community Project Manager
 Construction Access Supervisor
 Credit Analyst
 Desktop Support Engineer
 Environmental Data Specialist
 Environmental Management Specialist 1
 Financial Analyst

HRMS Consultant
 Harbor Operations Supervisor
 Manager, Signage & Graphics
 Noise Program Manager, Funding
 Noise Program Manager, Systems
 Operations Supervisor, Airport Security
 Planner 2, Aviation
 Planning Research/Data Analyst, AV
 Public Safety Information Administrator
 Seaport Financial Analyst
 Small Business Analyst
 Sr. Contracts Administrator
 Sr. Engineering Design Technician
 Survey Data Specialist
 Survey Project Manager

22	\$48,926 (\$25.09)	\$61,152 (\$31.36)	\$73,398 (\$37.64)
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AV Maintenance CMMS Supervisor
 Accountant
 Administrative Supervisor, Attorney Services
 Administrative Coordinator, PCS
 Assistant to Chief Executive Coordinator
 Benefits Administrator
 CAD Standards Review Technician
 Commission Records Supervisor
 Communications Specialist, Human Resources
 Construction Coordinator
 Engineering Design Technician
 IT Service Desk Lead
 Jr. Design Engineer
 Maintenance Planning Coordinator, AV

Network Engineer - Physical Layer
 Network Security Administrator
 Seaport Maintenance CMMS Supervisor
 Seaport Maintenance Shift Supervisor
 Sr. Network Operations Technician
 Sr. Civil Engineer/Technician
 Sr. Employment Representative
 Sr. Human Resources Representative
 Survey CAD Technician
 Tenant Facilities Specialist, AV
 Total Compensation Analyst 2
 Tourism Management Specialist
 Web Coordinator

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006
SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
21	\$45,864 (\$23.52)	\$57,330 (\$29.40)	\$68,796 (\$35.28)
	AV Facilities & Infrastructure Support Supervisor Administrative Supervisor Administrative Supervisor, Fire Dept Asst to the Port Commission Building Inspector/Plan Examiner 1 Business Development Analyst, AV Communications Specialist, Public Affairs Construction Management Assistant Contractor Data Systems Administrator Desktop Support Specialist Document Control Supervisor Engineer Archive Systems Administrator	Environmental Data Coordinator Grant & Trade Policy Analyst International Program Coordinator Management System Analyst, SP Maintenance Noise Remedy Specialist Planner 1, Aviation Procurement & Inventory Supervisor Project Construction Coordinator Supervisor, Airport ID Access Supervisor, Seaport Property Management Utilities Administrator	
20	\$43,875 (\$22.50)	\$54,834 (\$28.12)	\$65,813 (\$33.75)
	Administrative Supervisor, AV/CIP Administrative Supervisor, Planning & Comm Dev Airport Concessions Specialist Associate Civil Engineer Technician Associate Seaport Financial Analyst Associate Accountant Assistant Project Manager Assistant to Managing Director Contract Compliance Specialist Contracts Administrator Executive Assistant	Executive Assistant, ADO Human Resources Generalist IT Asset Management Analyst Marketing Research Specialist, Seaport Noise Abatement Specialist Public Records Specialist Real Estate Devel Project Asst Sr. Administrative Specialist, Seaport Sr. Construction Inspector Total Compensation Analyst 1	
19	\$41,964 (\$21.52)	\$52,455 (\$26.90)	\$62,946 (\$32.28)
	Airport Security Plan & Investigations Specialist Aviation Statistical Spec Contracts Admin / AV Maint Contracts Administrator Seaport Maintenance Cost/Administrative Specialist AV/CIP Document Control Lead Facility Coordinator HRMS Employment Specialist	Harbor Facilities Coordinator Harbor Moorage Coordinator Network Operations Technician On Site Property Coordinator PCS Field Operations Administrator Paralegal Print Shop Lead	
18	\$40,170 (\$20.60)	\$50,213 (\$25.75)	\$60,255 (\$30.90)
	AV PMG Cost Accounting Specialist Accounts Payable Lead Acquisitions/Relocation Assistant Administrative Assistant Associate Buyer	Marketing Assistant, Harbor Services Payroll Analyst Signing & Graphics Designer Specialist Aviation Tenant Project Coordinator Training Coordinator	
17	\$38,493 (\$19.74)	\$48,107 (\$24.67)	\$57,740 (\$29.61)

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
16	\$36,855 (\$18.90)	\$46,059 (\$23.62)	\$55,283 (\$28.35)
15	\$35,276 (\$18.09)	\$44,090 (\$22.61)	\$52,923 (\$27.14)
14	\$33,813 (\$17.34)	\$42,257 (\$21.67)	\$50,720 (\$26.01)
13	\$32,429 (\$16.63)	\$40,521 (\$20.78)	\$48,633 (\$24.94)
12	\$31,064 (\$15.93)	\$38,825 (\$19.91)	\$46,605 (\$23.90)

SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF NOVEMBER 1, 2006

SALARY RANGES EFFECTIVE JANUARY 1, 2007

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
11	\$29,796 (\$15.28)	\$37,226 (\$19.09)	\$44,675 (\$22.91)
	Airport Customer Service Representative 2 Customer Service Specialist, Landside		Payables Assistant Staff Assistant 3
10	\$28,568 (\$14.65)	\$35,705 (\$18.31)	\$42,861 (\$21.98)
	Airport Customer Service Representative 1		
9	\$27,417 (\$14.06)	\$34,262 (\$17.57)	\$41,126 (\$21.09)
	Staff Assistant 2		
6	\$24,239 (\$12.43)	\$30,284 (\$15.53)	\$36,348 (\$18.64)
	Staff Assistant 1	Tour Group Coordinator	
5	\$23,283 (\$11.94)	\$29,094 (\$14.92)	\$34,925 (\$17.91)
	Interoffice Mail Specialist		
3	\$21,548 (\$11.05)	\$26,930 (\$13.81)	\$32,331 (\$16.58)
	Office/Maintenance Clerk		
Nonevaluated Exempt Positions			
94	\$101,517 (\$52.06)	\$126,906 (\$65.08)	\$152,276 (\$78.09)
	Chief of Police	Fire Chief	
93	\$92,294 (\$47.33)	\$115,362 (\$59.16)	\$138,431 (\$70.99)
	Asst Fire Chief	Deputy Chief of Police	
92	\$30,674 (\$15.73)	\$35,276 (\$18.09)	\$39,858 (\$20.44)
	Graduate Intern		
91	\$22,874 (\$11.73)	\$28,587 (\$14.66)	\$34,301 (\$17.59)
	College Intern		
90	\$17,024 (\$8.72)	\$17,024 (\$8.72)	\$17,024 (\$8.72)
	High School Intern		
	Salaries not to exceed 40,000,000 yen per year		
	Director, Asia		