



2009

SALARY & BENEFIT

RESOLUTION NO. 3609

Effective January 1, 2009

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RESOLUTION NO. 3609

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, 2009 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3592

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:

Chief Executive Officer: An Employee who is appointed by the Commission and who is subject to the terms and conditions of this Resolution. However, any terms and conditions of a negotiated agreement, adopted in open session between the Commissioners and the Chief Executive Officer, shall prevail over any relevant conflicting or inconsistent terms and conditions in this Resolution. Such agreement shall become effective without an amendment to this Resolution.

Commissioner: An Employee 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 VIII.C.4. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

DRS-retired Employee: 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 VIII.B.

and VIII.C. Refer to the DRS web site or brochures for specific information about any limitations on working after retirement.

Eligible Employee: A Full-time or Part-Time Employee who is hired for an indefinite duration and is eligible for benefits as provided in Sections VIII.B. and VIII.C. Eligible Employees can be: (a) Full-Time Employees, (b) Part-Time Employees who work at least 21 hours per week, (c) Probationary Employees, and (d) Limited Duration Employees.

Emergency Hire Employee: An Employee who who is hired for up to 90 days.

Employee: An individual for whom the Port is required to examine documentation of that individual's right to work in the United States in compliance with the Immigration and Naturalization Control Act, who performs personal services for the Port, and receives a paycheck from the Port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not Employees.

Exempt Employee: An Employee who is employed in a position that is not eligible for overtime pay per the provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act (WMWA)

Full-Time Employee: An Employee who is regularly scheduled for 75 or 80 hours of work per bi-weekly pay period.

Ineligible Employee: Ineligible Employees are: (a) Employees who work less than 21 hours per week indefinitely, (b) On-Call Employees, (c) Seasonal Employees, (d) Emergency Hire Employees, and (e) Interns. Such Employees are provided with only the benefits described in Section VIII.B.

Intern: An Employee who is hired in accordance with the Intern Program Guidelines.

Limited Duration Employee: An Employee who is hired for more than 90 days for a job with a planned end date.

Non-Exempt Employee: An Employee who is employed in a position that is eligible for overtime pay per the provisions of the Fair Labor Standards Act and the Washington Minimum Wage Act (WMWA)

Non-represented Employee: An Employee in an Exempt or Non-exempt Position not represented by a collective bargaining agreement.

On-Call Employee: An Employee who does not have a regular work schedule and work hours can vary from week to week indefinitely.

Part-Time Employee: An Employee who is regularly scheduled to work at least 21 hours per week indefinitely, but less hours than a Full-Time Employee.

Probationary Employee: A newly hired or rehired Employee who has not yet successfully completed the six-month probationary period and is expected to establish a

consistent, acceptable level of performance and behavior that is sufficient to retain their employment.

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

Seasonal Employee: An Employee who is hired for a season not to exceed 6 months.

Temporary Assignment: An assignment for a Full-Time or Part-Time Employee that is generally expected to last no longer than six months. Approval from Human Resources and Development is required to extend it up to an additional six months.

Veterans Fellow: An Employee who is hired and receives benefits in accordance with the Veterans Fellow Program guidelines.

II. RETIREMENT SYSTEM ELIGIBILITY

Determination of whether a position has an “ineligible” or “eligible” participation status in a retirement plan administered by the State of Washington Department of Retirement Systems (DRS) must be made with Human Resources and Development before the temporary position may be filled. Employment status of Port positions must be in conformance with Washington State retirement laws.

The work schedule for an Employee in an ineligible position must not exceed the limit established at the inception of job in order to preserve the position’s retirement plan status. Under unusual conditions and with appropriate documentation, Human Resources and Development management may authorize an extension to the termination date which would change the position’s retirement plan status.

If at any time an Employee becomes eligible for retirement benefits according to the applicable laws contained in the Revised Code of Washington (RCW), he or she must become a member of the State of Washington Department of Retirement Systems (DRS).

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

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

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 IV. Each job will have a salary range that corresponds to its grade. Grades and salary ranges for 2009 will be as follows:

**PORT OF SEATTLE
GRADED SALARY RANGE STRUCTURE
3.0% Range Adjustment Effective January 1, 2009**

Grade	Hourly			Annually		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
45	\$112.45	\$140.56	\$168.67	\$219,278	\$274,092	\$328,907
42	\$83.58	\$104.47	\$125.36	\$162,981	\$203,717	\$244,452
41	\$79.24	\$99.05	\$118.86	\$154,518	\$193,148	\$231,777
40	\$75.09	\$93.86	\$112.63	\$146,426	\$183,027	\$219,629
39	\$71.15	\$88.94	\$106.72	\$138,743	\$173,433	\$208,104
38	\$67.38	\$84.23	\$101.07	\$131,391	\$164,249	\$197,087
37	\$63.78	\$79.73	\$95.67	\$124,371	\$155,474	\$186,557
36	\$60.40	\$75.50	\$90.60	\$117,780	\$147,225	\$176,670
35	\$57.14	\$71.43	\$85.71	\$111,423	\$139,289	\$167,135
34	\$54.03	\$67.54	\$81.05	\$105,359	\$131,703	\$158,048
33	\$51.10	\$63.88	\$76.65	\$99,645	\$124,566	\$149,468
32	\$48.28	\$60.35	\$72.42	\$94,146	\$117,683	\$141,219
31	\$45.62	\$57.03	\$68.43	\$88,959	\$111,209	\$133,439
30	\$43.07	\$53.83	\$64.60	\$83,987	\$104,969	\$125,970
29	\$40.65	\$50.81	\$60.98	\$79,268	\$99,080	\$118,911
28	\$38.35	\$47.94	\$57.53	\$74,783	\$93,483	\$112,184
27	\$36.14	\$45.17	\$54.20	\$70,473	\$88,082	\$105,690
26	\$34.05	\$42.56	\$51.08	\$66,398	\$82,992	\$99,606
25	\$32.06	\$40.07	\$48.09	\$62,517	\$78,137	\$93,776
24	\$30.16	\$37.69	\$45.23	\$58,812	\$73,496	\$88,199
23	\$28.34	\$35.43	\$42.51	\$55,263	\$69,089	\$82,895
22	\$26.63	\$33.28	\$39.94	\$51,929	\$64,896	\$77,883
21	\$24.96	\$31.20	\$37.44	\$48,672	\$60,840	\$73,008
20	\$23.88	\$29.84	\$35.81	\$46,566	\$58,188	\$69,830
19	\$22.84	\$28.55	\$34.25	\$44,538	\$55,673	\$66,788
18	\$21.87	\$27.33	\$32.80	\$42,647	\$53,294	\$63,960
17	\$20.95	\$26.19	\$31.42	\$40,853	\$51,071	\$61,269
16	\$20.05	\$25.06	\$30.08	\$39,098	\$48,867	\$58,656
15	\$19.20	\$23.99	\$28.79	\$37,440	\$46,781	\$56,141
14	\$18.40	\$23.00	\$27.60	\$35,880	\$44,850	\$53,820
13	\$17.65	\$22.06	\$26.47	\$34,418	\$43,017	\$51,617
12	\$16.91	\$21.13	\$25.36	\$32,975	\$41,204	\$49,452
11	\$16.21	\$20.27	\$24.32	\$31,610	\$39,527	\$47,424
10	\$15.55	\$19.43	\$23.32	\$30,323	\$37,889	\$45,474
9	\$14.92	\$18.65	\$22.38	\$29,094	\$36,368	\$43,641
8	\$14.33	\$17.91	\$21.49	\$27,944	\$34,925	\$41,906
7	\$13.76	\$17.20	\$20.63	\$26,832	\$33,540	\$40,229
6	\$13.19	\$16.48	\$19.78	\$25,721	\$32,136	\$38,571
5	\$12.67	\$15.84	\$19.00	\$24,707	\$30,888	\$37,050
4	\$12.18	\$15.23	\$18.27	\$23,751	\$29,699	\$35,627
3	\$11.73	\$14.66	\$17.59	\$22,874	\$28,587	\$34,301
2	\$11.25	\$14.06	\$16.88	\$21,938	\$27,417	\$32,916
1	\$10.82	\$13.53	\$16.23	\$21,099	\$26,384	\$31,649

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.
4. Veterans Fellow Positions: These jobs are not evaluated, and ranges are established to facilitate appropriate salary administration based on the work performed and in accordance with the Veterans Fellow Program guidelines.

IV. 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. It shall also be used to determine the exempt and non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act.

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

V. 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 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 transfers of Employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the Employee's same title, grade, pay, benefits and FLSA status are typically maintained during the temporary internship. Internships are designed to be a minimum of 6 months in length and last no more than one year.

VI. 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 the Chief Executive Officer: Pay and performance evaluation for the Chief Executive Officer shall be approved by the Commission members in public session. The Commission members shall have discretion in determining pay for the Chief Executive Officer. The Chief Executive Officer shall be entitled to the use of a dedicated Port vehicle.

C. 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. 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.

D. 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.

E. Six-month Increases: Employees are eligible for a performance-based increase following six months of satisfactory work performance in the same job with a higher salary grade and 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.

F. 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. 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. An Employee on an approved leave of absence in excess of two weeks during their first six months of employment will have their probationary period extended by the amount of time in excess of two weeks.

G. 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, Salary Administration Policy.

H. 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 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. A Temporary Assignment request should be submitted only for Employees who are actually performing the higher level work. These assignments are typically due to a vacancy, extended absence of another Employee, or are project-related. The pay adjustments are not intended for employees who are in a learning or training capacity. Temporary Assignment pay increases may not take an Employee's pay to a level that exceeds the maximum of the current range.

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 limited to a maximum of 12 months of duration.

Temporary Assignments are requested in writing and must have Department Director authorization.

I. 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.

J. 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.

K. 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.

VII. 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. Flextime and Alternative Work Arrangements may be authorized in accordance with Port Policy HR-15, Flextime and Alternative Work Arrangements Policy. 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 VIII.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). Overtime should be pre-authorized by the Employee’s supervisor or manager. Employees who work unauthorized overtime may be subject to disciplinary action.

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 VIII.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		

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.

2. **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.

Non-exempt Employees shall receive Shift Differential pay when using PTO, EI, and/or Holiday pay in lieu of time worked. Cashed out PTO, EI, or Holiday pay in addition to time worked (when no holiday day off is taken) are paid at the Employee's base rate.

3. **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).

D. **Payroll:** Employees shall be paid on Friday on a bi-weekly basis. Employees are required to complete a Direct Deposit Authorization form upon hire and to keep such information current so that electronic paycheck deposits can be made automatically to the Employee's designated financial institution. The Port shall have the right and obligation per RCW 49.48.200 to recover any amounts paid in error.

VIII. 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, Leave Procedure.
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 annual active duty training periods in the military (including weekend reserve drills for Employees who normally work weekends) shall be allowed up to twenty-one (21) working days per Federal fiscal year (October through September) of military leave as provided in and limited by RCW 38.40.060.

Employees on swing or graveyard shifts shall receive Paid Administrative Leave (in lieu of working) for their shift immediately preceding the start of military leave. If the Employee's next scheduled Port of Seattle work shift starts less than 12 hours after the end of military leave, the Employee shall receive Paid Administrative Leave (in lieu of working) for the number of hours required to provide the Employee with a 12-hour break. For example, if military leave ends at 4:00 p.m. and the Employee's work shift begins at 10:00 p.m., the Employee may receive Paid Administrative Leave in lieu of working from 10:00 p.m. to 4:00 a.m.

Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. For absences that exceed twenty-one (21) working days, Employees may use Paid Time Off (PTO) in accordance with the provisions of the addendum to Port Policy, HR-5, Leave. Time off without pay shall be allowed at the Employee's request.

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

5. **Holidays:** (This section is effective from January 1, 2009 through December 31, 2009.) These ten holidays shall be observed according to the conditions outlined herein. Holiday hours will be paid at the Employee's current hourly rate of pay. When Non-Exempt 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 VII.C.1., Overtime.

Normal Date of Observance for Monday Through Friday Schedule	U.S. Staff Holidays
Thursday, January 1, 2009	New Year's Holiday
Monday, January 19	Martin Luther King, Jr. Day
Monday, February 16	President's Day
Monday, May 25	Memorial Day
Friday, July 3	Independence Day Observed
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Native American Heritage Day
Thursday, December 24	Port-designated floater
Friday, December 25	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 VIII.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.

Days off in lieu of holidays shall not be carried over into other pay periods.

If the holiday falls on a Non-Exempt Employee’s day off and another day off within the holiday pay period cannot be scheduled, the employee will receive a straight-time pay cash-out of the holiday based on the Employee’s normal schedule.

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:** 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.

The number of hours worked by a part-time exempt Employee when added to any pro-rated holiday hours may not exceed the number of regularly scheduled hours for a regular pay period.

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.

Days off in lieu of holidays shall not be carried over into other pay periods.

If the holiday falls on a non-exempt Employee's day off and another day off within the holiday pay period cannot be scheduled, the Employee will receive a straight-time pay cash-out of the holiday based on the Employee's normal schedule.

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.

- (5) **Terminating Employees:** A terminating Employee whose normal last day on the payroll is a Port-designated holiday, shall receive the holiday pay if the Employee worked a full shift or used an equivalent amount of PTO the work day prior to the holiday.
- (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, Leave Procedure and the addendum to Port Policy HR-5, Leave for provisions covering all forms of paid and unpaid leave.

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 work days per year. EI leave shall be used only as permitted by the HR-5 Leave Procedure and HR-5 Leave Addendum.

Exempt Employees who work less than their regularly scheduled hours in a pay period shall use EI for situations that are consistent with the provisions of this section.

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, Leave Procedure for details. Long-term sick leave is not payable at termination.
- d. Bereavement Leave: Bereavement Leave shall only be used as permitted by Port Policy HR-5, Leave Procedure. Such leave shall not result in compensation for more than the number of hours in any normal workweek.
- 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 in accordance with Port Policy, HR-5 Leave Procedure and the addendum to Port Policy, HR-5 Leave.

Exempt Employees who work less than their regularly scheduled hours in a pay period shall use PTO for situations that are consistent with the provisions of this section.

(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 2009 is 1,000 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 may cash out PTO time under procedures detailed in Port Policy HR-5, Leave Procedure.
 - (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.
 - (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: The awarding of time to Exempt Employees is at management's discretion within the guidelines provided in Port Policy HR-5, Leave Procedure. Awarded time is not convertible to cash and is not awarded on an hour-for-hour basis. 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. Awarded Time may not be taken after the last worked day.
- g. Shared Leave: On a voluntary basis and in accordance with procedures outlined in Port Policy HR-5, Leave Procedure, Employees may donate accrued PTO and EI hours 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. 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 Paid Time Off to care for an ill child or a seriously ill family member. FCA Leave cannot be used on an unpaid basis. Procedures are outlined in the addendum to the Port Policy HR-5, Leave.

- 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 certain family and medical reasons.

Additional information about eligibility requirements and leave procedures are outlined in the addendum to 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 Section I. 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 all or a portion of the insurance premiums. Employees are responsible for notifying the Port by an approved enrollment method 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 or terminate insurance benefits and/or to modify the cost charged to Employees or dependents for such coverage.

- a. Medical Insurance for Employees or Commissioners: On the first of the month following date of hire, Eligible and DRS-retired Employees shall be eligible for 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 be eligible for 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 premium 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.

- 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 not exceed the maximum premium for the most costly plan provided by the Port for Employees with similar family member coverage.
- 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 be eligible for 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 may not exceed the maximum premium for the most costly plan provided by the Port for Employees with similar family member coverage.

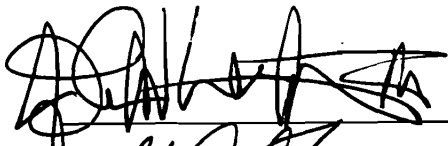

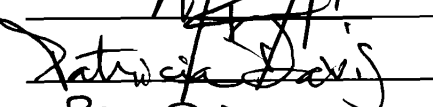


IX. EFFECTIVE DATE

THIS RESOLUTION shall be effective January 1, 2009 through December 31, 2009. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2009. Notwithstanding the foregoing, the Port reserves the right to amend or terminate any Employee welfare benefit plan and/or salary practice.

The intent of this resolution is to administer pay and benefits in accordance with State and Federal law. Should any part of this resolution require a change to pay or benefit administration practices by reason of any existing or subsequently enacted legislation such change(s) will be incorporated without the need to amend this Resolution.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No.3592, are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this December 15, 2008
and duly authenticated in open session by the signatures of the Commissioners voting in favor
thereof and the seal of the Commission.

JOHN CREIGHTON
Gael TARLETON
BILL BRYANT
PATRICIA DAVIS
LLOYD HARA

Port Commission

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
45	\$219,278 (\$112.45)	\$274,092 (\$140.56)	\$328,907 (\$168.67)
	Chief Executive Officer		
42	\$162,981 (\$83.58)	\$203,717 (\$104.47)	\$244,452 (\$125.36)
	Deputy Chief Executive Officer		
41	\$154,518 (\$79.24)	\$193,148 (\$99.05)	\$231,777 (\$118.86)
	Managing Director, Aviation		
40	\$146,426 (\$75.09)	\$183,027 (\$93.86)	\$219,629 (\$112.63)
	Managing Director, Capital Development	Managing Director, Real Estate & Property Management	
	Managing Director, Seaport		
39	\$138,743 (\$71.15)	\$173,433 (\$88.94)	\$208,104 (\$106.72)
	Chief Financial Officer		
38	\$131,391 (\$67.38)	\$164,249 (\$84.23)	\$197,087 (\$101.07)
	Chief Administrative Officer		
37	\$124,371 (\$63.78)	\$155,474 (\$79.73)	\$186,557 (\$95.67)
	General Counsel		
36	\$117,780 (\$60.40)	\$147,225 (\$75.50)	\$176,670 (\$90.60)
	Chief Information Officer	Deputy Managing Director, AV Development & Finance	
	Deputy Managing Director, AV Facilities & Environment		
35	\$111,423 (\$57.14)	\$139,289 (\$71.43)	\$167,135 (\$85.71)
	Chief Engineer / Director Engineering Services	Deputy Managing Director, Seaport	
	Director, Accounting & Procurement Services	Director, Central Procurement Office	
	Director, External Affairs	Director, Human Resources & Development	
	Director, Public Affairs		

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 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
			158,048 (\$81.05)
	Chief Technology Officer Director, Airport Operations Director, Business Development & Management, Aviation Director, Labor Relations General Manager, Aviation Facilities & Infrastructure Sr. Manager, ICT Business Services Sr. Manager, ICT Service Delivery	Deputy General Counsel Director, Aviation Capital Improvement Program Director, Economic Business & Trade Development Director, Seaport Finance & Asset Management Manager, Aviation Planning Sr. Manager, ICT Infrastructure Services Sr. Manager, ICT Systems Delivery	
			139,550 (\$76.65)
	Director, Cargo & Cruise Services Director, Social Responsibility Manager, Aviation Finance & Budget Sr. Manager, Seaport Security	Director, Harbor Services General Manager, Aviation Maintenance Manager, Community Development Program, Aviation Sr. Port Counsel	
			122,119 (\$72.42)
	Assistant Director, Aviation CIP Assistant Engineering Director, Design Services General Manager, Port Construction Services Manager, AV Environmental Management Department Manager, Seaport Project Management Seaport Environmental Manager Sr. Manager, Consulting Services & Diversity Sr. Manager, Employment & Aviation Human Resources	Assistant Engineering Director, Construction Services Enterprise Systems Manager General Manager, Seaport Maintenance Manager, Aviation Security Manager, Seaport Real Estate Sr. Mgr Real Estate Development Sr. Manager, Corporate Finance Sr. Manager, Total Compensation	
	Application & Software Systems Manager Chief ICT Architect Manager, Aviation Properties Manager, Cruise Services Manager, Security & Public Safety Technology Sr. Manager, Procurement Services Strategic Planning Manager	Assistant Director, Accounting Manager, Airport Building & Facilities Services Manager, Cargo Services Manager, Enterprise Information Security Sr. Manager, Airport Operations Sr. Manager, Revenue Services & Payroll	

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
30	\$83,987 (\$43.07)	\$104,969 (\$53.83)	\$125,970 (\$64.60)
Airport Facilities & Infrastructure Systems Manager		APS Business Technology Manager	
Assistant Director, Public Affairs		Assistant General Manager PCS	
Aviation CIP Program Leader		Capital Construction Project Manager 5	
Civil 1 Structural Design Manager		Director, Commission Services	
Engineering Quality Manager		Enterprise Services Architect / Development Manager	
Financial Reporting Manager		GIS Architect	
Government Relations Manager		ICT Contract & Vendor Manager	
ICT Quality Assurance Manager		Internal Audit Manager	
Manager, Combined Communications Center		Manager, Concessions Management	
Manager, Contract Services		Manager, Employee Health & Safety	
Manager, Fishing Vessel Services		Manager, ICT Project Office	
Manager, ICT Service Management		Manager, Port Construction Services Operations	
Manager, Recreational Boating Services		Manager, Seaport Commercial Development	
Manager, Seaport Finance & Budget		Manager, Seaport Planning	
Manager, Seaport Security		Manager, SeaTac Utilities	
Mechanical / Electrical Manager		Sr. Manager, Aviation Maintenance	
Sr. Manager, Aviation Maintenance Assets & Logistics		Sr. Manager, Seaport Maintenance	
Technology Economist		Treasury Manager	
29	\$79,268 (\$40.65)	\$99,080 (\$50.81)	\$118,911 (\$60.98)
Business Technology Consultant		Community Relations Manager	
Compensation Manager		Construction Manager	
Corporate Budget Manager		Database Engineering Manager	
Employee Relations & Diversity Program Manager		Enterprise GIS Manager	
Environmental Program Supervisor		ERP Manager	
ICT Business Case Manager		ICT Producer	
International Tourism Development Manager		Labor Relations Manager	
Lead Database Engineer		Lead Software Developer	
Learning and Leadership Manager		Manager, Airport Security Operations	
Manager, Aviation Business Development		Manager, Aviation Business Development & Analysis	
Manager, Aviation Noise Programs		Manager, Aviation Property Acquisition	
Manager, Client Services & Support		Manager, Corporate Communications	
Manager, HR Information System		Manager, ICT Infrastructure Support	
Manager, ICT Service Desk		Manager, International Marketing & Bus. Development	
Manager, PCS Construction Services		Manager, Port Construction Services Field Operations	
Manager, Regional Transportation		Manager, Seaport Commercial Properties	
Manager, Seaport Industrial Properties		Manager, Survey Services	
Manager, Windows Server Engineering		Network Engineering Manager	
Planning Program Manager, Aviation		Police Department Administrative Manager	
Real Estate Development Manager		Risk Manager	
Server Engineering Manager		Sr. Systems Engineer / Utility Manager	
Systems Engineering Manager		Tax Manager	

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
			\$12,184 (\$5,331)
	APS Business Technology Consultant AV Maintenance CIP Liaison & Small Works Manager Aviation Operations Business & Finance Manager Business Development Representative Cruise Services Manager ICT Project Manager Manager, Airport Security Access Manager, Aviation Maintenance Business & Finance Manager, Corporate Facilities Manager, Seaport Maintenance Finance & Inventory Port Counsel Program Controls Manager Sr. Environmental Program Manager Sr. Public Affairs Program Manager Training Manager, Aviation Operations	Assistant Manager, Aviation Building Department Aviation Community Relations Manager Aviation Sr. Environmental Strategy Manager Capital Construction Project Manager 4 ICT Infrastructure Architect Lead Systems Engineer Manager, Aviation Maintenance Manager, Construction Safety Management Manager, Seaport Maintenance Compliance & Fleet Market Development Manager Principal Engineer Sr. Account Representative, Cargo Services Sr. Organizational Development Consultant Stormwater Program Manager	
			\$15,690 (\$54,201)
	Account Representative, Cargo Services Airport Badging Manager Airport Facilities Manager Airport Ramp Services Manager Assistant Manager Corporate Finance Assistant Manager, Finance & Budget, Seaport Aviation Property Manager 3 Cargo/Cruise Facilities Maintenance Manager Corporate Media Officer ERP Developer Finance Services Manager, Seaport Maintenance ICT Finance & Services Manager Manager, Airport Certification Manager, Airport Landside Operations Manager, Aviation Maintenance Logistics Manager, Employee Parking Manager, Harbor Business & Operations Manager, PCS Project Development Police/Fire Communications Manager/Technology Liaison Project Planner Resident Engineer Seaport Facilities Maintenance Manager Seaport Maintenance Project Manager Seaport Security Program Manager Sr. Design Engineer Sr. Internal Auditor Surface Water Manager	Accounting Manager Airport Emergency Program Manager Airport Quality Assurance Manager Airport Shared Facilities Manager Assistant Manager, Aviation Finance & Budget Aviation Facilities & Property Manager Capital Construction Project Manager 3 Claims Manager Dock Operations Manager Finance Manager, HERS Health & Safety Management Lead Lead ICT Business Analyst Manager, Airport Customer Services Manager, Aviation Maintenance Business Systems Manager, Construction Planning & Coordination Manager, Ground Transportation Manager, PCS Contracts & Systems Network Operations Manager Procurement Manager Regional Transportation Program Planner Seaport Emergency Program Manager Seaport Facilities Maintenance Manager, Containers Seaport Real Estate Manager Software Developer Sr. Infrastructure Systems Engineer Sr. Linux Server Engineer	

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
26	\$66,398 (\$34.05)	\$82,992 (\$42.56)	\$99,606 (\$51.08)
Airline Scheduling Coordinator		Airport Duty Manager	
Airport Operations Development Manager		AV Maintenance Asset Manager	
AV Property & Lease Administration Manager		Aviation Maintenance Safety Program Manager	
Aviation Property Manager 2		Capital Construction Project Manager 2	
Community Outreach Program Manager		Concessions Manager	
Construction Safety Manager		Database Engineer	
Environmental Compliance Specialist		Environmental Management Specialist 2	
Erosion Control / Storm Water Engineer		ERP Administrator	
HR Consultant		Industrial Hygienist	
Manager, Budget & Technical Services		Manager, PCS Support Services	
Marketing Representative, Harbor Services		Media Officer	
PCS Lead Construction Manager		Project Scheduler, Aviation Project Management Group	
Public Affairs Program Manager		Seaport Real Estate Specialist	
Sr. Business Development Analyst, Aviation		Sr. Financial Reporting & Controls Analyst	
Sr. Network Engineer		Sr. Planner, Seaport	
Sr. Windows Server Engineer		Systems Engineer	
Talent Recruiting Coordinator			
25	\$62,517 (\$32.06)	\$78,137 (\$40.07)	\$93,776 (\$48.09)
Accounts Receivable Supervisor		Apprenticeship Program Manager	
Assistant Resident Engineer		Audio Visual Services Manager	
Benefits Supervisor		Billing Supervisor	
Communications Project Manager, Public Affairs		Contract Administration Manager	
DBE Liaison / Compliance Specialist		Design Engineer	
Health & Safety Management Specialist 1		Infrastructure Systems Engineer	
Internal Auditor		Jr. Account Representative, Cargo Services	
Mapping Manager		Payroll Supervisor	
PCS Project Controls Manager		PCS Resident Construction Manager	
PCS Resident RMM Construction Manager		PCS RMM Operations & Maintenance Construction Manager	
PCS Safety Technician		Risk Management Specialist	
Seaport Asset Maintenance Compliance Manager		Software Test Engineer	
Sr. Aviation Financial Analyst		Sr. Corporate Budget Analyst	
Sr. Learning - Training Specialist, AV Operations		Sr. Planner, Aviation	
Sr. Seaport Financial Analyst		Sr. Total Compensation Analyst	
Survey Crew Manager		Wildlife Biologist	

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
\$82,895 (\$42.51)			
	Accounts Payable Supervisor	Acquisitions Specialist	
	APS Business Technology Analyst	Assistant to the Chief Executive Officer	
	AV Maintenance Asst. Manager, DC-Craft Liaison	Aviation Cost Engineer	
	Aviation Maintenance Distribution Center Manager	Baggage Handling Coordinator	
	Building Inspector ■ Plans Examiner	Capital Construction Project Manager 1	
	Commission Office Administrator	Concessions Compliance Inspector	
	Construction Coordination Supervisor	Corporate Financial Analyst	
	Disability Management Specialist	GIS Analyst	
	HRD Business Technology Analyst	ICT Business Analyst	
	Landside Supervisor	Linux Server Engineer	
	Manager, ICT Administration	Network Engineer	
	Relocation Specialist	Seaport Maintenance CMMS Supervisor	
	Sr. Accountant	Sr. Employment Representative	
	Stormwater Program Specialist	Telecommunications Engineer	
	Telecommunications Infrastructure Engineer	Windows Server Engineer	
\$92,895 (\$42.51)			
	Administrative Supervisor, Attorney Services	Airport Customer Service Coordinator	
	Airport Customer Service Supervisor	APS Administrative Manager	
	Art Program Manager, Aviation	AV Maintenance Sr. Business Systems Analyst	
	Aviation Maintenance Lead Planner / Coordinator	Aviation Property Manager 1	
	Business Development Analyst 2, Aviation	Buyer	
	Claims Specialist	Communications Specialist, Public Affairs	
	Community Outreach Specialist	Credit Analyst	
	Desktop Support Engineer	Environmental Data Specialist	
	Environmental Management Specialist 1	Financial & Cost Recovery Specialist	
	Financial Reporting & Controls Analyst	Harbor Operations Supervisor	
	ICT Service Analyst	Lease Administration Supervisor	
	Manager, Signage & Graphics	Noise Program Manager	
	Operations Supervisor, Airport Security	Planner 2, Aviation	
	Planning Research / Data Analyst, Aviation	Real Estate Property Manager 1	
	Research and Policy Analyst	Seaport Cost Engineer	
	Seaport Financial Analyst	Seaport Property Manager 1	
	Small Business Analyst	Social Responsibility Program Analyst	
	Sr. Contracts Administrator	Sr. Engineering Design Technician	
	Survey Data Specialist	Survey Project Manager	
	Tourism Management Specialist		

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1,2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
22	\$51,929 (\$26.63)	\$64,896 (\$33.28)	\$77,883 (\$39.94)
Accountant		Assistant to Managing Director	
AV Emergency Program Technical Training Developer		Aviation Maintenance Planner / Coordinator	
Aviation Noise Programs Community Specialist		CAD Standards Review Technician	
Commission Records Supervisor		Communications Specialist HR	
Construction Coordinator		Engineering Design Technician	
Hardware Test Engineer		Health & Safety Technology Analyst	
Homeowner Relations Admin		Human Resources Administrator	
ICT Service Desk Lead		Jr. Design Engineer	
Learning / Training Specialist		Learning-Training Spec - AV	
Network Security Administrator		Process & Documentation Specialist	
Program Cost Engineer		Records Program Manager	
Sr. Civil Engineering Technician		Sr. Network Operations Technician	
Sr. Service Desk Technician		Survey CAD Technician	
Total Compensation Analyst 2		Web Coordinator	
21	\$48,672 (\$24.96)	\$60,840 (\$31.20)	\$73,008 (\$37.44)
Administrative Supervisor		AV Maintenance Business Systems Analyst	
AV Maintenance Procurement & Inventory Supervisor		Aviation Business Development Analyst 1	
Construction Management Assistant		Contractor Data Systems Administrator	
Credentialing Center Supervisor		Desktop Support Specialist	
Document Control Supervisor		Engineering Archive Systems Administrator	
Executive Administrative Assistant		Executive Assistant	
Executive Assistant to the Commission		Grant & Trade Policy Analyst	
Human Resources Representative - Uniformed Services		International Program Coordinator	
Noise Program Specialist		On Site Properties Representative	
On-site Properties Rep, Acquisition/Relocation		Planner 1, Aviation	
Planner 1, Seaport		Seaport Maintenance Contracts Administrator	
20	\$46,566 (\$23.88)	\$58,188 (\$29.84)	\$69,830 (\$35.81)
Administrative Specialist, AV PMG		Assistant Project Manager	
Assistant to the Managing Director		Associate Accountant	
Associate Civil Engineering Technician		Associate Seaport Financial Analyst	
AV Maintenance CMMS Administrator		Aviation Statistical Specialist	
Concessions Specialist		Contract Compliance Specialist	
Contracts Administrator		Emergency Preparedness Assistant	
Executive Assistant, Aviation Director's Office		ICT Asset Management Analyst	
Marketing Research Specialist, Seaport		Public Affairs Marketing Specialist	
Real Estate Development Project Assistant		Regional Transportation Planning/Project Assistant	
Sr. Construction Inspector		Total Compensation Analyst 1	

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 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

\$67,788 (\$34.25)

Airport Security Planning Specialist	Airport Security Plans & Investigations Specialist
Aviation Maintenance Small Works Contracts Specialist	Document Control Lead
Harbor Facilities Coordinator	Harbor Moorage Coordinator
Network Operations Technician	Paralegal
PCS Field Operations Administrator	Print Shop Lead
Project Controls Technician	Public Disclosure Specialist
Seaport Maintenance Employee & Budget Specialist	Sr. Administrative Assistant
Sr. Auditing Specialist	

\$63,960 (\$32.80)

Accounts Payable Lead	Acquisitions / Relocation Assistant
Airport Conference Services Coordinator	Associate Buyer
Aviation Maintenance Budget Support Specialist	Aviation Maintenance Small Works Inspector
CMMS Specialist	Marketing Assistant, Harbor Services Group
Payroll Analyst	Project Management Specialist
Signing & Graphics Designer Specialist	Sr. Lease Administration Specialist
Sr. Utilities & Lease Specialist	Tenant Project Coordinator, Aviation
Total Compensation Specialist	

\$61,269 (\$31.42)

Administrative Assistant	Assistant Civil Engineering Technician
Aviation Maintenance Payroll Lead	CAD Operator, Seaport Maintenance
Commission Records Specialist	Construction Inspector
contract Administrative Assistant, Engineering	Contract Specialist 2
Credentialing Center Background Specialist	Document Control Specialist
Executive Staff Assistant	Executive Staff Assistant, Airport Director's Office
Harbor Customer Service Specialist	ICT Service Desk Technician
ICT Staff Assistant	Lead Airport Customer Service Representative
Lease Administration Specialist	Legal Assistant
Project Labor Agreement Specialist, AV PMG	Project Management Assistant, Seaport
Project Technician, Aviation Project Management Group	Records Management Specialist

\$61,036 (\$30.98)

Accounts Receivable Specialist	Billing Specialist, Landside Operations
Harbor Facilities Specialist	Marina Operations Specialist
Offset Press Operator	Payroll Specialist
Payroll Specialist, AV Maintenance	Payroll Specialist, Fire Department
Permit Technician	Revenue Specialist
Seaport Maintenance Purchasing Specialist	

EXHIBIT A TO RESOLUTION NO. 3609
 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
15	\$37,440 (\$19.20)	\$46,781 (\$23.99)	\$56,141 (\$28.79)
Capital Services Coordinator		Contract Document Specialist	
Contract Services Specialist		Facility Specialist	
Human Resources Assistant		Payables Specialist	
Receiving Dock Coordinator, Aviation		Seaport Maintenance Material & Inventory Specialist	
Sr. Administrative Staff Assistant		Training Support Specialist, Aviation	
14	\$35,880 (\$18.40)	\$44,850 (\$23.00)	\$53,820 (\$27.60)
Accounting Records Specialist		Airport Volunteer Specialist	
Aviation Maintenance CMMS Support Assistant		Bindery Operator	
Seaport Maintenance Accounts Payable Clerk		Seaport Maintenance Dispatcher / Scheduler	
13	\$34,418 (\$17.65)	\$43,017 (\$22.06)	\$51,617 (\$26.47)
Administrative Staff Assistant		Airport Customer Service Representative	
Audit Assistant, Aviation Operations		Conference Services Specialist	
Contract Specialist		Human Resources Specialist	
12	\$32,975 (\$16.91)	\$41,204 (\$21.13)	\$49,452 (\$25.36)
Utilities and Lease Specialist			
11	\$31,610 (\$16.21)	\$39,527 (\$20.27)	\$47,424 (\$24.32)
Customer Service Specialist, Landside Operations		Payables Assistant	
10	\$30,323 (\$15.55)	\$37,889 (\$19.43)	\$45,474 (\$23.32)
Airport Tour Guide		Sr. Office Assistant	
9	\$29,094 (\$14.92)	\$36,368 (\$18.65)	\$43,641 (\$22.38)
Aviation Mail Messenger			
6	\$25,721 (\$13.19)	\$32,136 (\$16.48)	\$38,571 (\$19.78)
Office Assistant			
5	\$24,707 (\$12.67)	\$30,888 (\$15.84)	\$37,050 (\$19.00)
Interoffice Mail Specialist			
3	\$22,874 (\$11.73)	\$28,587 (\$14.66)	\$34,301 (\$17.59)
Office/Maintenance Clerk			

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 SCHEDULE OF AUTHORIZED NON-REPRESENTED POSITION TITLES AS OF OCTOBER 17, 2008
 AND SALARY RANGES EFFECTIVE JANUARY 1, 2009

Annual Base Salary Range (hourly equivalent in parentheses)

Grade	Minimum	Midpoint	Maximum
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Nonevaluated Jobs

			\$95,000 (\$108.00)
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Emergency Hire Non-represented Internal Internship		Limited Duration Veterans Fellow	
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			\$172,889 (\$88.56)
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Chief of Police		Fire Chief	
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			\$16,990 (\$80.51)
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Assistant Fire Chief		Deputy Chief of Police	
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To coincide with the typical intern year, ranges for grades 90, 91, and 92 will be effective June 1, 2009.

			\$92,133
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Graduate Intern

			\$36,290 (\$18.61)
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College Intern

			\$33,619 (\$9.41)
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High School Intern

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Director Asia