

1992

SALARY AND BENEFIT RESOLUTION NO. 3115, AS AMENDED

Effective June 28, 1992

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RESOLUTION NO. 3115, AS AMENDED

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications, salaries, and allowances for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; civic duty, vacation, pooled leave, holidays, foreign language premium, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; transportation and parking; and authorizing this resolution to be effective on June 14, 1992 and repealing all prior resolutions dealing with the same subject, including Resolution No. 3082, as amended.

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

I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

There are hereby established the following classification schedules and salary ranges for all salaried positions of the Port of Seattle, other than Executive Director and Chief Operating Officer and those covered under the Wage Resolution or signed labor agreements:

A. Classification of Positions: All salaried positions of the Port of Seattle shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt or nonexempt. Salaried position classifications are established and set forth in Exhibit A, "Schedule of Authorized Positions" and are attached hereto and by this reference incorporated herein.

B. Graded Salary Ranges: All salaried positions shall be classified according to their relative skill requirements, responsibilities, and other factors as explained in Section II. Such salaried positions as graded and classified shall be paid in accordance with the following graded salary ranges:

Port of Seattle Salary Structure

June 1992

Grade	Range Minimum		Range Midpoint		Range Maximum	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
41-45*						
40	7,621	91,446	9,526	114,308	11,431	137,169
39	7,220	86,635	9,025	108,294	10,829	129,953
38	6,838	82,053	8,547	102,567	10,257	123,080
37	6,474	77,690	8,093	97,112	9,711	116,535
36	6,128	73,534	7,660	91,917	9,192	110,301
35	5,798	69,576	7,247	86,970	8,697	104,364
34	5,484	65,806	6,855	82,258	8,226	98,710
33	5,185	62,216	6,481	77,771	7,777	93,325
32	4,900	58,797	6,125	73,497	7,350	88,196
31	4,628	55,541	5,786	69,427	6,943	83,312
30	4,370	52,440	5,463	65,550	6,555	78,660
29	4,124	49,487	5,155	61,858	6,186	74,320
28	3,889	46,674	4,862	58,342	5,834	70,011
27	3,666	43,995	4,583	54,993	5,499	65,992
26	3,454	41,443	4,317	51,804	5,180	62,165
25	3,251	39,014	4,064	48,767	4,877	58,520
24	3,058	36,699	3,823	45,874	4,587	55,049
23	2,875	34,495	3,593	43,119	4,312	51,743
22	2,700	32,396	3,375	40,496	4,050	48,595
21	2,533	30,397	3,166	37,997	3,800	45,596
20	2,421	29,050	3,026	36,312	3,631	43,574
19	2,316	27,798	2,896	34,747	3,475	41,697
18	2,217	26,606	2,771	33,257	3,326	39,909
17	2,123	25,471	2,653	31,838	3,184	38,206
16	2,032	24,390	2,541	30,487	3,049	36,584
15	1,947	23,360	2,433	29,200	2,920	35,040
14	1,865	22,379	2,331	27,974	2,797	33,569
13	1,787	21,445	2,234	26,807	2,681	32,168
12	1,713	20,556	2,141	25,695	2,569	30,834
11	1,642	19,709	2,053	24,636	2,464	29,563
10	1,575	18,902	1,969	23,627	2,363	28,353
9	1,511	18,133	1,889	22,667	2,267	27,200
8	1,450	17,402	1,813	21,752	2,175	26,103
7	1,392	16,705	1,740	20,881	2,088	25,057
6	1,337	16,041	1,671	20,051	2,005	24,062
5	1,284	15,409	1,605	19,261	1,926	23,113
4	1,234	14,807	1,542	18,509	1,851	22,210
3	1,186	14,223	1,483	17,792	1,779	21,350
2	1,141	13,687	1,426	17,109	1,711	20,351
1	1,097	13,167	1,372	16,459	1,646	19,751

*Salary ranges to be determined by the Port Commission

Section I. (Cont'd.)

C. Salary Rates, Ranges, and Allowances for Certain Nongraded

Positions: Salary rates, ranges, and a provision for a special allowance have been developed for certain nongraded classifications:

1. Marketing Positions:

- a. **Japan Regional Staff:** No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
- b. **Special Overseas Allowance:** The Executive Director is authorized to provide in addition to their salary as provided by this Resolution the following: direct payment or supplement for housing; transportation to and from assignment of employee, family, and required personal effects; transportation and travel costs of employee and spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.

2. Domestic Student Intern 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 the Director of Human Resources based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Such compensation may be disbursed directly for housing subsistence, etc., for administrative convenience.

D. Amending Authorized Positions, Classifications, and Salary Rates and

Ranges: Exhibit A (Schedule of Authorized Positions) or salary rates and/or ranges may be amended by either ordinary motion approved by the Commission at any regular or special meeting or by the Executive Director when the changes are the result of provisions contained in this Resolution.

II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM

It is the policy of the Commission to pay Port employees on the basis of generally prevailing salary rates within appropriate geographic markets; and to establish a system of position evaluation which recognizes each position's mental, physical and social requirements, accountability and work environment. Said system of position evaluation shall be administered by the Director of Human Resources under the supervision of the Executive Director. Each position authorized in the Schedule of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of position evaluation, except those noted above in Section I.C., and each evaluated position has been

Section II. (Cont'd.)

assigned a grade number related to the salary schedules set forth in Section I.B. The Director of Human Resources shall, on a continuing basis, evaluate new positions and reevaluate existing authorized positions, taking into account any change in mental, physical or social requirements, etc., which could change a particular position requirement and result in placement in a different salary grade range. The Director of Human Resources is hereby directed to recommend, on a continuing basis, appropriate reclassifications to ensure that the purposes and objectives of the position evaluation system are maintained. The Executive Director shall have the final approval authority for all position evaluations and title changes for all positions except Executive Director. This authority shall include reevaluation of existing positions and establishment and evaluation of new positions if funding for such new positions has been approved through the budgetary process.

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

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

B. Authorized Positions: The Executive Director is hereby authorized to recruit and fill authorized positions (except that of Executive Director) up to the fulltime-equivalent number of positions authorized in Exhibit A, and to set salaries within the salary grade ranges as outlined below. Total Port salaried positions shall not exceed the total of numbers authorized in Exhibit A, except the Executive Director is authorized to fill up to 10% additional positions, provided that funding is available in the Commission-approved budget. This authority does not include nongraded, exempt

Section III.B. (Cont'd.)

positions. Also, prior to termination or retirement of employees where overlap is clearly essential for effective continuity, the Executive Director may authorize filling an extra position to provide for a transition period. To promote organizational efficiency, the Executive Director may authorize transfers of positions and/or employees from one department to another. The Executive Director may carry out reorganization of functions, departments, and staff assignments. The Executive Director may authorize non-competitive placement in selected circumstances.

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

1. Hires: Though salaries shall normally be set between the minimum and midpoint of the salary range for hires, under special conditions the Executive Director may authorize a salary above midpoint of the salary range for appointees possessing special qualifications or exceptional experience.
2. Transfers:
 - a. Promotional Transfers: See Section IV.A.3.
 - b. Non-promotional Transfers: See Section IV.A.4.
 - c. Regional Transfers: In the case of transfers to or from distant locations, the employee's salary level may be adjusted in accordance with differing cost-of-living factors and other conditions.
 - d. Temporary Interdepartmental Transfers: The Executive Director may authorize interdepartmental transfers for selected Schedule A exempt positions for the purposes of cross training, development, broadening of potential management skills and the fulfillment of organization goals. In such instances, the same title and salary range may be maintained during the transfer.

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

The Commission hereby authorizes the following types of salary adjustments and allowances for Port salaried employees:

A. For Salaried Employees Whose Salary Ranges Are Established in

Exhibit A:

1. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment as a new hire or a rehire in an authorized, regular position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of the Employee Performance Evaluation System, may receive an increase ranging from 4% to 7% of their salary, provided they were hired at the minimum of the salary range for their classification. When a promotional increase of 7% or more is granted during the probationary

Section IV.A. (Cont'd.)

period, the probationary increase shall not be granted. However, a secondary adjustment may be considered within the guidelines established in Section A.3.b. Such probationary adjustments, if granted, should be implemented within two weeks of the satisfactory completion of the probationary period.

2. Discretionary Merit/Special Adjustment Program and Fund Administration:

The merit program is administered under Human Resources Procedure HR-21, Salary Administration. A merit/special adjustment fund shall be established in an amount determined by the budget process. This fund shall be calculated using the monthly salaried midpoints for eligible employees which are in effect the beginning of the payroll period in which merit worksheets are distributed to department directors. The merit/special adjustment fund shall be administered according to a plan approved by the Executive Director and implemented by the Director of Human Resources, subject to the following provisions:

- a. All "eligible" employees (as defined in Section V), without regard to classification, shall be eligible for merit award consideration within policy guidelines. Employees shall be eligible for regular merits which would be added to their base salary and/or lump sum merits which are provided on an annualized basis in one amount. The amount and type of merit award for an individual employee shall take into account the instances of extra performance and the relative ranking of performance of employees within the departments and placement within the salary range. Employees at salary range maximum shall be eligible for lump sum awards only.
- b. Merit recommendations shall be submitted by department directors to the Director of Human Resources for review. A merit review shall consist of departmental salary plans which identify the amount and scheduled date for each requested merit increase. The annual salary plans must be approved by the Executive Director before any individual discretionary merit award shall be granted. Revisions to annual salary plans as requested by department directors may be authorized by the Director of Human Resources if such revisions are consistent with approved procedures.
- c. Percentage placement within a salary range is not guaranteed. Salary range adjustments may affect the actual placement of a salary within the range and a previous higher placement may be re-earned. There shall be no requirement to spend the entire merit fund.
- d. Merit awards may also be recommended, scheduled, and approved for "ineligible" employees, other than those employed on a limited assignment, when a high quality of work performance is demonstrated by the employee.
- e. A current Work Performance Review documenting meritorious performance is required before a merit may be implemented.
- f. Merits for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members.

Section IV.A. (Cont'd.)

- g. The Executive Director may provide special salary adjustments for reasons such as the following: (1) To alleviate salary compression between a supervisor and subordinate; (2) to provide special rewards to recognize employees who make a significant non-job-related contribution to the Port, normally a situation in which the Port recognizes significant savings; (3) and to provide a reward to certain temporary employees who are ineligible for merits for outstanding work performance. This special adjustment provision provides the Executive Director flexibility to ensure appropriate compensation in circumstances which are not otherwise addressed in Port salary administration policies and procedures, including but not limited to those instances outlined herein.

3. Upgrade Adjustments:

- a. Initial Adjustment: Employees may be granted an increase normally ranging from 4% to 10%. Increases may be greater than 10% if the new salary does not exceed midpoint of the new salary range. Upgrade increases may be as a result of reclassifications or reevaluations. Salary adjustments, if any, should take into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties. Any recommended increase exceeding the amount specified above requires the approval of the Director of Human Resources.
- b. Secondary Adjustment: For regular Port employees who are promoted to the minimum of a higher salary range, secondary adjustments may be made under the following conditions:

At the completion of six months in a new classification, a department director may elect to provide an adjustment of from 4% to 10% of an employee's salary for employees who received an upgrade to the minimum of a salary range and whose salary has remained at range minimum, except in cases where the incumbent has received a non-discretionary salary adjustment. Such secondary salary adjustment shall not be automatic and shall be made only at the discretion of the department director, based upon the employee's work performance in the new classification as documented by the supervisor through a Work Performance Review. Such adjustments, if granted, should be implemented within two weeks of the completion of six months in the new classification.

4. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges: Employees in positions whose salaries fall below an adjusted salary grade range for their classification shall automatically receive the amount of increase necessary to reach the minimum rate of pay for the adjusted salary range. Employees at salary range maximum may be eligible for lump sum awards which do not increase base salary, in accordance with Section IV.A.2. and Section IV.B. of this resolution. All increases shall conform to the provisions and limitations in salary administration policy described in this section.

Section IV.A. (Cont'd.)

5. Temporary Pay for Replacements: When an employee is temporarily assigned for a period of 30 calendar days or more to a higher classification, such employee may receive a temporary reclassification adjustment to the minimum of the higher grade or up to 10% of base salary if fulfilling all duties of the employee being replaced. Such a temporary adjustment may be processed after the 30 calendar day period and would be retroactive to the first day in the temporary assignment. In no case shall the temporary reclassification adjustment result in a salary which exceeds the maximum of the salary range of the higher classification.

B. General Adjustments for Salaried Employees Whose Salary Rates or

Ranges Are Established in Exhibit A:

1. The Director of Human Resources shall collect and analyze salary survey data. If survey findings indicate that Port salary ranges or rates are not in proper alignment as established in this Resolution, the Executive Director may recommend appropriate adjustments to salary rates and/or ranges where realignment is needed.
2. Regional Marketing positions shall also be eligible to receive a general adjustment to rates and/or ranges based on market value, economic data and internal relationships. The Executive Director shall be authorized to adjust salary rates and/or ranges up to a maximum of 10%.

C. Foreign Language Premium: The Director of Human Resources shall be

responsible for procedures providing a foreign language premium. This premium shall be funded by 0.045 percent of the annual salary payroll effective December 15, 1991. Payment may 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 may be made in those cases where employees are likely to assist the Port and where the position description does not require language proficiency.

D. Payment for Relocation Costs: The Director of Human Resources shall

be responsible for procedures which allow payment for relocation costs for Schedule A employees in regional positions who are assigned to a new location, and new Schedule A employees who are required to relocate to accept Port employment.

V. **DEFINITIONS OF EMPLOYMENT STATUS**

A. An Employee is anyone who performs personal services for the Port as

a common law employee. This definition excludes independent contractors, such as persons rendering professional services on a fee, retainer, or contract basis. All proposed professional services agreements must be approved in advance by the Executive Director or his designee.

Section V. (Cont'd.)

B. An Eligible Employee is a full-time (B.1.) or part-time (B.2.) employee hired for an indefinite duration and assigned to an "eligible" position. An "eligible" position is one that normally requires five or more calendar months of PERS creditable service a year. Until a new hire successfully completes the six-month probationary period, the employee is considered to be a "probationary employee."

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

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

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

1. Ineligible Limited: Applies only to those hired in a position scheduled to end within four calendar months of full-time employment or part-time of 90 or more hours per month. Ineligible limited status must end no later than the end of the fourth calendar month.
2. Ineligible Extended or Ineligible On-call: Applies to those hired to work less than 90 hours a calendar month (less than 70 hours for PERS Plan One members) in an on-call assignment or for an extended specified duration; or those hired to work 90 or more hours a calendar month in up to four or less calendar months within each 12-month period. In order to retain ineligible status for an extended period, compensated hours must be less than 90 (or 70, as above) per month in at least 8 of every 12 calendar months worked.
3. Student Interns:
 - a. Domestic Student Interns are limited to four consecutive calendar months of full-time employment, and subsequent part-time employment if scheduled to work less than 90 hours a month, as in C.2.
 - b. International Interns are limited to the same hire restrictions as for domestic student interns. However, if such international intern is demonstrated to be a nonresident, non-citizen of the U.S. and is not covered by Social Security, such international interns may be allowed to work full-time for up to 12 months.
 - c. Ineligible status applies to all interns.
4. Ending of Ineligible Status: Employees must be terminated when or before time limits are reached for ineligible status explained above; except as necessary to address critical and immediate Port needs, see conditions in 5., next.

Section V. (Cont'd.)

5. Conversion From Ineligible to Eligible Status: If an employee is hired into an eligible position but conditions change and the Port later determines the position to be eligible under PERS definitions, PERS membership will be required of the employee beginning from the date the Port determines the position to be eligible. If the Department of Retirement Systems determines that an eligible position should have been considered eligible, then PERS membership will be required of the employee retroactive to the first day of eligibility.

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

VI. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: For all salaried employees, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by multiplying the monthly salary by 12 (months) divided by the number of pay periods (26) in the year, divided by the number of hours in the pay period (75 or 80).

B. Authorized Work Schedules for Full-time Employees: Normal full-time work schedules are made up of either 75 or 80 hour bi-weekly pay periods. Department Directors are authorized to approve alternative shift arrangements when deemed in the best interests of operating efficiency. Vacation, sick leave and holiday pay will be determined by the employee's schedule.

C. Extra Compensation: The following terminology shall be used in this section and Section VII.B.3, Holidays: "an employee's Saturday" shall indicate the sixth day and "an employee's Sunday" shall indicate the seventh day in a full-time work week, regardless of the actual first and last day of a five consecutive-day work week. This definition applies to overtime determinations only and in no way alters the defined Port payroll week which begins at 12:01 a.m. Sunday and ends at midnight Saturday.

1. Overtime: Employees in nonexempt classifications shall receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above a full-time regularly scheduled workshift (see C. above) and/or work week, as the case may be. When required to work, overtime shall be paid for all work performed on "an employee's Saturday," "an employee's Sunday," and on a holiday to the extent provided in Section VII.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Overtime will be paid the same shift rate that was in effect at the beginning of the period worked.

VI. ADMINISTRATION OF PAY PRACTICES (Cont'd.)

2. Shift Differential: All nonexempt employees shall receive a shift differential of 7.5% over their regular salary when required to work Swing Shift and 10% over their regular salary when required to work Graveyard Shift. Swing Shift shall be a full-time work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a full-time work shift which ends later than 2:00 a.m.

VII. ADMINISTRATION OF BENEFIT PROGRAM

A. Basic Benefits Provided for All Salaried Employees (except as

noted) beginning on date of employment:

1. Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act (FICA). During 1992, employee and employer contributions are scheduled to be 7.65% on earnings up to a maximum of \$55,500 and 1.45% (Medicare portion) on earnings between \$55,500 and \$130,200.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except 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 sick 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: Retroactive to October 1 1991, and with appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per Federal fiscal year of military leave as provided in and limited by R.C.W. 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 for weekend drills does not normally constitute military leave; however, time off without pay may be allowed when necessary at department director discretion.

5. Transportation and Parking. For purpose of commuting to and from work, and in the interest of fuel conservation, employees may select one of the following: payment for 50% of the cost of a monthly METRO bus pass or Washington State Ferry pass, not to exceed \$15 except that employees in regional offices may receive 50% reimbursement for their local public transportation; van/car pools for employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charge to the employee passenger commuting within King County and 75% charged to the employee passenger commuting outside of King County; or parking at no cost. Employees may be requested to drive their

VII. ADMINISTRATION OF BENEFIT PROGRAM (Cont'd.)

own vehicles for Port business and will be reimbursed pursuant to applicable Port Resolutions. The Transportation Subsidy and Parking Policy is under the administrative authority of the Director of Facilities Development & Management. The Port retains its option to terminate this program at any time. The Port also retains its option to revise the program in response to the Transportation Demand Management Act.

B. Benefits Provided Eligible Employees:

1. Retirement: Employees may 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 management personnel, if eligible under RCW 41.26, become members of the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 may be covered by "Plan One" and employees who became members on or after October 1, 1977 may be covered by "Plan Two". Refer to appropriate retirement membership handbooks for differences between Plan One and Plan Two.

Effective September 2, 1984, State retirement contributions are excluded from an employee's gross pay for Federal Income Tax purposes only.

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.

Effective September 1, 1991, partial service credit will be granted to members of PERS 1 and PERS 2 working in eligible positions less than "threshold" hours. In PERS 1 this means that employees who work less than 70 hours in one month will receive 1/4 month service credit for that month. Under PERS 2, employees who work at least 70 hours in one month, but less than 90 hours, will receive 1/2 month service credit. PERS 2 employees will receive 1/4 month service credit if they work less than 70 hours in a month.

2. Compensated Leave: (See Port Policy HR-5, Leaves, for provisions covering leave without pay; any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the benefits section regarding continuance of insurance coverages, etc.)

a. Civic Duty Leave:

- (1) Jury Duty: An Eligible 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 employee is subpoenaed as a witness under circumstances which are determined by the Director of Human Resources to constitute Port duty, the same pay conditions listed for jury duty shall apply.

Section VII.B.1. (Cont'd.)

- b. Sick Leave: Eligible salaried employees shall receive sick leave accruals as follows:

- (1) Salaried Employees Other than Fire Department Managers Covered by LEOFF, Plan One: Eligible salaried employees shall accrue sick leave at the rate of 0.04616 hour per straight-time hour paid. These accruals shall commence from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.

Accumulation of sick leave shall be limited to the amount that each eligible employee can earn in a 5-year period under the provisions stated above; i.e., 60 days for most employees, except employees in positions approved for a four-day work week would be limited to an accumulation equivalent to 48 10-hour shifts. When maximum accumulation limit is reached, additional accruals will cause the oldest sick leave accruals to be converted at 50% value to the pooled leave account. (See Section VII.B.5 for further details.)

- (2) Fire Department Managers Covered by LEOFF, Plan One: Fire Department Managers covered by LEOFF, Plan One, shall, as of January 1, 1978, be excluded from adding to sick leave accruals earned between January, 1970 and December, 1977. Unused sick leave accruals remaining on the records of such employees may be used at the employee's option in case of short-term illness.

At the discretion of the Fire Chief, Managers covered by LEOFF, Plan One, may be granted up to six full-time shifts per year of sick leave. Unused portions of the discretionary sick leave shall not be accrued or compensated for at termination. However, if a claim for such sick leave is later approved by the King County Disability Retirement Board as being payable through LEOFF, Plan One, the Fire Chief may credit the discretionary sick leave account of an employee. In such case shall sick leave payments be duplicated.

Sick leave will be used only in instances of employee or immediate family member illness or injury. Immediate family shall be defined as spouse, children, parent of employee, or parent of employee's spouse. In special circumstances, the Director of Human Resources may include others in this definition. Departmental management may at any time require a physician's statement to justify use of sick leave. A physician's release shall be required prior to the return to work by an employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident or who has experienced hospitalization of any kind.

- c. Long-Term Sick Leave Account: Employees, other than LEOFF Plan I firefighters, who had sick leave accounts greater than 60 days prior to June 24, 1984, may be eligible to use sick leave in their long-term sick leave account. Withdrawals from that account may be made only in the event of a long-term illness which exhausts that employee's sick leave account, or in the event a dependent or very close family member 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.

Section VII.B.2. (Cont'd.)

- d. **Bereavement Leave:** At the discretion of the department director and under the supervision of the Director of Human Resources from one to five working days per bereavement which shall not result in compensation for more than the number of hours in any normal work week may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Immediate family shall be defined as wife, husband, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. In special circumstances, the Director of Human Resources 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.

- 3. **Holidays:** (This section, other than the two employee-designated holidays shown below, is effective from January 1, 1992 through December 31, 1992.) These twelve holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

Section VII.B.3. (Cont'd.)

Normal Date of Observance for Monday Through Friday Schedule

U.S. Staff Holidays

Wednesday, January 1
 Third Monday in January (20)
 Third Monday in February (17)

 Last Monday in May (25)
 First Friday in July (3)
 First Monday in September (7)
 Fourth Thursday in November (26)
 Fourth Friday in November (27)
 Friday, December 25

New Year's Day
 Martin Luther King's Birthda
 Washington's Birthday
 Observed
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day

Thursday, December 24

Port-designated Floater, in lieu of Lincoln's Birthday
 lieu of Lincoln's Birthday

*Employee selects date

*Employee-designated floater in lieu of Veteran's Day; may be taken from 12/15/91 through 12/26/92.

*Employee selects date

Personal holiday; may be taken from 12/15/91 through 12/26/92.

*Eligibility for these holidays is not established until the probationary period is satisfactorily completed (Section IV.A.1.).

Date of Observance

Japan Staff Holidays*

January 1
 January 2
 January 3
 January 15
 February 11
 March 20
 April 29

 May 4
 May 5
 September 15
 September 23
 November 4
 November 23
 December 23
 December 30
 December 31

New Year's Celebration
 New Year's Celebration
 New Year's Celebration
 Adult's Day
 Independence Day
 Spring Equinox
 Green Memorial Day
 (Ex-Emperor's Birthday)
 Constitution Day
 Children's Day
 Respect for the Aged Day
 Autumn Equinox
 Cultural Day
 Labor Thanksgiving Day
 Emperor's Birthday
 Year End Holiday
 Year End Holiday

* In recognition of cultural differences and international business practices, Japan regional staff shall observe these holidays.

At least one week advance notice and department director approval are required for the personal floater and personal holiday. Each eligible employee shall take these two holidays subject to appropriate scheduling with their department director. On November 1, 1992, each department director shall set up a schedule for eligible employees who have not yet scheduled these holidays. An employee shall receive no extra pay for not taking these holidays, unless directed by the department director to work on the day scheduled and no other day off can be scheduled before the end of the payroll calendar year. A terminating employee shall receive no pay for a personal holiday or personal floater not taken prior to the last day worked.

Section VII.B.3. (Cont'd.)

a. Holidays for full-time employees shall be handled as follows:

- (1) Employees on a Monday Through Friday Work Schedule: When a holiday falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on Saturday, the preceding Friday will be considered the holiday.
- (2) Employees Working on Other Than a Monday Through Friday Work Schedule When a holiday falls on a regularly scheduled work day, that day will be considered the holiday. When a holiday falls on a regularly scheduled day off, the last preceding or the next following workday shall be treated as the holiday.

If the holiday (or the alternate day where applicable) cannot be scheduled as a day off for an otherwise eligible employee, overtime compensation shall be paid for the number of hours required to work on such a day in addition to holiday pay at the straight-time rate--not to exceed the normally scheduled paid holiday hours up to a full-time day.

In unusual cases, when scheduling of a day off in lieu of a holiday cannot be arranged for an individual employee according to the conditions as stated above, an alternate day off within the immediate pay period may be approved. Days off in lieu of holidays shall not be carried over into other pay periods.

b. Part-Time Employees:

- (1) Eligible part-time employees may receive compensation for the holidays (as specified in a. above) 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.
- (2) Ineligible part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay only.

c. Ineligible Employees: Unless clearly scheduled for full-time work for at least 30 calendar days before and a day or more after a holiday, ineligible employees are not eligible for pay on holidays not worked.

d. Employees on Approved Leaves: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan One disability leave, long-term disability leave, and duty-disability leave (workers' compensation), are not eligible for holiday pay. However, to the extent that sick leave 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 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.

Section VII.B. (Cont'd.)

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

4. Vacation With Pay:

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

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

In order to promote the health and efficiency of employees, scheduling of vacations of more than one week (five consecutive days) shall be encouraged.

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation limit shall be limited to a 24-month accrual at any time. See Section VII.B.5 Pooled Leave for possible conversion of vacation into a pooled leave account. Departmental management shall be responsible for encouraging and allowing proper scheduling for employees taking annual leave in order to avoid any forfeiture of vacation leave. It is not the intent that employees be allowed to forfeit vacation.

- c. Rates of Accrual: Eligible salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. Vacation leave is earned as follows:

- (1) Two Weeks Vacation: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, eligible employees shall accrue vacation at the rate of .03847 hours per straight-time hour paid (.03847 x 1950 annual hours = 75 vacation hours; .03847 x 2080 annual hours = 80 vacation hours).

- (2) Three Weeks Vacation: From the thirty-seventh full month to and including the eighty-fourth full month of continuous employment, eligible employees shall accrue vacation at the rate of .05770 hours per straight-time hour paid (.05770 x 1950 annual hours = 112.5 vacation hours; .05770 x 2080 annual hours = 120 vacation hours).

- (3) Three and One-Half Weeks Vacation: From the eighty-fifth full month to and including the one-hundred thirty-second full month of continuous employment, eligible employees shall accrue vacation at the rate of .06731 hours per straight-time hour paid (.06731 x 1950 annual hours = 131-1/4 vacation hours; .06731 x 2080 annual hours = 140 vacation hours).

- (4) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, eligible employees shall accrue vacation at the rate of .07693 hours straight-time hour paid (.07693 x 1950 annual hours = 150 vacation hours; .07693 x 2080 annual hours = 160 vacation hours).

Section VII.B. (Cont'd.)

5. Pooled Leave: Eligible salaried employees may build up a pooled leave account to use as service time during later employment years for such reasons as a sabbatical, educational leave, civic duty leave other than that covered in Section VII.B.2.a., or at retirement or termination. See Port Policy/Procedure, HR-5, Leaves, for detailed pooled leave procedures.

a. Vacation Conversions/Forfeiture: When a maximum accumulation limit is reached, additional accruals will cause the oldest accruals to be converted at full value either to the pooled leave account or a temporary holding account, depending on whether the equivalent of 10 vacation days have been used during the payroll year. If 10 vacation days are not used during the payroll year, all vacation hours in the holding account will be forfeited.

b. Sick Leave Conversions: When the 60-day accumulation limit is reached, additional accruals will cause the oldest sick leave accruals to be converted at 50% value to the pooled leave account.

6. Payment for Accrued Leave at Termination:

a. Sick Leave: Upon termination or retirement following five complete years of active employment in a continuous period of employment, qualified employees shall be compensated, as described below, for 50% of their unused sick leave at the rate of pay at termination.

b. Vacation: Upon termination, regular employees shall receive compensation at 100% value in lieu of unused accrued vacation leave as described below. No vacation time may be taken after the last day worked. A probationary employee who terminates active employment before satisfactorily completing the probationary period shall receive no vacation pay. LEOFF I firefighters taking disability retirement may be allowed to receive a lump sum payment for unused vacation leave if unable to exhaust such paid leave prior to termination. In the event that State law changes in regard to lump sum vacation payments for State retirement members, the Port Auditor is authorized to make such vacation payoffs in a manner consistent with current State law(s).

c. Pooled Leave: Upon termination pooled leave is normally used as service time with full pay and a continuation of benefits. Pooled leave may be cashed out if the benefits available from using the leave as service time are waived in writing.

Section VII.B.6. (Cont'd.)

Method of payment for a., b., and c. above is as follows:

- PERS 1A Plan One members hired before June 24, 1984, have an option of transferring payable portions of sick leave and/or vacation leave to pooled leave for use as service time; or receiving a lump sum payment for payable portions of sick leave and vacation and using pooled leave as service time.
- PERS 1B Plan One members hired on or after June 24, 1984, have an option of transferring 100% of vacation leave to pooled leave for use as service time, or receiving a lump sum payment for up to 240 hours and transferring the balance to pooled leave. The payable portion of sick leave will be transferred to pooled leave.
- PERS 2 Plan Two and LEOFF members will receive payable portions of sick leave and vacation in a lump sum and will use pooled leave as service time.

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

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

7. Insurance Benefits: Coverages listed in Sections a. through f. below apply to eligible employees as defined in Section V.B. 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: Probationary, eligible employees who normally maintain active employment schedules of 90 hours or more each month, as well as Port Commissioners who so elect, shall receive paid surgical, hospital, and major medical insurance coverage limited to the regular adult premium for the Port's lowest cost indemnity medical plan beginning on the first of the month following a calendar month of continuous employment. 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.

Section VII.B.7. (Cont'd.)

- b. Medical Insurance for Dependents: On the first of the month following the equivalent of one calendar month of satisfactory employment (90 hours minimum), eligible 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. 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) 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 their medical insurance premiums after one full calendar month as a Commissioner. On the first of the month following the equivalent of six continuous calendar months as a Commissioner, they may be reimbursed for their dependent medical insurance premiums at a cost not to exceed that provided for Port employees.
- d. Life Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), eligible 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 day following the equivalent of six continuous months of satisfactory employment (975 hours minimum), eligible 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 the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum) in a position scheduled for at least 30 hours per week or 130 hours per month, eligible employees and their eligible dependents shall receive paid dental insurance coverage. 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 six calendar months as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts in an elected capacity. In the event of an eligible part-time employee's hours being scheduled from less than 30 to 30 or more per week, dental coverage will become effective the first of the month after the average hours worked per week equals 30 or more for a six-month period and the employee has completed at least 975 hours of satisfactory employment. Conversely, if an eligible full-time employee's hours are scheduled to less than 30 hours per week but no less than 21, dental coverage will cease the first of the month after the average hours worked per week during a six-month period falls below 30. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.

Section VII.B.7. (Cont'd.)

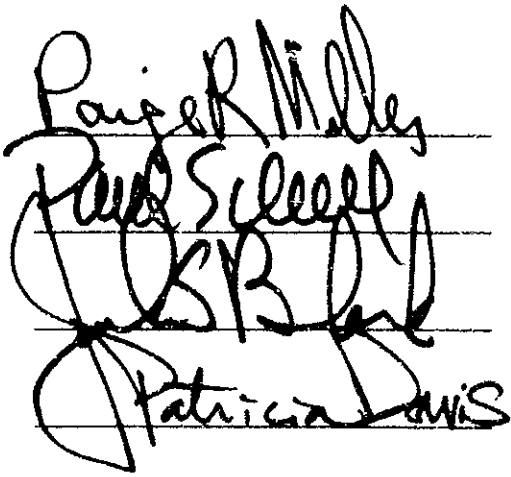
- g. Dental Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for their dental insurance premiums and for the premiums of their eligible dependents after six full calendar months as a Commissioner. Reimbursement must not exceed the cost of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

VIII. EFFECTIVE DATE

THIS RESOLUTION shall be effective June 28, 1992. The Director of Human Resources is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of June 28, 1992.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3082, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 23rd day of June, 1992, and duly authenticated in open session by the signatures of the Commissioners voting in favor there of and the seal of the Commission.



 Paige R Miles

 Paul S Sleep

 [unclear]

 Patricia Davis

Port Commission

RESOLUTION NO 3115

EXHIBIT A

<u>TITLE</u>	<u>Salary Grade</u>	<u>Range Minimum</u>	<u>Range Midpoint</u>	<u>Range Maximum</u>
Executive Director	45	(Salary range to be determined by Commission)		
Deputy Executive Director	42	(Salary range to be determined by Commission)		
Managing Director, Aviation Division	40	91,446	114,308	137,169
Managing Director, Marine Division	40	91,446	114,308	137,169
Sr Director, Support Services	37	77,690	97,112	116,535
Chief Financial Officer	36	73,534	91,917	110,301
Deputy Managing Director, Aviation	36	73,534	91,917	110,301
Chief Engineer	35	69,576	86,970	104,364
Director, Airport Operations	34	65,806	82,258	98,710
Director, Aviation Facilities & Maint	34	65,806	82,258	98,710
Director, Marine Services	34	65,806	82,258	98,710
Senior Director, Human Resources	34	65,806	82,258	98,710
Director, Information Systems	33	62,216	77,771	93,325
General Counsel	33	62,216	77,771	93,325
Chief of Police	32	58,797	73,497	88,196
Director, Accounting & Purchasing	31	55,541	69,427	83,312
Director, Aviation Planning	31	55,541	69,427	83,312
Director, Communications	31	55,541	69,427	83,312
Director, Government Relations	31	55,541	69,427	83,312
Director, Human Resources	31	55,541	69,427	83,312
Director, Labor Relations	31	55,541	69,427	83,312
Director, Logistics Operations	31	55,541	69,427	83,312
Director, Logistics Services	31	55,541	69,427	83,312
Director, Marine Planning	31	55,541	69,427	83,312
Director, Trade & Bus Development	31	55,541	69,427	83,312
Director, Administrative Services	30	52,440	65,550	78,660
Director, Aviation Marketing	30	52,440	65,550	78,660
Director, Aviation Property Management	30	52,440	65,550	78,660
Director, Boat Harbors	30	52,440	65,550	78,660
Director, Development	30	52,440	65,550	78,660
Fire Chief	30	52,440	65,550	78,660
General Manager, Maintenance	30	52,440	65,550	78,660
Manager, Airport Operations	30	52,440	65,550	78,660
Manager, Environmental Requirements	30	52,440	65,550	78,660
Manager, Mechanical-Electrical Design	30	52,440	65,550	78,660
Assistant Director, Aviation Operations	29	49,487	61,858	74,320
Assistant Director, Human Resources	29	49,487	61,858	74,320
Deputy Chief of Police	29	49,487	61,858	74,320
Director, Administration and Finance	29	49,487	61,858	74,320
Director, Equal Employment	29	49,487	61,858	74,320
Director, Risk and Loss Prevention	29	49,487	61,858	74,320
Manager, Airport Engineering	29	49,487	61,858	74,320
Manager, Airport Facilities	29	49,487	61,858	74,320
Manager, Design Engineering	29	49,487	61,858	74,320
Manager, Marine Engineering	29	49,487	61,858	74,320
Manager, Marine Real Estate	29	49,487	61,858	74,320
Director, Management Services	29	49,487	61,858	74,320
Senior Port Counsel	29	49,487	61,858	74,320
Assistant Director, Customer Accounting	28	46,674	58,342	70,011
Assistant Director, General Accounting	28	46,674	58,342	70,011
Assistant Director, Purchasing	28	46,674	58,342	70,011
Assistant General Manager, Maint	28	46,674	58,342	70,011
Assistant Manager, Airport Operations	28	46,674	58,342	70,011
Director, Aviation Communications	28	46,674	58,342	70,011

RESOLUTION NO. 3115

EXHIBIT A

<u>TITLE</u>	<u>Salary Grade</u>	<u>Range Minimum</u>	<u>Range Midpoint</u>	<u>Range Maximum</u>
Manager, Aviation Planning	28	46,674	58,342	70,011
Manager, Budget and Finance	28	46,674	58,342	70,011
Manager, Central WF Project	28	46,674	58,342	70,011
Manager, Construction Services	28	46,674	58,342	70,011
Manager, Corporate Finance	28	46,674	58,342	70,011
Manager, Facility Planning	28	46,674	58,342	70,011
Manager, Marine Operations	28	46,674	58,342	70,011
Manager, Noise Remedy	28	46,674	58,342	70,011
Systems Manager	28	46,674	58,342	70,011
Assistant Fire Chief	27	43,995	54,993	65,992
Corporate Marketing Manager	27	43,995	54,993	65,992
Development Project Manager	27	43,995	54,993	65,992
Manager, Air Cargo Development	27	43,995	54,993	65,992
Manager, Air Carrier Development	27	43,995	54,993	65,992
Manager, Aviation Finance	27	43,995	54,993	65,992
Manager, ID Access	27	43,995	54,993	65,992
Manager, Intermodal Services	27	43,995	54,993	65,992
Manager, International Passenger Devel	27	43,995	54,993	65,992
Manager, Logistics Financial Services	27	43,995	54,993	65,992
Manager, Logistics Sales	27	43,995	54,993	65,992
Manager, Marine Maintenance	27	43,995	54,993	65,992
Manager, Marine Sales	27	43,995	54,993	65,992
Manager, Warehouse Facilities	27	43,995	54,993	65,992
Planning Program Manager	27	43,995	54,993	65,992
Port Counsel	27	43,995	54,993	65,992
Senior Engineer Project Manager	27	43,995	54,993	65,992
Business Development Specialist	26	41,443	51,804	62,165
Engineer Project Manager	26	41,443	51,804	62,165
Human Resource Program Coordinator	26	41,443	51,804	62,165
Manager, Central Control	26	41,443	51,804	62,165
Manager, Contracts Administration	26	41,443	51,804	62,165
Manager, Health and Safety	26	41,443	51,804	62,165
Manager, Marketing Research	26	41,443	51,804	62,165
Manager, Terminal Operations	26	41,443	51,804	62,165
Manager, Training and Development	26	41,443	51,804	62,165
Resident Engineer	26	41,443	51,804	62,165
Senior Acquisition Specialist	26	41,443	51,804	62,165
Senior Airport Supervisor	26	41,443	51,804	62,165
Senior Engineer	26	41,443	51,804	62,165
Senior Engineer, Cargo Systems	26	41,443	51,804	62,165
Senior Planner	26	41,443	51,804	62,165
Technical Services Supervisor	26	41,443	51,804	62,165
Technical Support Supervisor	26	41,443	51,804	62,165
Assistant to Director, Marine Services	25	39,014	48,767	58,520
Community Relations Manager	25	39,014	48,767	58,520
Conveyor Systems Supervisor	25	39,014	48,767	58,520
Electrical Systems Supervisor	25	39,014	48,767	58,520
Fire Marshall	25	39,014	48,767	58,520
Government Relations Manager	25	39,014	48,767	58,520
International Business Analyst	25	39,014	48,767	58,520
Manager, Chill Facilities Operations	25	39,014	48,767	58,520
Manager, Container Freight Station	25	39,014	48,767	58,520
Manager, Drafting	25	39,014	48,767	58,520
Manager, General Accounting	25	39,014	48,767	58,520

RESOLUTION NO 3115

EXHIBIT A

<u>TITLE</u>	<u>Salary Grade</u>	<u>Range Minimum</u>	<u>Range Midpoint</u>	<u>Range Maximum</u>
Manager, Marina Services	25	39,014	48,767	58,520
Manager, Marketing Customer Service	25	39,014	48,767	58,520
Manager, Technical Services	25	39,014	48,767	58,520
Marine Communications Manager	25	39,014	48,767	58,520
Mechanical Systems Supervisor	25	39,014	48,767	58,520
Senior Marketing/Sales Rep	25	39,014	48,767	58,520
Senior Property Manager	25	39,014	48,767	58,520
Senior Property Manager	25	39,014	48,767	58,520
Senior Sales Account Rep	25	39,014	48,767	58,520
Sr Environ Compliance Specialist	25	39,014	48,767	58,520
Sr Int Mkt/Sales Rep	25	39,014	48,767	58,520
Sr Technical Specialist-Elect.	25	39,014	48,767	58,520
Sr Technical Specialist-Mech	25	39,014	48,767	58,520
Systems Project Leader	25	39,014	48,767	58,520
Electronic Systems Spec , Marine	24	36,699	45,874	55,049
Airport Supervisor	24	36,699	45,874	55,049
Associate Engineer	24	36,699	45,874	55,049
Associate Engineer-Survey	24	36,699	45,874	55,049
Building and Grounds Supervisor	24	36,699	45,874	55,049
Management Analyst	24	36,699	45,874	55,049
Manager, Accounts Receivable	24	36,699	45,874	55,049
Manager, Disbursements	24	36,699	45,874	55,049
Manager, Landside Operations	24	36,699	45,874	55,049
Manager, Public Parking	24	36,699	45,874	55,049
Manager, Revenue Accounting	24	36,699	45,874	55,049
Senior Communications Specialist	24	36,699	45,874	55,049
Senior Systems Analyst	24	36,699	45,874	55,049
Senior Voice Communication Analyst	24	36,699	45,874	55,049
Customer Service Supervisor	23	34,495	43,119	51,743
Environmental Compliance Specialist	23	34,495	43,119	51,743
Facilities Supervisor	23	34,495	43,119	51,743
Financial Analyst	23	34,495	43,119	51,743
Intermodal Marketing Specialist	23	34,495	43,119	51,743
Maintenance Control Supervisor	23	34,495	43,119	51,743
Maintenance Shift Supervisor	23	34,495	43,119	51,743
Maintenance Support Supervisor	23	34,495	43,119	51,743
Manager, General Services	23	34,495	43,119	51,743
Manager, Homeowner Relations	23	34,495	43,119	51,743
Manager, Publications	23	34,495	43,119	51,743
Noise Abatement Coordinator	23	34,495	43,119	51,743
Planner	23	34,495	43,119	51,743
Print Shop Supervisor	23	34,495	43,119	51,743
Property Manager	23	34,495	43,119	51,743
Purchasing Supervisor	23	34,495	43,119	51,743
Retire DC Adm	23	34,495	43,119	51,743
Senior Accountant	23	34,495	43,119	51,743
Senior Claims Representative	23	34,495	43,119	51,743
Senior Contract Administrator	23	34,495	43,119	51,743
Systems Analyst	23	34,495	43,119	51,743
Systems Analyst	23	34,495	43,119	51,743
Terminal Operations Supervisor	23	34,495	43,119	51,743
Warehouse Supervisor	23	34,495	43,119	51,743
Assistant Engineer	22	32,396	40,496	48,595
Asst Manager, Ground Transportation	22	32,396	40,496	48,595

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EXHIBIT A

<u>TITLE</u>	<u>Salary Grade</u>	<u>Range Minimum</u>	<u>Range Midpoint</u>	<u>Range Maximum</u>
Benefits Analyst	22	32,396	40,496	48,595
Compensation Analyst	22	32,396	40,496	48,595
Industrial Hygienist	22	32,396	40,496	48,595
Labor Relations Rep	22	32,396	40,496	48,595
Manager, Workers Compensation	22	32,396	40,496	48,595
Mar Maintenance Contract Adm	22	32,396	40,496	48,595
Market Research Analyst	22	32,396	40,496	48,595
Media Relations Specialist	22	32,396	40,496	48,595
Microcomputer Specialist	22	32,396	40,496	48,595
Noise Insulation Supervisor	22	32,396	40,496	48,595
Senior Human Resources Rep	22	32,396	40,496	48,595
Senior Programmer Analyst	22	32,396	40,496	48,595
Systems and Procedures Analyst	22	32,396	40,496	48,595
Tech Support Analyst	22	32,396	40,496	48,595
Technical Specialist-Mech	22	32,396	40,496	48,595
W/MBE Program Supervisor	22	32,396	40,496	48,595
Assistant to the CEO	21	30,397	37,997	45,596
Aviation Services Supervisor	21	30,397	37,997	45,596
Claims Representative	21	30,397	37,997	45,596
Engineering Services Supervisor	21	30,397	37,997	45,596
Environmental Health Specialist	21	30,397	37,997	45,596
Executive Office Supervisor	21	30,397	37,997	45,596
Graphic Designer	21	30,397	37,997	45,596
Maintenance Service Supervisor	21	30,397	37,997	45,596
Matenel Requirements Supervisor	21	30,397	37,997	45,596
Operations Supervisor	21	30,397	37,997	45,596
Police Services Supervisor	21	30,397	37,997	45,596
Programmer Analyst, III	21	30,397	37,997	45,596
Public Information Project Manager	21	30,397	37,997	45,596
Records System Supervisor	21	30,397	37,997	45,596
Senior Buyer	21	30,397	37,997	45,596
Senior Marketing Specialist	21	30,397	37,997	45,596
Senior Office System Analyst	21	30,397	37,997	45,596
Technical Writer	21	30,397	37,997	45,596
Traffic Services Supervisor	21	30,397	37,997	45,596
Word Processing Supervisor	21	30,397	37,997	45,596
Administrative Supervisor	20	29,050	36,312	43,574
Associate Financial Analyst	20	29,050	36,312	43,574
Associate Planner	20	29,050	36,312	43,574
Cargo Information Supervisor	20	29,050	36,312	43,574
Commission Records Supervisor	20	29,050	36,312	43,574
Contract Administrator	20	29,050	36,312	43,574
Design Drafter	20	29,050	36,312	43,574
Facilities Inspector	20	29,050	36,312	43,574
Health and Safety Specialist	20	29,050	36,312	43,574
Junior Engineer	20	29,050	36,312	43,574
Operations Coordinator	20	29,050	36,312	43,574
Senior Construction Inspector	20	29,050	36,312	43,574
Staff Accountant	20	29,050	36,312	43,574
Survey Party Chief	20	29,050	36,312	43,574
Technical Support Specialist III	20	29,050	36,312	43,574
Assistant to General Mgr	19	27,798	34,747	41,697
Billing Supervisor	19	27,798	34,747	41,697
Communications Representative	19	27,798	34,747	41,697

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EXHIBIT A

<u>TITLE</u>	<u>Salary Grade</u>	<u>Range Minimum</u>	<u>Range Midpoint</u>	<u>Range Maximum</u>
Homeowner Relations Specialist	19	27,798	34,747	41,697
Human Resource Rep	19	27,798	34,747	41,697
Lead Operations Controller	19	27,798	34,747	41,697
Marketing Specialist	19	27,798	34,747	41,697
Para-legal Specialist	19	27,798	34,747	41,697
Parking and Ground Transp Supervisor	19	27,798	34,747	41,697
Programmer Analyst II	19	27,798	34,747	41,697
Sales Relocation Specialist	19	27,798	34,747	41,697
Terminal Office Coordinator	19	27,798	34,747	41,697
Traffic Coordinator	19	27,798	34,747	41,697
Transportation Rate Analyst	19	27,798	34,747	41,697
Access Control Supervisor	18	26,606	33,257	39,909
Administrative Assistant	18	26,606	33,257	39,909
Assistant Industrial Hygenist	18	26,606	33,257	39,909
Buyer	18	26,606	33,257	39,909
Commission Office Supervisor	18	26,606	33,257	39,909
Contract Compliance Specialist	18	26,606	33,257	39,909
Credit Specialist	18	26,606	33,257	39,909
Insulation Contract Expeditor	18	26,606	33,257	39,909
Intermodal Traffic Specialist	18	26,606	33,257	39,909
Maintenance Planner	18	26,606	33,257	39,909
Maintenance Shift Coordinator	18	26,606	33,257	39,909
Payroll Accountant	18	26,606	33,257	39,909
Records & Forms Office Analyst	18	26,606	33,257	39,909
Senior Drafter-CAD	18	26,606	33,257	39,909
Senior Freight Agent	18	26,606	33,257	39,909
Senior Survey Technician*	18	26,606	33,257	39,909
Voice Communications Analyst	18	26,606	33,257	39,909
Accounting Technician	17	25,471	31,838	38,206
Construction Inspector	17	25,471	31,838	38,206
Lead Waste Plant Operator	17	25,471	31,838	38,206
Marina Maintenance Supervisor	17	25,471	31,838	38,206
Operations Controller	17	25,471	31,838	38,206
Programmer Analyst I	17	25,471	31,838	38,206
Senior Drafter (Airport)	17	25,471	31,838	38,206
Senior Maintenance Contract Specialist	17	25,471	31,838	38,206
Tech Support Specialist II	17	25,471	31,838	38,206
World Trade Center Coordinator	17	25,471	31,838	38,206
Commission Records Specialist	16	24,390	30,487	36,584
Human Resources Coordinator	16	24,390	30,487	36,584
Senior Noise Insulation Technician	16	24,390	30,487	36,584
Senior Ramp Controller	16	24,390	30,487	36,584
Survey Instrument Technician	16	24,390	30,487	36,584
Alarm Inspector	15	23,360	29,200	35,040
Freight Agent	15	23,360	29,200	35,040
Market Research Assistant	15	23,360	29,200	35,040
Property Room Supervisor	15	23,360	29,200	35,040
Senior Customer Service Rep	15	23,360	29,200	35,040
Staff Assistant V	15	23,360	29,200	35,040
Traffic Specialist	15	23,360	29,200	35,040
Assistant Construction Inspector	14	22,379	27,974	33,569
Drafter III	14	22,379	27,974	33,569
Maintenance Contract Specialist	14	22,379	27,974	33,569
Noise Insulation Technician	14	22,379	27,974	33,569

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EXHIBIT A

<u>TITLE</u>	<u>Salary Grade</u>	<u>Range Minimum</u>	<u>Range Midpoint</u>	<u>Range Maximum</u>
Sales Relocation Assistant	14	22,379	27,974	33,569
Senior Human Resources Assistant	14	22,379	27,974	33,569
Accounts Receivable Specialist	13	21,445	26,807	32,168
Graduate Intern	13	21,445	26,807	32,168
Lease Records Specialist	13	21,445	26,807	32,168
Noise Abatement Planning Technician	13	21,445	26,807	32,168
Noise Remedy Assist	13	21,445	26,807	32,168
Offset Duplicator Operator	13	21,445	26,807	32,168
Payroll Specialist	13	21,445	26,807	32,168
Ramp Controller	13	21,445	26,807	32,168
Senior Word Processing Operator	13	21,445	26,807	32,168
Staff Assistant IV	13	21,445	26,807	32,168
Tech Support Specialist I	13	21,445	26,807	32,168
Waste Plant Operator	13	21,445	26,807	32,168
Customer Service Rep	12	20,556	25,695	30,834
Drafter II	12	20,556	25,695	30,834
Equal Employment Technician	12	20,556	25,695	30,834
Computer Operator	11	19,709	24,636	29,563
Disbursement Assistant	11	19,709	24,636	29,563
Ground Transportation Controller	11	19,709	24,636	29,563
Marina Attendant	11	19,709	24,636	29,563
Moorage Attendant	11	19,709	24,636	29,563
Senior Data Processing Operator	11	19,709	24,636	29,563
Senior Printing Processor	11	19,709	24,636	29,563
Staff Assistant III	11	19,709	24,636	29,563
Survey Chainer	11	19,709	24,636	29,563
Utilities Monitor	11	19,709	24,636	29,563
Executive Receptionist	10	18,902	23,627	28,353
Maintenance Custodian	10	18,902	23,627	28,353
Senior Buyer Assistant	10	18,902	23,627	28,353
Senior Voice Communication Oper	10	18,902	23,627	28,353
Word Processing Operator	10	18,902	23,627	28,353
Buyer Assistant	9	18,133	22,667	27,200
Custodian	9	18,133	22,667	27,200
Drafter I	9	18,133	22,667	27,200
Engineering Reproduction Technician	9	18,133	22,667	27,200
Maint Info Spec	9	18,133	22,667	27,200
Print Shop Processor	9	18,133	22,667	27,200
Staff Assistant II	9	18,133	22,667	27,200
Access Controller	8	17,402	21,752	26,103
Customer Service Assistant	8	17,402	21,752	26,103
Data Processing Operator	8	17,402	21,752	26,103
Voice Communications Operator	8	17,402	21,752	26,103
Messenger	6	16,041	20,051	24,062
Staff Assistant I	6	16,041	20,051	24,062
Student Intern	3	14,223	17,792	21,350

JAPAN OFFICE NONGRADED POSITIONS

Managing Director, Asia	Salaries not to exceed 40,000,000 yen per annum
Manager, Asia	
Administrative Assistant, Asia	