

1995

SALARY & BENEFIT RESOLUTION NO. 3185, AS AMENDED

Effective December 25, 1994

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RESOLUTION NO. 3185, AS AMENDED

A RESOLUTION of the Commission of the Port of Seattle Establishing Positions, Classifications, Salaries, Allowances and Adjustments for Port Salaried Positions; Authorizing and Establishing Conditions in Connection with the Following Benefits: Social Security, Industrial Insurance, Unemployment Compensation, Military Leave, and Transportation and Parking; Retirement; Compensated Leave, Including Civic Duty, Sick and Bereavement Leave, Holidays, Vacation, Pooled and Shared Leave, and Awarded Time; Insurance Benefits, Including Medical, Dental, Life and Long-Term Disability; and Authorizing this Resolution to be Effective on December 25, 1994 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3152.

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

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

There are hereby established the following classifications and salary ranges for all salaried positions of the Port of Seattle, other than those covered under the Wage Resolution or signed labor agreements:

A. Classification of Positions: All salaried positions 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

3.0% Range Adjustment Effective January 1, 1995

<u>Grade</u>	<u>Minimum</u>		<u>Midpoint</u>		<u>Maximum</u>	
	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>
45	10,501	126,012	13,126	157,512	15,751	189,012
42	8,956	107,472	11,195	134,340	13,434	161,208
41	8,490	101,880	10,612	127,344	12,734	152,808
40	8,046	96,552	10,057	120,684	12,068	144,816
39	7,623	91,476	9,529	114,348	11,435	137,220
38	7,219	86,628	9,024	108,288	10,829	129,948
37	6,835	82,020	8,544	102,528	10,253	123,036
36	6,470	77,640	8,088	97,056	9,706	116,472
35	6,121	73,452	7,651	91,812	9,181	110,172
34	5,790	69,480	7,237	86,844	8,684	104,208
33	5,474	65,688	6,842	82,104	8,210	98,520
32	5,173	62,076	6,466	77,592	7,759	93,108
31	4,887	58,644	6,109	73,308	7,331	87,972
30	4,614	55,368	5,768	69,216	6,922	83,064
29	4,354	52,248	5,443	65,316	6,532	78,384
28	4,107	49,284	5,134	61,608	6,161	73,932
27	3,871	46,452	4,839	58,068	5,807	69,684
26	3,646	43,752	4,558	54,696	5,470	65,640
25	3,433	41,196	4,291	51,492	5,149	61,788
24	3,230	38,760	4,037	48,444	4,844	58,128
23	3,034	36,408	3,793	45,516	4,552	54,624
22	2,850	34,200	3,563	42,756	4,276	51,312
21	2,674	32,088	3,342	40,104	4,010	48,120
20	2,556	30,672	3,195	38,340	3,834	46,008
19	2,446	29,352	3,057	36,684	3,668	44,016
18	2,340	28,080	2,925	35,100	3,510	42,120
17	2,241	26,892	2,801	33,612	3,361	40,332
16	2,146	25,752	2,683	32,196	3,220	38,640
15	2,055	24,660	2,569	30,828	3,083	36,996
14	1,969	23,628	2,461	29,532	2,953	35,436
13	1,887	22,644	2,359	28,308	2,831	33,972
12	1,809	21,708	2,261	27,132	2,713	32,556
11	1,734	20,808	2,167	26,004	2,600	31,200
10	1,663	19,956	2,079	24,948	2,495	29,940
9	1,595	19,140	1,994	23,928	2,393	28,716
8	1,531	18,372	1,914	22,968	2,297	27,564
7	1,470	17,640	1,838	22,056	2,206	26,472
6	1,411	16,932	1,764	21,168	2,117	25,404
5	1,355	16,260	1,694	20,328	2,033	24,396
4	1,302	15,624	1,628	19,536	1,954	23,448
3	1,253	15,036	1,566	18,792	1,879	22,548
2	1,205	14,460	1,506	18,072	1,807	21,684
1	1,158	13,896	1,448	17,376	1,738	20,856

Section I. (Cont'd.)

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

1. Japan Regional Staff Positions:

- a. Salary Rates: No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
- b. Special Overseas Allowance: 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. Student Helper or International Intern Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by 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 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, work environment and accountability. The position evaluation system shall be administered by the Director of Human Resources under the supervision of the Executive Director. Each position authorized in Exhibit A has been evaluated and classified in accordance with the position evaluation system, except those noted in Section I.C., and each evaluated position has been 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

Section II. (Cont'd.)

requirements, etc., which could 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. 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 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. 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.

B. Selection Criteria: Selections of appointees for new hires, transfers, or promotion shall to the extent feasible conform to current position evaluation criteria developed in the position specifications for each authorized position; however, in the paramount interest of developing a strong personnel base, 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.

Section III. (Cont'd.)

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 or hires possessing special qualifications or exceptional experience.
2. Transfers:
 - a. Promotional Transfers: See Section V.B.
 - b. Regional Transfers: In the case of transfers to or from distant locations, the employee's salary level may be adjusted in accordance with differing cost-of-living factors and other conditions.
 - c. Temporary Interdepartmental Transfers: Upon mutual agreement and in coordination with the Director of Human Resources, department directors may authorize interdepartmental transfers of employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the same title and salary range may be maintained during the transfer.

IV. DEFINITIONS OF EMPLOYMENT STATUS

A. An Employee is anyone who performs personal services for the Port as a common law employee. For the purposes of this Resolution, the definition of an employee may include a "contract employee" who is a common-law employee individually contracted to perform work for the Port and who does not qualify as an independent contractor. PERS regulations defining eligible positions apply to contract employees. However, contract employees will be provided benefits only as detailed in Section VII.A., Basic Benefits Provided for All Salaried Employees, and Section VII.B.1., Retirement. The definition of employee 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.

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 or rehire 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) indefinitely, but less than full-time as explained above.

Section IV. (Cont'd.)

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 may be allowed to work full-time for up to 12 months. Students whose internship extends beyond 12 months must have their compensated hours less than 90 per month in at least 8 of every calendar months worked after the first year.
 - b. International Interns are limited to the same hire restrictions as for domestic student interns.
 - c. Ineligible status applies to all interns.
4. Ending of Ineligible Status: Employees must be terminated when or before time limits are reached for ineligible status explained above; except as necessary to address critical and immediate Port needs, see conditions in 5., next.
5. Conversion From Ineligible to Eligible Status: If an employee is hired into an ineligible position but conditions change and the Port later determines the position to be eligible under 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.

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

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

A. 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, eligible position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of a performance planning and appraisal system, and who were hired at the minimum of the salary range for their position may receive an increase ranging from 4% to 7% of their salary. When an initial upgrade adjustment of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a secondary upgrade 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.

B. Upgrade Adjustments:

1. Initial Adjustment: Initial increases may be as a result of reclassifications or reevaluations. Eligible 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. 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.
2. Secondary Adjustment: For eligible 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 eligible position, 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 appraisal. Such adjustments, if granted, should be implemented within two weeks of the completion of six months in the new classification

Section V. (Cont'd.)

C. Pay for Performance/Special Adjustment Program and Fund Administration: The pay for performance program shall be administered under Human Resources Procedure HR-21, Salary Administration. The pay for performance/special adjustment fund shall be established in an amount determined by the budget process and administered according to a plan approved by the Executive Director and implemented by the Director of Human Resources, subject to the following provisions:

1. The Director of Human Resources 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, the Executive Director may recommend adjustments to salary ranges and/or rates where realignment is needed.
2. Salaried employees whose salary ranges are established in Exhibit A shall be eligible for pay for performance adjustments within procedural guidelines. Such adjustments shall take into account market movement as determined by the foregoing salary survey data, ratio of current salary to market rate, and performance level as documented by a current work performance appraisal.
3. Pay for performance for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members. The Executive Director shall be entitled to the use of a dedicated Port vehicle.
4. 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 reward employees who make a significant non-job-related contribution to the Port, normally a situation in which the Port recognizes significant savings. 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.

D. 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 or above salary range maximum may be eligible for lump sum awards which do not increase base salary. All increases shall conform to the provisions and limitations in salary administration policy described in this section.

E. Temporary Pay for Temporary Assignments: 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. 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.

Section V. (Cont'd.)

F. 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.

G. Payment for Relocation Costs: The Director of Human Resources shall be responsible for procedures which allow payment for relocation costs for exempt employees in regional positions who are assigned to a new location, and new exempt employees who are required to relocate to accept Port employment.

VI. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: 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 and bereavement leave, holiday pay, etc., will be determined by the employee's schedule for that specific day.

Section VI. (Cont'd.)

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 the employee was scheduled for before the need for overtime became 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 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. Authorization to Amend Benefit Program: The Executive Director is authorized to amend benefits as necessary to comply with any changes in statutory requirements.

B. 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). Employee and employer contributions-and the wage base shall be the amounts designated by law..
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.

Section VII. (Cont'd.)

4. **Military Leave:** 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 (October through September) 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 shall be allowed at the employee's request.

C. **Benefits Provided Eligible Employees:** (Contract employees in eligible positions are provided only the retirement benefit listed immediately below. No other benefits in this section apply to contract employees.)

1. **Retirement:** Employees will become members of the Washington Public Employees' Retirement System (PERS) from date of employment if they are hired in an eligible position and are eligible for membership as defined in RCW 41.40. Fire fighter 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 are covered by "Plan One" and employees who became members on or after October 1, 1977 are 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.

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.

Section VII. (Cont'd.)

2. **Compensated Leave:** (See Port Policy HR-5, Leaves, for provisions covering all forms of paid and unpaid leave. Any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the benefits section regarding continuance of insurance coverages, etc.)
 - a. **Civic Duty Leave:**
 - (1) **Jury Duty:** An Eligible 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.
 - 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 this 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 no case shall sick leave payments be duplicated.

Section VII. (Cont'd.)

Sick leave will be used only in instances of employee or immediate family member illness, injury or disability. Immediate family shall be defined as spouse or domestic partner, and the parents or children of the employee, spouse or domestic partner. For the purposes of this Resolution, an employee and a domestic partner must be willing to declare that they: 1) share the same regular and permanent residence; 2) have a close personal relationship; 3) are jointly responsible for basic living expenses; 4) are not married to anyone; 5) are each 18 years of age or older; 6) are not related by blood closer than would bar marriage in the State of Washington; 7) were mentally competent to consent to contract when the domestic partnership began, and 8) are each other's sole life partner and are responsible for each other's common welfare. In special circumstances, the Department 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 an immediate family member as defined above suffers a serious illness which requires the employee to be absent four or more days. See Port Policy HR-5, Leaves, for details. Long-term sick leave is not payable at termination.
- d. Bereavement Leave: At the discretion of the department director and under the supervision of the Director of Human Resources, employees may receive from one to five working days of leave per bereavement. Such leave shall not result in compensation for more than the number of hours in any normal work week. Employees must have been employed for thirty or more days of uninterrupted service and have suffered the loss by death of a member of their immediate family as defined above. Bereavement leave may also be granted in the case of the death of a sibling, grandparent or grandchild of the employee, spouse or domestic partner; or in the case of the death of a sibling's spouse or domestic partner. In special circumstances, 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 and whether the leave is taken consecutively.

Section VII. (Cont'd.)

3. Holidays: (This section, other than the two employee-designated holidays shown below, is effective from January 1, 1995 through December 31, 1995.) 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.

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>U.S. Staff Holidays</u>
Monday, January 2, 1995	New Year's Day
Third Monday in January (16)	Martin Luther King, Jr. Day
Third Monday in February (20)	Washington's Birthday Observed
Last Monday in May (29)	Memorial Day
Tuesday, July 4	Independence Day
First Monday in September (4)	Labor Day
Fourth Thursday in November (23)	Thanksgiving Day
Fourth Friday in November (24)	Day after Thanksgiving Day
Monday, December 25	Christmas Holiday
Tuesday, December 26	Port-designated Floater, in lieu of Lincoln's Birthday
*Employee selects date	*Employee-designated floater in lieu of Veteran's Day; may be taken from 12/25/94 through 12/23/95.
*Employee selects date	Personal holiday; may be taken from 12/25/94 through 12/23/95.

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

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

a. Personal Floater and Personal Holiday

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, 1995, 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.

b. Holidays for Full-time and Part-Time employees shall be handled as follows:

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

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

(2) Employees Working on Other Than a Monday Through Friday Work Schedule: When a calendar holiday (i.e., Christmas Day, New Year's Day, 4th of July) falls on a regularly scheduled work day that is a Saturday or a Sunday, that day will be considered the holiday instead of the Port-designated day. When a holiday falls on a regularly scheduled day off, the last preceding or the next following workday shall be treated as the holiday.

Section VII. (Cont'd.)

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.

c. 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 in addition to holiday pay, if applicable.

d. Retiring Employees: A retiring employee immediately eligible for a PERS pension whose normal last day on the payroll is a Port-designated holiday shall receive the holiday pay.

e. Ineligible Employees: Unless clearly scheduled for work for at least 30 calendar days before and the day after a holiday, ineligible employees are not eligible for pay on holidays not worked. Compensation will be on a pro-rata basis up to a full-time schedule.

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

f. 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.

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.

Section VII. (Cont'd.)

- 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 vacations 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).
- 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.C.2.a., or at retirement or termination. See Port Policy 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. Awarded Time: Under limited circumstances, exempt, post-probationary employees may be awarded time off in recognition of extra hours worked to assure shift coverage, meet critical deadlines or to otherwise accomplish Port objectives. The awarding of time is at the department director's discretion within the guidelines provided in Port Policy HR-5, Leaves. Awarded time is not convertible to cash and may not be taken after the last worked day.

Section VII. (Cont'd.)

7. Shared Leave: On a voluntary basis and in accordance with procedures outlined in Port Policy HR-5, Leaves, employees may donate accrued leave to benefit other employees who are suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment.

Any employee may donate any amount of vacation or pooled leave at a 100% rate, or hour-for-hour. Employees who are eligible for the 50% cash-out of sick leave upon termination (those with 5 or more years of service) may also donate any amount of sick leave at a 50% rate, or hour-for-1/2 hour.

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

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

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

9. Payment for Accrued Leave at Termination:
- Sick Leave: Upon termination or retirement immediately following five complete years of active employment in a continuous period of employment with the Port of Seattle, qualified employees shall be compensated, as described below, for 50% of their unused sick leave at the rate of pay at termination.
 - Vacation: Upon termination, eligible 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 then current State law(s).
 - 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.

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 (all or none of either account) 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.

Section VII. (Cont'd.)

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.

10. **Insurance Benefits:** Coverages listed in Sections a. through f. below apply to eligible employees as defined in Section IV.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.
 - 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.

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. 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.

Section VII. (Cont'd.)

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

- c. Medical Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for medical insurance premiums for themselves and for eligible dependents after one full calendar month as a Commissioner. Reimbursement may be at a cost not to exceed that provided for Port employees.
- d. Life Insurance: On the first of the month following 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. Dependents are defined in VII.10.b., above.
- e. Long-Term Disability Insurance: On the first day following 180 days of full-time employment (or 975 hours for part-time employment), 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. Dependents are defined in VII.10.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 six calendar months as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts as a Port Commissioner. 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.
- 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 December 25, 1994. The Director of Human Resources is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 25, 1994.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3152, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 13th day of December, 1994, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Patricia Davis
[Signature]
[Signature]
[Signature]
Roger R. Miller
Gary Grant

Port Commission

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Executive Director	45 E	126,012 10,501	157,512 13,126	189,012 15,751
Deputy Executive Director	42 E	107,472 8,956	134,340 11,195	161,208 13,434
Managing Director, Aviation Division	40 E	96,552 8,046	120,684 10,057	144,816 12,068
Managing Director, Marine Division	40 E	96,552 8,046	120,684 10,057	144,816 12,068
Chief Financial Officer	36 E	77,640 6,470	97,056 8,088	116,472 9,706
Chief Engineer	35 E	73,452 6,121	91,812 7,651	110,172 9,181
Director, Aviation Facilities and Maintenance	34 E	69,480 5,790	86,844 7,237	104,208 8,684
Director, Aviation Operations	34 E	69,480 5,790	86,844 7,237	104,208 8,684
General Counsel	34 E	69,480 5,790	86,844 7,237	104,208 8,684
Director, Information Systems	33 E	65,688 5,474	82,104 6,842	98,520 8,210
Chief of Police	32 E	62,076 5,173	77,592 6,466	93,108 7,759
Controller and Port Auditor	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Aviation Finance and Properties	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Aviation Marketing	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Aviation Planning	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Economic and Trade Development	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Facilities Development and Management	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Finance and Budget	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Government Relations	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Human Resources	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Labor Relations	31 E	58,644 4,887	73,308 6,109	87,972 7,331

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 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director, Logistics Operations	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Marine Marketing and Business Development	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Marine Planning and Development	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Port Communications	31 E	58,644 4,887	73,308 6,109	87,972 7,331
Director, Aviation Administration and Finance	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Director, Aviation Business and Property Management	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Director, Marine Finance and Communications	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Director, Marine Operations	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Fire Chief	30 E	55,368 4,614	69,216 5,768	83,064 6,922
General Manager, Aeronautical/Terminal	30 E	55,368 4,614	69,216 5,768	83,064 6,922
General Manager, Aviation Maintenance	30 E	55,368 4,614	69,216 5,768	83,064 6,922
General Manager, Marine Maintenance	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Manager, Capital and Business Planning	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Manager, Health, Safety and Environmental Management	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Manager, Mechanical/Electrical Systems Design	30 E	55,368 4,614	69,216 5,768	83,064 6,922
Assistant Director, Human Resources	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Assistant General Manager, Aviation Maintenance	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Deputy Chief of Police	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Director, Aviation Communications	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Director, Diversity Programs	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Director, Organizational Effectiveness	29 E	52,248 4,354	65,316 5,443	78,384 6,532

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Manager, Airport Engineering	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Manager, Airport Facilities	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Manager, Civil Design	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Manager, Facility Planning	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Manager, Marine Engineering	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Manager, Marine Real Estate	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Senior Port Counsel	29 E	52,248 4,354	65,316 5,443	78,384 6,532
Assistant Director, Customer Accounting and Purchasing	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Assistant Director, General Accounting	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Assistant Fire Chief	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Airfield	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Aviation Planning	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Budget and Finance	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Construction Services	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Marine Operations	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Marine Sales	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Marketing and Business Development	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Noise Remedy	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Manager, Technical Services	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Port Development Intern	28 E	49,284 4,107	61,608 5,134	73,932 6,161
Systems Manager	28 E	49,284 4,107	61,608 5,134	73,932 6,161

RESOLUTION NO. 3185
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 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Assistant Director, Port Communications	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Labor Relations Manager	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Air Cargo Development	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Aviation Finance	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Health and Safety	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, ID Access	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Intermodal Services	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, International Passenger Development	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Logistics Administration and Finance	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Marine Maintenance	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Terminal Operations	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Manager, Warehouse Facilities	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Planning Program Manager	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Senior Manager, Economic and Trade Development	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Senior Program Manager, Engineering	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Technical Services Supervisor	27 E	46,452 3,871	58,068 4,839	69,684 5,807
Assistant Manager, Terminal Operations	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Building and Grounds Supervisor	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Business Development Manager	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Business Development Specialist	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Development Project Manager	26 E	43,752 3,646	54,696 4,558	65,640 5,470

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Electrical Systems Supervisor	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Environmental Management Specialist II	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Fire Marshall	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Maintenance Resident Engineer	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Central Control	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Chill Facility Operations	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Contracts Administration	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Landside Operations	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Marine Terminal Operations	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Market Research	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Public Parking	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Purchasing	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Manager, Training and Development	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Mechanical Systems Supervisor	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Program Manager, Engineering	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Resident Engineer	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Acquisition Specialist	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Airport Supervisor	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Engineer	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Engineer, Cargo Systems	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior International Marketing and Sales Representative	26 E	43,752 3,646	54,696 4,558	65,640 5,470

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Senior Planner	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Technical Specialist-Civil	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Technical Specialist-Electrical	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Technical Specialist-Electronic Software	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Senior Technical Specialist-Mechanical	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Superintendent, Cargo Equipment Maintenance	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Technical Support Supervisor	26 E	43,752 3,646	54,696 4,558	65,640 5,470
Assistant to the Director, Marine Marketing and Business Development	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Communications Advisor	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Community Relations Manager	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Facility Manager	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Government Relations Manager	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Internal Consultant	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, Carrier Promotions	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, Commercial Fishing Operations	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, Container Freight Station	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, Drafting	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, General Accounting	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, Marketing Customer Service	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Manager, Recreational Boating Operations	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Marine Communications Manager	25 E	41,196 3,433	51,492 4,291	61,788 5,149

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Senior Financial Analyst	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Senior Marketing and Sales Representative	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Senior Property Manager	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Senior Representative, Business and Economic Development	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Senior Sales Account Representative	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Systems Project Leader	25 E	41,196 3,433	51,492 4,291	61,788 5,149
Airport Supervisor	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Associate Engineer	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Biologist	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Maintenance Support Supervisor	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Manager, Disbursements	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Manager, Receipting	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Manager, Surveying	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Media Relations Specialist	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Noise Abatement Officer	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Senior Systems Analyst	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Senior Voice Communications Analyst	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Technical Specialist-Mechanical	24 E	38,760 3,230	48,444 4,037	58,128 4,844
Assistant Manager, Landside Operations	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Chill Operations Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Claims Manager	23 E	36,408 3,034	45,516 3,793	54,624 4,552

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Customer Service Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Environmental Management Specialist I	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Facility Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Financial Analyst	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Labor Relations Administrator	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Lead Microcomputer Specialist	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Maintenance Contracts Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Maintenance Control Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Manager, Homeowner Relations	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Manager, Publications	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Planner	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Print Shop Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Property Manager	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Retirement and Deferred Compensation Advisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Senior Accountant	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Senior Contracts Administrator	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Systems Analyst	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Technical Support Analyst	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Warehouse Supervisor	23 E	36,408 3,034	45,516 3,793	54,624 4,552
Benefits Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Chill Facility Supervisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Compensation Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Container Freight Station Supervisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Industrial Hygienist	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Labor Relations Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Maintenance Management Systems Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Maintenance Service Supervisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Manager, Workers Compensation	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Marine Operations Representative	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Market Research Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Microcomputer Specialist	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Noise Insulation Supervisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Operations Supervisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Senior Human Resources Representative	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Senior Programmer Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Systems and Procedures Analyst	22 E	34,200 2,850	42,756 3,563	51,312 4,276
WMBE Program Supervisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Workers Compensation Advisor	22 E	34,200 2,850	42,756 3,563	51,312 4,276
Assistant Development Project Manager	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Assistant to the Executive Director	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Aviation Services Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Claims Representative	21 E	32,088 2,674	40,104 3,342	48,120 4,010

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EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Engineering Services Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Executive Administrator	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Facilities and Maintenance Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Graphic Arts Manager	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Health and Safety Specialist	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Internal Communications Specialist	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Maintenance Contracts Administrator	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Material Requirements Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Operations Shift Supervisor	21 NE	32,088 2,674	40,104 3,342	48,120 4,010
Police Services Analyst	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Police Services Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Programmer Analyst III	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Project Analyst	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Public Information Project Manager	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Records System Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Senior Buyer	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Senior Marketing Specialist	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Senior Office System Analyst	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Tax Accountant	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Traffic Services Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Voice Communications Technician	21 E	32,088 2,674	40,104 3,342	48,120 4,010

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EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Word Processing Supervisor	21 E	32,088 2,674	40,104 3,342	48,120 4,010
Administrative Supervisor	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Assistant to the General Manager, Marine Maintenance	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Associate Financial Analyst	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Associate Planner	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Associate Property Manager	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Cargo Information Supervisor	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Chief Maintenance Duty Officer	20 NE	30,672 2,556	38,340 3,195	46,008 3,834
Commission Records Supervisor	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Contracts Administrator	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Designer	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Marina Maintenance Supervisor	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Marine Industrial Center Supervisor	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Parking and Ground Transportation Supervisor	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Senior Construction Inspector	20 NE	30,672 2,556	38,340 3,195	46,008 3,834
Staff Accountant	20 E	30,672 2,556	38,340 3,195	46,008 3,834
Survey Party Chief	20 NE	30,672 2,556	38,340 3,195	46,008 3,834
Technical Support Specialist III	20 NE	30,672 2,556	38,340 3,195	46,008 3,834
Assistant Industrial Hygienist	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Assistant to the Deputy Executive Director	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Aviation Planning Administrator	19 E	29,352 2,446	36,684 3,057	44,016 3,668

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EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Billing Supervisor	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Communications Specialist	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Community Relations Specialist	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Homeowner Relations Administrator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Homeowner Relations Sales Administrator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Legal Administrator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Marketing Specialist	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Operations Coordinator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Organizational Effectiveness Program Administrator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Risk Administrator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Senior Survey Technician	19 NE	29,352 2,446	36,684 3,057	44,016 3,668
Special Services Coordinator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Traffic Coordinator	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Transportation Rate Analyst	19 E	29,352 2,446	36,684 3,057	44,016 3,668
Administrative Assistant	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Buyer	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Commission Office Supervisor	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Contract Compliance Specialist	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Credit Specialist	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Dispatcher	18 NE	28,080 2,340	35,100 2,925	42,120 3,510
Insulation Contract Expediter	18 E	28,080 2,340	35,100 2,925	42,120 3,510

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EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Intermodal Traffic Specialist	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Maintenance Planner	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Maintenance Shift Coordinator	18 NE	28,080 2,340	35,100 2,925	42,120 3,510
Noise Abatement Specialist	18 NE	28,080 2,340	35,100 2,925	42,120 3,510
Payroll Accountant	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Records and Forms Office Analyst	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Senior Drafter	18 NE	28,080 2,340	35,100 2,925	42,120 3,510
Senior Operations Controller	18 NE	28,080 2,340	35,100 2,925	42,120 3,510
Staffing Administrator	18 NE	28,080 2,340	35,100 2,925	42,120 3,510
Voice Communications Analyst	18 E	28,080 2,340	35,100 2,925	42,120 3,510
World Trade Center Administrator	18 E	28,080 2,340	35,100 2,925	42,120 3,510
Accounting Technician	17 NE	26,892 2,241	33,612 2,801	40,332 3,361
Construction Inspector	17 NE	26,892 2,241	33,612 2,801	40,332 3,361
Lead Waste Plant Operator	17 NE	26,892 2,241	33,612 2,801	40,332 3,361
Senior Maintenance Contracts Specialist	17 NE	26,892 2,241	33,612 2,801	40,332 3,361
Sound Mitigation Representative	17 NE	26,892 2,241	33,612 2,801	40,332 3,361
Technical Support Specialist II	17 NE	26,892 2,241	33,612 2,801	40,332 3,361
Commission Records Specialist	16 NE	25,752 2,146	32,196 2,683	38,640 3,220
Human Resources Coordinator	16 NE	25,752 2,146	32,196 2,683	38,640 3,220
Senior Customer Service Representative	16 NE	25,752 2,146	32,196 2,683	38,640 3,220
Survey Instrument Technician	16 NE	25,752 2,146	32,196 2,683	38,640 3,220

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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Freight Agent	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Legal Assistant	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Market Research Assistant	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Operations Controller	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Staff Assistant V	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Utilities Specialist	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Waste Plant Operator	15 NE	24,660 2,055	30,828 2,569	36,996 3,083
Assistant Construction Inspector	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Contract Document Specialist	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Lease Accounts Specialist	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Maintenance Contracts Specialist	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Payroll Specialist	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Senior Material Requirements Clerk	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Work-In-Progress Specialist	14 NE	23,628 1,969	29,532 2,461	35,436 2,953
Accounts Receivable Specialist	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Boat Harbor Specialist	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Customer Service Representative	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Graduate Intern	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Noise Remedy Assistant	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Offset Duplicator Operator	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Senior Word Processing Operator	13 NE	22,644 1,887	28,308 2,359	33,972 2,831

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EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Staff Assistant IV	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Technical Support Specialist I	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Workers Compensation Specialist	13 NE	22,644 1,887	28,308 2,359	33,972 2,831
Drafter II	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Equal Employment Technician	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Ground Transportation Controller	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Head Chainer	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Maintenance Clerk	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Material Requirements Clerk	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Moorage Attendant	12 NE	21,708 1,809	27,132 2,261	32,556 2,713
Boat Harbor Attendant	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Conference Center Coordinator	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Corporate Receptionist	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Engineering Reproduction Technician	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Maintenance Information Specialist	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Maintenance Specialist	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Marina Attendant	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Print Shop Expediter	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Senior Data Processing Operator	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Staff Assistant III	11 NE	20,808 1,734	26,004 2,167	31,200 2,600
Senior Buyer Assistant	10 NE	19,956 1,663	24,948 2,079	29,940 2,495

RESOLUTION NO. 3185
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS
 SALARY RANGES EFFECTIVE JANUARY 1, 1995

EXHIBIT A

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Senior Custodian	10 NE	19,956 1,663	24,948 2,079	29,940 2,495
Word Processing Operator	10 NE	19,956 1,663	24,948 2,079	29,940 2,495
Buyer Assistant	9 NE	19,140 1,595	23,928 1,994	28,716 2,393
Print Shop Processor	9 NE	19,140 1,595	23,928 1,994	28,716 2,393
Staff Assistant II	9 NE	19,140 1,595	23,928 1,994	28,716 2,393
Stockroom Clerk	9 NE	19,140 1,595	23,928 1,994	28,716 2,393
Customer Service Assistant	8 NE	18,372 1,531	22,968 1,914	27,564 2,297
Special Services Assistant	8 NE	18,372 1,531	22,968 1,914	27,564 2,297
Voice Communications Operator	8 NE	18,372 1,531	22,968 1,914	27,564 2,297
Messenger	6 NE	16,932 1,411	21,168 1,764	25,404 2,117
Shipping and Receiving Clerk	6 NE	16,932 1,411	21,168 1,764	25,404 2,117
Staff Assistant I	6 NE	16,932 1,411	21,168 1,764	25,404 2,117
Student Intern	3 NE	15,036 1,253	18,792 1,566	22,548 1,879
Student Helper	Nongraded, nonexempt position			

JAPAN OFFICE NONGRADED POSITIONS

Managing Director, Asia
 Manager, Asia
 Administrative Assistant, Asia

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