

RESOLUTION NO. 2645

A RESOLUTION of the Port Commission of the Port of Seattle amending Salary and Benefit Resolution No. 2614 to provide for a four-day week and ten-hour day work schedule for computer operators; and amending Exhibit A of said Resolution to change the grade of Senior Computer Operator from Grade 10 to Grade 11.

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

SECTION 1. Section V., Subsections A. and C.1.; and Section VI., Subsections B.2., B.2.b. and c., B.3.a., and B.4.c. of Resolution No. 2614, adopted December 19, 1975, are hereby amended as follows (additions are in italics; deletions are crossed out within brackets):

Section V. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: For all salaried employees except Group C Firefighters, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by dividing the annual rate by the normal number of full-time hours worked per year (1950 hours for 7.5-hour shifts and 2080 hours for 8-hour or 10-hour shifts), and. . .

C.1. For overtime: Permanent and temporary 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 (normally 7.5 or 8 hours, or in the case of four-day week computer operators, 10 hours) and/or work week (normally 37.5 or 40 hours) 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 VI.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Since Group C Firefighters are required to work on any weekend day or holiday which falls on their regularly assigned workshift, and since their salaries include a differential of 5% while on such a work schedule, they are excluded from receiving overtime compensation for working on any day which falls in their normal regularly assigned schedule.

Section VI. ADMINISTRATION OF BENEFIT PROGRAM

B.2. Compensated Leave: *The establishment of a 10-hour, four-day week for computer operators shall result in no more or less hours of compensated leave than that provided to employees in positions working an 8-hour, five-day week.*

a. Jury Duty: (no change)

b. Sick Leave: Based on a pro rata share of a full time active work schedule and upon completion of thirty days of continuous employment, permanent employees other than Group C Firefighters and computer operators shall [~~receive~~] accrue up to one working day per month of sick leave, not to exceed twelve working days for any employee in a calendar year. Group C Firefighters shall [~~receive~~] accrue up to 12 hours or one half of a 24-hour shift per month of sick leave, not to exceed six 24-hour shifts in a calendar year. *Four-day week computer operators shall accrue up to 8 hours per month or twelve 8-hour days in a calendar year.* Sick leave will be used only in instances of illness or injury. Departmental management may at any time require a physician's statement to justify use of sick leave and/or to determine that an employee's return from absence due to illness or injury is sanctioned by the attending physician.

Sick leave may be accumulated up to 120 days for permanent employees other than Group C Firefighters who may accumulate up to 60 24-hour shifts and computer operators on a four-day work week who may accumulate up to 96 10-hour shifts. Upon termination or retirement following five continuous years of active employment in a permanent position, qualified employees shall be compensated for 50% of their unused sick leave (within the [~~120-day~~] stated limits) at the rate of pay at termination.

c. Bereavement Leave: At the discretion of the department head and under the supervision of the Director, from one to five working days per bereavement which shall not result in compensation for more than the number of hours worked in a 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. 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.

B.3. Holidays: The following ten holidays are recognized by the Port of Seattle and are observed as paid holidays according to the conditions outlined in a. through c. on next page:

New Year's Day	January 1
Washington's Birthday	February 16
Memorial Day	May 31
Independence Day	July 5
Labor Day	September 6
Veteran's Day	October 25
Federal law has determined that November 11 will be observed beginning in 1978.	
Thanksgiving Day	November 25
Day after Thanksgiving	November 26
"Floating" Holiday	For 1976, Thursday, December 23
Christmas Day	Friday, December 24

a. Full Time Employees (normally scheduled to work 37.5 or 40 hours per week) other than Group C Firefighters, shall receive compensation for each of the above ten holidays so long as they are actively employed or are on compensated leave the day before or the day after any such holiday. Consecutive two-day holidays require the same conditions before and after to guarantee compensation for both holidays.

When a holiday falls on "an employee's Saturday," the preceding day shall be observed as a paid holiday; when a holiday falls on "an employee's Sunday," the following day shall be observed (see Section V.C. for

definitions). However, if the day before or the day after a holiday 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 straight-time pay not to exceed the normally scheduled full time hours for the holidays. *Straight-time holiday pay for computer operators shall be limited to 8 hours per holiday.* When scheduling of a day off in lieu of a holiday cannot be arranged according to the conditions as stated above, an alternate day off within the immediate pay period may be approved. If an alternate day off within the same pay period is not within the scheduling capabilities of the department, overtime shall be paid for the holiday worked. Days off in lieu of holidays shall not be carried over into other pay periods.

B.4. Vacation with Pay:

c. Rates of Accrual: Based upon a pro rata share of a full time work schedule, vacation leave is earned as follows: In this section, "day" shall be interpreted as the normal workshift in hours (usually 7.5 or 8 hours, but it may be less in some cases) for all permanent employees except Group C Firefighters [~~r for whom "day" shall be interpreted as 12 hours in computing vacation pay~~] and computer operators on a four-day work week: *In computing vacation accruals for Group C Firefighters "day" shall be 12 hours and for four-day per week computer operators, "day" shall be 8 hours.*

SECTION 2. Exhibit A of Resolution No. 2614 is hereby amended by changing the grade and salary range for one position as follows:

Sched/Grd.	Position	Salary Ranges		
		Min.	Mid.	Max.
B-10	Senior Computer Operator	\$899	\$1,067	\$1,234
B 11	Senior Computer Operator	\$980	\$1,140	\$1,320

ADOPTED by the Port Commission of the Port of Seattle this 13th day of
July, 1976, and duly authenticated in open session by the signatures
of the Commissioners voting and the Seal of the Commission.








