

RESOLUTION NO. 2210

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions as of January 1, 1966, providing for the salaries thereof; granting sick leave, vacation with pay, overtime compensation, jury duty pay, and health, medical, surgical, hospital, and life insurance benefits to regular Port employees; specifying the holidays to be observed; and repealing all prior resolutions dealing with the same subject matter, including Resolution No. 2184.

BE IT RESOLVED by the Port Commission of the Port of Seattle, effective the first day of January, 1966, as follows:

1. (a) The classifications and the salary rate ranges of positions for executive, professional and administrative employees are hereby established as set forth in Schedule A attached hereto and by this reference made a part hereof.

(b) The classifications, salary rate ranges and rates of positions authorized in each classification for regular employees, herein called "non-executive employees," who are not classified as executive, professional or administrative employees are hereby established as set forth in Schedule B attached to this resolution and by this reference made a part hereof.

(c) Any changes in the salary rate ranges, salary rates, positions or number of positions set forth in either Schedule A or Schedule B shall be made by motion of the Port Commission duly carried and authenticated.

2. The provisions hereinafter set forth in this Section 2 shall apply to all Schedule A positions except the position of General Manager, which will be filled and reviewed from time to time by the Port Commission.

(a) Vacancies in any position falling within the classifications specified in Schedule A may be filled by the General Manager up to the total number of positions authorized, provided, that any hiring of an employee at a salary rate of \$12,000 per year or more will be subject to prior approval of the Port Commission.

(b) When vacancies in positions for executive, professional and administrative employees occur, the General Manager may, if he deems such action desirable, promote or transfer an employee into the vacant position and fix the salary rate for the promoted or transferred employee within the salary rate range established in Schedule A for the position, provided, that such promotion or transfer of an employee to a position the salary rate of which is

\$12,000 per annum or more, will be subject to the prior approval of the Port Commission.

(c) The Port Commission will determine annually, and may revise at such times during a calendar year as it deems desirable, the total amount to be provided in a calendar year for individual salary increases in all positions set forth in Schedule A combined, except those positions for which the salary rate is \$12,000 per annum or more. Individual salary increases to employees within the salary rate ranges shall be made by the General Manager from time to time, on the basis of merit, length of service and other relevant factors and in amounts which for the calendar year will not in total exceed the amount authorized by the Port Commission. Such salary increases will be made on the basis of the department head's recommendation, where appropriate, supported by formal personnel evaluation report forms.

(d) The Port Commission will determine annually and may revise at such times during a calendar year as it deems desirable the individual salary increases in those positions for which the salary rate is \$12,000 per annum, or more. Such salary increases will be on the basis of the General Manager's recommendation where appropriate, supported by formal personnel evaluation report forms.

3. The provisions hereinafter set forth in this Section 3 shall apply to the classifications and jobs set forth in Schedule B.

(a) Vacancies in any positions falling within the classifications specified in Schedule B may be filled by the General Manager up to the total number of positions authorized. The limitation on the total number of positions authorized within each such classification refers to permanent positions only and such additional and/or part-time employees as are required in such classifications may be employed without further authorization of the Port Commission, provided that such temporary and/or part-time employees are not employed for periods in excess of six months. New employees hired into positions authorized in Schedule B shall receive the minimum rate therein specified, unless otherwise determined by the General Manager. In determining whether a new non-executive employee shall receive more than the minimum salary rate specified in Schedule B, the General Manager shall consider the individual's background and past experience, the general availability of others to fill the position, the requirements of the position, and the recommendations of the head of the department concerned.

(b) Individuals within a particular job classification specified in Schedule B may be transferred from a position in one department

or location to a position in another department or location as the performance of job duties in that particular classification requires, and subject to the approval of the General Manager.

(c) When vacancies in positions for non-executive employees occur, the General Manager may, if he deems such action desirable after considering the recommendations of the head of the department in which the vacant position occurs, promote or transfer an employee into the vacant position and fix the salary rate for the promoted or transferred employee within the salary rate range established in Schedule B for the applicable classification.

(c) The salaries of all individual employees now employed in classifications listed in Schedule B have been fixed by prior action of the Commission or the General Manager at rates within the salary rate ranges specified in Schedule B for each classification.

Employees (except Firemen) employed in classification listed in Schedule B will be paid compensation weekly by converting the applicable monthly salary rate listed in Schedule B to a straight time hourly rate of pay extended to the next highest cent determined on the basis of the employee's regularly scheduled work week. Employees employed in Firemen classifications (except Driver-Mechanic) listed in Schedule B will be paid compensation weekly by converting the applicable monthly salary rate listed in Schedule B to a straight time weekly rate of pay extended to the next highest cent determined on the basis of the employee's average regularly scheduled work week which is hereby established as 56 hours. The Commission will determine annually, and may revise at such times during a calendar year as it deems desirable, the total amount to be provided in a calendar year for individual salary increases in all positions in Schedule B combined. Thereafter, the General Manager shall, periodically, examine the salary rates for individual non-executive employees and may grant, without further referral to or action by the Port Commission, merit, length of service, and/or general cost-of-living salary increases to any such individual employee not exceeding for any one such increase an amount equal to 10% of that individual's then salary rate. Such merit and/or length of service increases, if any, shall be granted by the General Manager in accordance with the following procedure: Recommendations for such increases shall be directed to the General Manager by department heads; the General Manager shall consider such recommendations and determine whether such increases shall be given and the amount thereof, if given, in light of the individual employee's performance of job duties, the employee's formal personnel evaluation report form, the requirements of the job, the

relationship of the salary involved to other salary rates in the particular department and in other departments, and the employee's length of service. General cost-of-living increases, if any, may be granted by the General Manager after considering average general increases in comparable salary levels in the area. No merit, length of service, and/or general cost-of-living increase may be granted by the General Manager to any non-executive employee which will result in increasing the employee's salary above the maximum of the rate range for his classification as established in Schedule B. Such increases shall not exceed in total the amount authorized by the Commission for the particular calendar year.

4. Upon completion of three (3) full months of uninterrupted service in regular employment by the Port of Seattle, all regular monthly employees in positions in Schedules A and B shall receive an annual non-cumulative sick leave of not to exceed fifteen (15) working days for each employee in any calendar year. Sick leave up to but not exceeding sixty (60) additional working days in any calendar year may be granted by the General Manager in any year to a regular monthly employee where serious illness, accident or other justifiable cause exists which the General Manager verifies and determines will warrant the granting of additional sick leave for the employee affected.

5. The following holidays, specified in Section 1.16.050, Revised Code of Washington, will be observed by the Port of Seattle for all employees in positions in Schedules A and B, except as to the employees collectively referred to as "Fireman" in sub-section (a) of Section 7 of this resolution:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas

Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. No employees shall receive extra compensation by reason of a holiday falling on a day which is not within his regularly scheduled work week.

6. (a) The provisions of this Section 6 shall apply to all employees working in classifications set forth in Schedules A and B.

(b) Any regular monthly employee who on May 1 of any year has one full year of continuous employment but less than 4-1/2 years of continuous employment shall receive two (2) weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1.

Any regular monthly employee who on May 1 of any year has 4-1/2 full years or more of continuous employment shall receive three (3) weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has less than one full year of continuous employment but has at least three (3) full months of continuous employment shall receive one day of vacation with pay for the first three (3) full months of continuous employment and one additional day of vacation with pay for each additional full month of continuous employment; provided, however, that vacations with pay for any employee working less than a regularly scheduled 37-1/2 hour work week shall be prorated on the basis of the scheduled work week of the employee at the time the vacation is taken. In order to facilitate organization and control for accounting purposes and to promote the health and efficiency of employees, it is mandatory that the vacation referred to herein be taken by each employee covered hereby within twenty (20) months after the May 1 on which it is earned and at such time or times as shall be fixed by the General Manager. Vacations hereunder will not be cumulative. On termination of employment, an employee who was employed on the preceding May 1 and who has at least one full year of continuous employment will receive one-twelfth of his total vacation benefit for each full month of employment since the preceding May 1. If a holiday falls on a day during an employee's vacation period on which the employee would normally be scheduled to work, if working, the employee will receive one additional day of vacation.

7. (a) Employees employed by the Port of Seattle in classifications set forth in Schedule B (including the following classifications of employees in the Fire Department: Assistant Chief, Captain, Crew Chief, Fireman-A, Fireman-B, Fireman-C, and Fireman-D, herein collectively referred to as "Fireman") shall receive overtime compensation at the rate of an additional time and one-half of the employee's regular straight time rate of pay for work performed over and above the employee's regularly scheduled work shift (7-1/2 hours or 8 hours, or in the case of Firemen, 24 hours, as the case may be) and work week (37-1/2 hours or 40 hours, or in the case of Firemen, normally 48, 64 or 72 hours or otherwise as shift arrangements may require, as the case may be), and (where required to work) for all work performed on Saturdays and Sundays, and (except for employees in the classifications collectively referred to as "Fireman") for all work performed on holidays; provided, however, that hours worked by an employee in any week on which overtime premium

compensation has been paid shall not be used again in any other overtime computations and, in no case will overtime or premium compensation be duplicated or pyramided. In lieu of additional overtime compensation for employees in the classifications collectively referred to as "Fireman," there has been included additional compensation for "Fireman" in the monthly salary rates appearing in Schedule B at the rate of four (4) per cent of each of the monthly salary rates. Employees employed by the Port of Seattle in classifications set forth in Schedule A shall not receive any overtime compensation whatsoever.

(b) No additional overtime for work performed on Saturdays and Sundays (unless also an observed holiday) by employees in classifications set forth in Schedule B shall be paid where the normal work shift arrangements provide for the inclusion of Saturday and/or Sunday, or portions thereof, in the employee's regular work schedule (for example, Airport Security Officers, Firemen, Watchmen, Terminal Attendants, etc.).

8. Upon completion of six (6) full calendar months of uninterrupted service in regular employment by the Port of Seattle, all regular monthly employees in positions in Schedules A and B shall receive health, medical, surgical, hospital and life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies and/or agencies providing such benefits which the Port Commission shall from time to time approve.

9. All regular Schedule A and B employees are eligible to participate in the Employees Suggestion System as detailed in Port of Seattle General Procedures Bulletin No. G-8, with the exception of department heads and Schedule A employees of the Executive Department. Schedule A supervisory personnel shall be limited to suggestions outside the scope of their regularly established responsibilities.

10. If an employee employed by the Port of Seattle in a classification set forth in Schedule A or Schedule B is called for and serves on jury duty, such employee shall during the jury service period be paid by the Port of Seattle full regular compensation less the compensation (excluding travel, meals, or other expenses) such employee actually receives for jury service.

11. The benefits specified in Sections 4, 6, 7, 8, 9, and 10 of this Resolution shall not be provided for casual employees and shall be provided only for those regular monthly employees whose employment normally consists of not less than 20 hours of work per week.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2184, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 28th day of December, 1965, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

(SEAL)

Mark D. Allum

Miner H. Gibson

Robert W. Norman

John W. Sawyer

Paul R. Mitchell

Port Commissioners

JOB CLASSIFICATION SCHEDULE
EXECUTIVE, PROFESSIONAL AND ADMINISTRATIVE POSITIONS

<u>Classification</u>	<u>Department</u>	<u>Annual Salary Rate Ranges</u>	
		<u>Minimum</u>	<u>Maximum</u>
General Manager	Executive	\$18,000.00	\$24,000.00
Assistant General Manager	Executive	14,000.00	18,000.00
Executive Assistant	Executive	12,000.00	16,000.00
Sp. Assistant to General Manager	Executive	10,500.00	14,000.00
Administrative Assistant	Executive	8,500.00	11,000.00
Public Relations Director	Executive	10,500.00	14,000.00
Public Relations Assistant (4)	Executive	7,000.00	9,250.00
Controller	Accounting	12,000.00	16,000.00
Port Auditor	Accounting	10,500.00	14,000.00
Chief Accountant	Accounting	8,500.00	11,000.00
Data Processing Supervisor	Accounting	8,500.00	11,000.00
Purchasing & Property Agent	Accounting	8,500.00	12,000.00
Assistant Purchasing Agent Manager	Accounting Airport	7,000.00 12,000.00	9,250.00 16,000.00
Assistant Manager	Airport	8,500.00	12,000.00
Maintenance Superintendent	Airport	8,500.00	11,000.00
Fire Chief	Airport	8,500.00	12,000.00
Chief Security Officer	Airport	8,500.00	11,000.00
Chief Engineer	Engineering	12,000.00	16,000.00
Assistant Chief Engineer	Engineering	10,500.00	14,000.00
Supervising Senior Engineer (3)	Engineering	10,000.00	12,000.00
Asst. Maintenance Superintendent Manager	Engineering Marine Terminals	8,500.00 12,000.00	11,000.00 16,000.00
Assistant Manager	Marine Terminals	8,500.00	12,000.00
Terminal Superintendent (4)	Marine Terminals	7,500.00	11,000.00
Asst. Terminal Superintendent (2)	Marine Terminals	7,000.00	9,250.00
Director	Planning & Research	12,000.00	16,000.00
Assistant Director	Planning & Research	8,500.00	12,000.00
Senior Planner	Planning & Research	7,500.00	11,000.00
Associate Planner	Planning & Research	7,000.00	9,250.00
Junior Planner Manager	Planning & Research Property Management	6,000.00 12,000.00	8,000.00 16,000.00
Assistant Manager	Property Management	8,500.00	12,000.00
Terminal Superintendent (2)	Property Management	7,500.00	11,000.00
Director	Trade Development	12,000.00	16,000.00
Assistant Director	Trade Development	8,500.00	12,000.00
Traffic Analyst	Trade Development	8,500.00	11,000.00
Field Representatives (3)	Trade Development	8,500.00	11,000.00
Rate Analyst	Trade Development	7,000.00	9,250.00

JOB CLASSIFICATION SCHEDULE
POSITIONS OTHER THAN EXECUTIVE, PROFESSIONAL AND ADMINISTRATIVE

<u>Classification</u>	<u>Number of Positions Authorized</u>	<u>Monthly Salary Rates</u>	
		<u>Minimum</u>	<u>Maximum</u>
I. <u>Accounting, Secretarial, Clerical and Operators</u>			
A. <u>Accounting</u>			
Senior Accountant	3	\$600.00	\$750.00
Accountant	2	475.00	600.00
B. <u>Secretarial and Stenographic</u>			
Executive Secretary	1	500.00	600.00
Secretary	10	425.00	525.00
Stenographer	10	375.00	450.00
C. <u>Clerical</u>			
Statistician	1	450.00	550.00
Chief Clerk	10	475.00	625.00
Clerk-A	17	425.00	525.00
Clerk-B	8	350.00	425.00
Typist	3	290.00	350.00
Mail Clerk	1	290.00	350.00
D. <u>Equipment Operators</u>			
Keypunch Operator-Verifier	2	375.00	450.00
Switchboard Operator	3	350.00	450.00
I. B. M. Operator	2	450.00	550.00
III. <u>Engineering - (Office & Field)</u>			
Senior Engineer	8	850.00	1,000.00
Associate Engineer	12	750.00	900.00
Assistant Engineer	9	585.00	750.00
Senior Engineering Aide	11	530.00	650.00
Junior Engineering Aide	8	425.00	550.00
III. <u>Departmental Representatives</u>			
Rental Representative	3	500.00	600.00
IV. <u>Services</u>			
Sergeant (Airport Security)	5	650.00	675.00
Airport Security Officer-A)		615.00	
Airport Security Officer-B)		575.00	
Airport Security Officer-C)	12	550.00	
Airport Security Officer-)			
Probationary)		525.00	
Assistant Fire Chief	1	770.00	
Captain (Fire Dept.)	3	730.00	
Crew Chief (Fire Dept.)	3	685.00	
Driver-Mechanic (Fire Dept.)	1	685.00	
Fireman-A)		640.00	
Fireman-B)		610.00	
Fireman-C)	16	590.00	
Fireman-D)		570.00	
Industrial Waste Treatment			
Plant Operators	2	550.00	600.00
Janitor Supervisor	1	455.00	
Janitor	5	400.00	

Schedule "B" - Job Classification Schedule - p. 2

<u>Messenger</u>	1	\$350.00	\$425.00
Terminal Attendant	20	495.00	
Watchman	14	490.00	
Traffic Patrolman	1	555.00	

Firemen

- A Eligible after 12 months of employment in Grade Fireman B-not automatic
- B Eligible after 6 months of employment in Grade Fireman C-not automatic
- C Automatic after 6 months probationary period in grade
- D Probationary grade (6 months)

Security Officers

- A Eligible after 12 months of employment in Grade B - not automatic
- B Eligible after 12 months of employment in Grade C - not automatic
- C Automatic after six months probationary period, if retained