

SALARY AND BENEFIT RESOLUTION NO. 3018

Effective December 20, 1987

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RESOLUTION NO. 3018

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications, salaries, and allowances for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; jury duty, vacation, pooled leave, holidays, foreign language premium, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; transportation and parking; and authorizing this resolution to be effective on December 20, 1987 and repealing all prior resolutions dealing with the same subject, including Resolution Nos. 3002 and 3015.

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

I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

There are hereby established the following classification schedules and salary ranges for salaried positions of the Port of Seattle, i.e., all positions not covered under the Wage Resolution or signed labor agreements:

A. Classification of Positions: All salaried positions of the Port of Seattle shall be classified according to criteria of the Federal Fair Labor Standards Act as either exempt-management or administrative/professional, Schedule A, or nonexempt, Schedule B. Salaried position classifications with salary grades 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 except nongraded positions within the Port police and fire departments, certain Schedule A executive positions, department directors, out-of-region positions, legal staff, and student intern positions (all explained in following subsection) shall be classified according to grade number within such exempt or nonexempt categories according to their relative skill requirements, responsibilities, working conditions, and other factors as explained in Section II and more fully specified in Exhibit B, "The Salary Administration Manual," attached hereto and by this reference incorporated herein. Such salaried positions as graded and classified shall be paid in accordance with the following graded salary ranges:

SCREDULE A AND B GRADED SALARY RANGES

Section I. (Cont'd)

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

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

1. Police and Fire Classifications: Schedule A classifications in the Fire and police departments shall be paid salary rates which are influenced by the Port's internal salary relationships, primarily those resulting from the position evaluation system.
2. Marketing Positions:
  - a. Certain Regional Marketing Positions Other than Japan: Salary ranges for these positions are influenced by economic data, market value, and internal relationships.
  - b. Japan Regional Staff: No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
  - c. 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.
3. Executive Positions and Department Directors: Salary ranges for the Schedule A nongraded executive positions and department directors shall be set as a percentage of the salary range developed for the Executive Director position. These ranges shall continue to be developed according to Exhibit B as amended to allow that compensation for these positions be handled independently of the position evaluation system which governs rate of compensation for all graded positions.
4. Legal Staff: Salary ranges for the Schedule A2 nongraded legal staff positions are influenced by prevailing salary rates for similar positions and the Port's internal salary relationships.
5. Domestic Student Intern or International Intern Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by the Director of Human Resources based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Such compensation may be disbursed directly for housing subsistence, etc., for administrative convenience.

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

Ranges: Exhibit A (Schedule of Authorized Positions), Exhibit B (Salary Manual), 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 in the position specifications the relative difficulty, level of responsibility, working conditions, amount and degree of supervision, and other Factors which exist among the various authorized salaried positions within the Port. Such system of position evaluation shall follow the principles which are more fully set forth in Exhibit B (Salary Manual). Said system of position evaluation shall be administered by the Director of Human Resources, under the supervision of the Executive Director. Each position authorized in the Schedule of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of position evaluation, except those noted above in Section I.C., and each evaluated position has been 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 work conditions, responsibilities, education or skill requirements, etc., which could change a particular position specification and result in placement in a different salary grade range. The Director of Human Resources is hereby directed to recommend, on a continuing basis, appropriate reclassifications to assure that the purposes and objectives of the position evaluation system, outlined in the Salary Manual, are maintained. The Executive Director shall have the final approval authority for all position evaluations and title changes for all positions except Executive Director. This authority shall include reevaluation of existing positions and establishment and evaluation of new positions if funding for such new positions has been approved through the budgetary process.

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

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

**B. Authorized Positions:** **The** Executive Director is hereby authorized to recruit and fill authorized positions (except that of Executive Director) up to the full-time-equivalent number of positions authorized in Exhibit A, and to set salaries within the salary grade ranges as outlined below. Total Port salaried positions shall not exceed the total of numbers authorized in Exhibit A, except the Executive Director is authorized to fill up to 10% additional positions, provided that funding is available in the Commission-approved budget. This authority does not include nongraded, exempt positions. Also, prior to termination **or** retirement of employees where overlap is clearly essential for effective continuity, the Executive Director may authorize filling an extra position to provide **For** a transition period. To promote organizational efficiency, the Executive Director may authorize transfers of positions and/or employees from one department to another. The Executive Director may carry out reorganization of functions, departments, and staff assignments. The Executive Director may authorize non-competitive placement in selected circumstances.

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

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

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

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

A. **For Salaried Employees Whose Salary Ranges Are Established in**

Exhibit A:

1. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous

employment as a new hire **or** a rehire in an authorized, regular position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of the Employee Performance Evaluation System, may receive an increase ranging from 4% to 7% of their salary, provided they were hired at the minimum of the salary range for their classification. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a secondary adjustment may be considered within the guidelines established in Section A.3.b.

2. Discretionary Merit/Special Adjustment Fund Administration:

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

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

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

3. Upgrade Adjustments:

- a. Initial Adjustment: Employees may be granted an increase normally ranging from 4% to 10%. Increases may be greater than 10% if the new salary does not exceed midpoint of the **new** salary range. Upgrade increases may be **as** a result of reclassifications **or** reevaluations. Salary adjustments. **if** any, should take into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties. Any recommended increase exceeding the amount specified above requires the approval of the Director, Administrative Services.

- b. Secondary Adjustment: For regular Port employees who are promoted **to** the minimum of a higher salary range, secondary adjustments may be made under the following conditions:

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

4. Administering Salary Increases **or** Allowances For Positions Which Fall Outside Ranges: Employees in positions whose salaries fall below an adjusted salary grade range **for** their classification shall automatically receive the amount of increase necessary to reach the minimum rate of pay for the adjusted salary range. Employees whose salaries are above the range for their classification following a range adjustment **or** transfer may continue to receive their present rate of pay if it is determined under guidelines administered by the Director of Human Resources that such action is appropriate. An employee whose salary is permitted to remain above an adjusted range maximum shall not be eligible for any base salary increase unless a further adjustment increases the range maximum sufficiently to allow **for** an increase. However, employees at **or** above salary range maximum may be eligible **for** lump sum awards which do not increase base salary, in accordance with Section IV.A.2. and Section IV.B. of this resolution. Employees at **or** above salary range maximum may also be eligible **for** the special job-related add-on allowance provided in Section IV.C. In any event, all increases shall conform to the provisions and limitations in salary administration policy described in this section.

Section IV.A. (Cont'd)

5. Temporary Pay for Replacements: When an employee is temporarily assigned for a period of 30 calendar days or more to replace another employee in a higher classification, such employee may receive a temporary reclassification adjustment to the minimum of the higher grade if Fulfilling all duties of the employee being replaced. Such a temporary adjustment may be processed after the 30 calendar day period and would be retroactive to the first day in the temporary assignment.

B. General Adjustments For Salaried Employees Whose Salary Rates or Ranges Are Established in Exhibit A:

1. The Director of Human Resources shall collect and analyze comprehensive salary survey data. If survey findings indicate that Port salary ranges or rates are not in proper alignment as established in this Resolution, the Executive Director may recommend appropriate adjustments to salary rates and/or ranges where realignment is needed. Any such survey adjustments approved by the Port Commission shall be effective in December 1988.
2. Regional Marketing positions shall also be eligible to receive a general adjustment to rates and/or ranges based on market value, economic data and internal relationships. The Executive Director shall be authorized to adjust salary rates and/or ranges up to a maximum of 10%.
3. Salary rates for Schedule A nongraded fire and police classifications are influenced by factors stated in Section I.C.1. The Executive Director shall be authorized to adjust salary rates for these positions up to a maximum of 5% without further Commission action.

C. Special Job-related Add-on Allowance For Employees in Certain Exempt Positions: The Executive Director is hereby authorized to allot an add-on allowance of up to 3% of the gross annual salary of an individual in an A1 or A2 exempt position as additional compensation For job-related expense not otherwise reimbursable or authorized in Port policy or resolution. This allowance for expenses necessary to Facilitate Port business would be applied or removed, depending upon job assignments. The amount would be considered as part of overall compensation for required contributions, but would be recorded separately and would not be administered as a base for general increases, merits, survey or any other salary adjustments. It will also not be considered for life and longterm disability insurance benefits application. These allowances shall be administered by the Director, Administrative Services pursuant to the policy bulletin issued by the Executive Director or as it may be amended From time to time.

D. Foreign Language Premium: The Director of Human Resources shall be responsible for procedures providing a Foreign language premium. This premium shall be Funded by 0.045 percent of the annual salary payroll effective

Section IV.D. (Cont'd)

December 20, 1987. Payment may be made to eligible employees who are fluent in foreign language(s) and dialect(s) spoken by those with whom the Port does business. Such payment may be made in those cases where employees are likely to assist the Port and where the position description does not require language proficiency.

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

V. DEFINITIONS OF EMPLOYMENT STATUS

A. An Employee is anyone who performs personal services for the Port as a common law employee. This definition excludes independent contractors, such as persons rendering professional services on a fee, retainer, or contract basis. All proposed professional services agreements must be approved in advance by the Executive Director or his designee.

B. A Regular Employee is a full-time (B.1.) or part-time (B.2.) employee hired for an indefinite duration and assigned to a position that normally requires Five or more consecutive calendar months of service a year. Until a new hire successfully completes the six-month probationary period, the employee is considered to be a "probationary regular employee."

1. A Regular Full-time Employee is one who is regularly scheduled as described above for 37.5 or 40 hours of work per week.
2. A Regular Part-time Employee is one who is regularly scheduled to work at least 90 hours per calendar month (21 hours per week), but less than full-time as explained in Section VI.B.

C. Temporary Status Applies to Employees as follows:

1. Limited Temporary: Applies to those hired with the explicit, documented expectation of working between 90 hours a month and full time for no more than six consecutive calendar months.
2. Short-term, Relief, and On-call Temporary: Applies to those hired to work less than 90 hours a month (less than 70 hours a month for certain Public Employees Retirement System (PERS) Plan One members) for an indefinite duration; or, those hired to work more than 90 hours a month within four or less consecutive calendar months a year. To retain temporary status for an indefinite duration, temporary work schedules which meet or exceed 90 hours a month within a period of four consecutive calendar months must be reduced to less than 90 hours (less than 70 hours a month for certain Plan One members) in the fifth and all other months of employment within a 24-month period.

3. Student Interns:

a. Domestic Student Interns are limited to

(1) Six consecutive calendar months of Full-time employment, as in C.1.; or

(2) **Four** consecutive calendar months of Full-time employment, and subsequent part-time employment if scheduled to work less than 90 hours a month, as in C.2.

b. International Interns are limited to the same hire restrictions as for domestic student interns, provided, however, if such international intern is demonstrated to be a nonresident, and non-citizen of the **U.S.**, and is not covered by Social Security, such international interns may be allowed to work Full-time **for up** to 12 months.

4. PERS Plan One Members hired in "temporary" positions of less than 90 hours a month may work in "temporary" status indefinitely; however, PERS contributions are payable and service credits are received For all months in which compensation for **70 or** more hours is received (Section VII.A.2.).

5. Exceeding Time Limits: If it appears that time limits stated above may be exceeded, the employee's work schedule must be reduced to less than 90 hours a month (less than **70** hours a month ~~for~~ certain Plan One members); or, the employee must be terminated prior to exceeding the applicable limit.

Either of the following proposals must be submitted for review and approval to the Director of Human Resources well in advance of exceeding stated time limits:

To convert an employee from temporary status to regular status;  
or

To increase a temporary PERS Plan One member's work schedule from less than **70** to more than 70 hours a month.

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

VI. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: For all salaried employees, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by dividing the annual rate by the normal number of full-time hours per year (1950 hours For most positions and 2080 hours For certain Schedule A positions required to work 40 hours per week) and the straight-time hourly rate of pay which results from this computation is multiplied by the normal number of hours worked in a two-week period (75 or 80) to determine the biweekly salary, which is payable in **26** pay periods during the year.

Section VI. (Cont'd)

8. Authorized Work Schedules for Full-time Employees: Normal full-time work schedules are made up of either Five **7-1/2-hour** shifts **or** five 8-hour shifts per week. The Director of Human Resources, with concurrence of the Executive Director, is authorized to approve **four** 10-hour shifts **or** other alternative shift arrangements when deemed in the best interests **of** operating efficiency.

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 (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 **VII.B.3.**, Holidays. In no case shall overtime compensation be duplicated **or** pyramided.
2. Shift Differential: All nonexempt employees shall receive a shift differential of **7.5%** over their regular salary when required to work Swing Shift and 10% over their regular salary when required to work Graveyard Shift. Swing Shift shall be a full-time work shift which ends between **10:30 p.m.** and 2:00 a.m.; Graveyard Shift shall be a Full-time work shift which ends later than 2:00 a.m.

**VII. ADMINISTRATION OF BENEFIT PROGRAM**

A. Basic Benefits Provided for All Salaried Employees (except as noted) beginning on date of employment:

1. Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act (FICA). During 1988, employee and employer contributions are scheduled to be 7.51% on earnings up to a maximum of \$45,000.
2. Public Employees Retirement System (PERS) Plan One Members Who Work More Than 70 Hours A Calendar Month! When employees who established membership in PERS prior to—September 30, 1977, are hired in temporary positions scheduled **for** less than 90 and more than 70 hours a calendar month. retirement contributions will be paid by the Port and by the employee. This will result in the employee earning PERS service credits for each month compensated **For 70 or more hours.**

Section VII.A. (Cont'd)

3. 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.
4. 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.
5. 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 calendar year of military leave as provided in and limited by R.C.W. 38.40.060.

Compensation during the period of **such** a leave shall not exceed that which would be required to cover the number **of** hours regularly scheduled. Time **off** for weekend drills does not normally constitute military leave; however, time off without pay may be allowed when necessary at department director discretion.

6. Transportation and Parking: For purpose of commuting to and from work, and in the interest of fuel conservation, employees may select one of the following: payment for 50% of the cost of a monthly METRO bus pass, not to exceed \$15; van/car pools **for** employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charge to the employee passenger commuting within King County and 75% charged **to** the employee passenger commuting outside **of** King County; **or** parking at **no** cost. Employees in regional offices may receive 50% reimbursement for their local public transportation. Employees may be requested to drive their **own** vehicles for Port business and will be reimbursed pursuant to applicable Port Resolutions. The Transportation Subsidy and Parking Policy is under the administrative authority **of** the Director of Human Resources. The Port retains its option to terminate this program at any time.

R. Benefits Provided Regular Employees:

1. Retirement: Employees may become members of the Washington Public Employees' Retirement System (PERS) from date of employment if they are hired in an eligible position and are eligible for membership as defined in RCW 41.40. Fire fighter management personnel, if eligible under **RCW** 41.26, become members of the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 may be covered by "Plan One" and employees **who** became members on or after October 1, 1977 may be covered by "Plan Two". Refer to appropriate retirement membership handbooks ~~for~~ differences between Plan One and Plan Two.

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

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

Effective April **22**, 1985, regular employees hired in otherwise eligible positions under RCW 41.40, who are excluded from membership in PERS because of noncitizen, 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 Director of Administrative Services is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.

Effective January 1, 1987: Employees who are normally scheduled to receive PERS credits who are not paid the minimum hours in a month (70 in Plan One and 90 in Plan Two) shall receive retroactive reimbursements for retirement contributions deducted in any such month and shall therefore not receive PERS service credit for that month.

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

- a. Civic Duty Leave:

- (1) Jury Duty: A regular 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 a regular 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: Regular salaried employees shall receive sick leave accruals as follows:

- (1) Salaried Employees Other than Firefighters Covered by LEOFF, Plan One: Regular salaried employees shall accrue sick leave at the rate of **0.0462** 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) Firefighters Covered by LEOFF, Plan One: Port firefighters 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.

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

At the discretion of the Fire Chief, firefighters 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.

Sick leave will be used only in instances of employee or dependent illness or injury. 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 length.

- c. Long-Term Sick Leave Account: Employees, other than LEOFF Plan I firefighters, who had sick leave accounts greater than **60** days prior to June 24, 1984, may be eligible to use sick leave in their long-term sick leave account. Withdrawals from that account may be made only in the event of a long-term illness which exhausts that employee's sick leave account, or in the event a dependent or very close family member suffers a serious illness which requires the employee to be absent four or more days. See Port Policy HR-5, Leaves, for details. Long-term sick leave is not payable at termination.
  - d. Bereavement Leave: At the discretion of the department director and under the supervision of the Director of Human Resources, from one to five working days per bereavement which shall not result in compensation for more than the number of hours in any normal work week may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Immediate family shall be defined as wife, husband, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. In special circumstances, the Director of Human Resources may include others in this definition. Individual circumstances such as the distance to the funeral and the extent of employee involvement with the arrangements for the deceased shall be considered in determining the number of days to be granted an employee.
3. Holidays: (This section other than the two employee-designated holidays shown below, is effective from January 1, 1988 through December 31, 1988.) These twelve holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

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

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>U.S. Staff Holidays</u>
January 1	New Year's Day
Third Monday in February (15)	Washington's Birthday Observed
Last Monday in May (30)	Memorial Day
July 1	Port-designated floater (in lieu of Lincoln's Birthday)
July 4	Independence Day
First Monday in September (5)	Labor Day
Fourth Thursday in November (24)	Thanksgiving Day
Fourth Friday in November (25)	Day after Thanksgiving Day
December 23	Port-designated floater (in lieu of Veteran's Day)
December 26	Christmas Day Holiday
*Employee selects date	*Personal Holiday--may be taken from 12/27/87 through 12/17/88.
*Employee selects date	Employee-designated floater (in lieu of King's Birthday) May be taken from 1/15/88 through 12/17/88.

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

<u>Date of Observance</u>	<u>Japan Staff Holidays*</u>
January 1	New Year's Celebration
January 2	New Year's Celebration
January 3	New Year's Celebration
January 15	Adult's Day
February 11	National Foundation Day
March 31	Vernal Equinox
April 29	Emperor's Birthday
<b>May 3</b>	Constitution Day
May 5	Children's Day
September 15	Respect for the Aged Day
September 23	Autumnal Equinox
October 10	Health Sports Day
November 3	Culture Day
November 23	Labor Thanksgiving Day
December 29	New Year's Celebration
December 30	New Year's Celebration
December 31	New Year's Celebration

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

At least one week advance notice and department director approval are required for the personal holiday and King's Birthday Holiday. Each eligible employee shall take these two holidays subject to appropriate scheduling with their department director. On November 1, 1988, 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 King's Birthday Holiday not taken prior to the last day worked.

Section VII.B.3 (Cont'd)

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

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

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

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

b. Part-Time Employees:

- (1) Regular 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) Temporary part-time or on-call employees shall, **if** required to work on a holiday, be paid at the overtime rate of pay only.

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

d. Employees on Approved Leaves: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan One disability leave, long-term disability leave, and duty-disability leave (workers' compensation), are not eligible for holiday pay. However, to the extent that sick leave supplements are being paid during the holiday week and for a day or more immediately preceding or following the holiday, pro rata holiday pay does apply.

Regular 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.

Regular 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, regular employees may request and use vacation leave of up to the number of days accrued (explained in detail below) at the time of the desired vacation date subject to the approval of the department director.

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

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

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation limit shall be limited to a 24-month accrual at any time. See Section VII.B.5 Pooled Leave for possible conversion of vacation into a pooled leave account. Departmental management shall be responsible for encouraging and allowing proper scheduling for employees taking annual leave in order to avoid any forfeiture of vacation leave. It is not the intent that employees be allowed to forfeit vacation.
- c. Rates of Accrual: Regular 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, regular employees shall accrue vacation at the rate of .0385 hours per straight-time hour paid (.0385 x 1950 annual hours = 75 vacation hours; .0385 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, regular employees shall accrue vacation at the rate of .0577 hours per straight-time hour paid (.0577 x 1950 annual hours = 112.5 vacation hours; .0577 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, regular employees shall accrue vacation at the rate of .0673 hours per straight-time hour paid (.0673 x 1950 annual hours = 131-1/4 vacation hours; .0673 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, regular employees shall accrue vacation at the rate of .0770 hours straight-time hour paid (.0770 x 1950 annual hours = 150 vacation hours; .0770 x 2080 annual hours = 160 vacation hours).

Section VII.B. (Cont'd)

5. Pooled Leave: Regular salaried employees may build up a pooled leave account to use as service time during later employment years for such reasons as a sabbatical, educational leave, civic duty leave other than that covered in Section VII.B.2.a., or at retirement or termination. See Port Policy, HR-5, Leaves, for detailed pooled leave procedures.
  - a. Vacation Conversions: If the maximum accumulation limit is reached, additional accruals will automatically convert the oldest accruals 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 be converted at 50% value to the pooled leave account.
6. Payment for Accrued Leave at Termination:
  - a. Sick Leave: Upon termination or retirement following five complete years of active employment in a continuous period of employment, qualified employees shall be compensated, as described below, for 50% of their unused sick leave at the rate of pay at termination.
  - b. Vacation: Upon termination, regular employees shall receive compensation at 100% value in lieu of unused accrued vacation leave as described below. No vacation time may be taken after the last day worked. A probationary employee who terminates active employment before completing the probationary period shall receive no vacation pay. LEOFF I firefighters taking disability retirement may be allowed to receive a lump sum payment for unused vacation leave if unable to exhaust such paid leave prior to termination. In the event that State law changes in regard to lump sum vacation payments for State retirement members, the Port. Auditor is authorized to make such vacation payoffs in a manner consistent with current State law(s).
  - c. Pooled Leave: Upon termination regular employees shall receive compensation at 100% value in lieu of unused accrued pooled leave, as described below.

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

- |      |   |
|------|---|
| PERS | Plan One members hired before June 24, 1984, have an option of transferring payable portions of sick leave and/or vacation leave to pooled leave for use as service time; or receiving a lump sum payment for payable portions of sick leave and vacation and using pooled leave as service time. |
| PERS | Plan One members hired on or after June 24, 1984, will have payable portions of sick leave and vacation transferred to the pooled leave account for use as service time.  |
| PERS | 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.  |

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

A terminating employee should prospectively contact the Retirement and Insurance Section in the Human Resources Department for details. Due to the effects of pooled leave on service time, retiring employees should notify the Port's retirement administrator as soon as possible in order to obtain the appropriate retirement counseling.

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

7. Insurance Benefits: Coverages listed in Sections a. through d. below apply to regular employees as defined in Section V.B. For purposes of medical and dental insurance benefits as detailed in a., b., and f. below, Port Commissioners may elect to be included in the definition of regular 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 regular employee. For purposes of optional employee-paid accident insurance, Port Commissioners are included in the definition of regular 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.
  - a. Medical Insurance for Employees or Commissioners: Probationary, regular 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 one.
  - b. Medical Insurance for Dependents: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular 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 6 continuous calendar months as a Port Commissioner. The eligibility and other conditions of coverage are established between the Port and the insurance companies or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan which the employee or Commissioner has chosen. Employees scheduled for less than full-time employment shall be responsible for the costs of dependent medical insurance which exceeds the lowest indemnity plan premium for **a** spouse and two children. Employee costs shall be by payroll deduction.

Section VII B.7. (Cont'd)

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

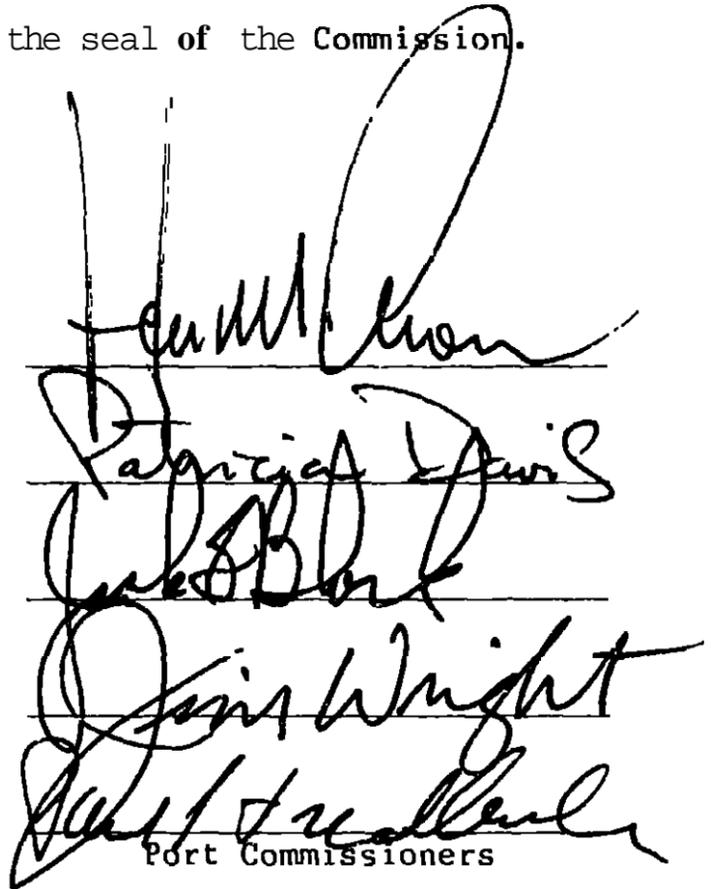
- c. Medical Insurance Premium Reimbursement for Port Commissioners: Port Commissioners may elect reimbursement by the Port for their medical insurance premiums after one full calendar month as a Commissioner. On the first of the month following the equivalent of six continuous calendar months as a Commissioner, they may be reimbursed for their dependent medical insurance premiums at a cost not to exceed that provided for Port employees.
- d. Life Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular employees and their eligible dependents shall receive life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- e. Long-Term Disability Insurance: On the first day following the equivalent of six continuous months of satisfactory employment (975 hours minimum), regular 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, regular employees and their eligible dependents shall receive paid dental insurance coverage. Port Commissioners may elect to enroll themselves and their eligible dependents in the Port's group dental plan on a one time only basis after six calendar months as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts in an elected capacity. 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 20, 1987. The Executive Director, the Director of Finance and Port Auditor, and the Director of Human Resources are authorized to take necessary action to make **all** terms, provisions, and conditions contained herein effective as of December 20, 1987.

**BE IT FURTHER RESOLVED** that **all prior** resolutions dealing with these subject matters, **including** but not limited to Resolution Nos. 3002 and 3015. be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 8<sup>th</sup> day of December, 1987, and duly authenticated in open session by the signatures of the Commissioners voting in favor there of and the seal of the Commission.

  
The block contains five handwritten signatures in black ink, each written over a horizontal line. From top to bottom, the signatures are: 1. A large, stylized signature that appears to be 'H. M. ...'. 2. A signature that appears to be 'Patricia Davis'. 3. A signature that appears to be 'C. B. ...'. 4. A signature that appears to be 'Joan Wright'. 5. A signature that appears to be 'R. J. ...'. Below the fifth signature, the text 'Port Commissioners' is printed in a small, sans-serif font.

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

SCHEDULE "A" - EXEMPT POSITIONS: A1 - Management Salary Grades -14 and \*  
 A2 - Administrative/Professional (Salary Grades 1-17 and \*)  
 SCHEDULE "B" - NONEXEMPT POSITIONS: (Salary Grades 1-15 and \*)

EXECUTIVE DEPARTMENT

Management		BASE SALARY RANGE		
Schedule/Grade/Position Title		Minimum	Midpoint	Maximum
A1	* Executive Director	\$85,932 7,161	\$101,892 8,491	9117,840 9,820
	* Deputy Executive Director	75,192 6,266	89,160 7,430	103,116 8,593
	* Director, Marine Division	66,118 5,514	78,456 6,538	90,732 7,561
	* Director, Aviation Division	65,304 5,442	73,436 6,453	89,556 7,463
	* Director of Finance and Port Auditor	64,452 5,371	76,416 6,368	88,380 7,365
	* Director of Administrative Services	62,736 5,228	74,388 6,199	86,028 7,169
.....				
A2	7 Executive Administrator	29,316 2,443	34,824 2,502	40,320 3,360
	6 Commission Records Coordinator	27,936 2,328	33,180 2,765	38,424 3,202
	5 Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
	3 Administrative Assistant I	24,132 2,011	28,668 2,389	33,192 2,766
.....				
B	10 Management Intern	1,727	2,052	2,377
	9 Staff Assistant III	1,631	1,937	2,243
	8 Graduate Intern	1,539	1,828	2,117
	7 Executive Receptionist	1,452	1,725	1,998
	7 Staff Assistant II	1,452	1,725	1,998
	4 Student Intern	Prevailing Rates Paid (as determined in Section I.C.)		

MAXIMUM AUTHORIZED NUMBER 14 5

EXECUTIVE DEPARTMENT  
 Management

Last Salary Range Adjustment: 12/06/87

EXECUTIVE DEPARTMENT

Labor Relations

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1	10	Director of Labor Relations	\$42,924 3,577	\$50,976 4,248	\$59,016 4,918
.....					
A2	5	Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
.....					
B	9	Staff Assistant III	1,631	1,937	2,243

AUTHORIZED NUMBER 3.0

EXECUTIVE DEPARTMENT

Legal

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A2	*	General Counsel	\$49,008 4,084	\$58,200 4,850	\$67,380 5,615
	*	Assistant General Counsel	42,804 3,567	50,820 4,235	58,824 4,902
	*	staff Attorney	36,576 3,048	43,428 3,619	50,280 4,190
	5	Legal Administrator	26,616 2,218	31,620 2,635	36,612 3,051
.....					
B	9	Legal Assistant	1,631	1,937	2,243

AUTHORIZED NUMBER 6.0

MAXIMUM AUTHORIZED NUMBER 9.0

EXECUTIVE DEPARTMENT  
Labor Relations and Legal

Last Salary Range Adjustment. 12/06/87

Exhibit A  
Page 2 of 24

ADMINISTRATIVE SERVICES DIVISION  
 Equal Employment  
 Schedule/Grade/Position Title

BASE SALARY RANGE		
Minimum	Midpoint	Maximum
\$32,244 2,687	\$38,304 5,132	\$44,364 3,697
27,936 2,328	33,180 2,765	38,424 3,202
25,356 2,113	30,120 2,510	34,872 2,906

A2 9 Equal Employment Officer

b Contract Compliance/MWBE Administrator

4 Contract Compliance/MWBE Specialist

.....  
 B 7 Staff Assistant II

AUIORIZED NUMBER 3.6

ADMINISTRATIVE SERVICES DIVISION  
 Insurance/Safety and Claims  
 Schedule/Grade/Position Title

BASE SALARY RANGE		
Minimum	Midpoint	Maximum
\$42,424 3,577	\$50,976 4,248	\$59,016 4,918
32,244 2,687	38,304 3,132	44,364 3,697
27,936 2,328	33,180 2,765	38,424 3,202

A1 10 Risk Manager

.....  
 A2 9 Safety and Claims Supervisor

6 Safety and Claims Representative

.....  
 B Y Staff Assistant III

7 Staff Assistant II

AUIORIZED NUMBER 4.0

MAXIMUM AUTHORIZED NUHBER 7.6

ADMINISTRATIVE SERVICES DIVISION  
HUMAN RESOURCES DEPARTMENT  
Schedule/Grade/Position Title

RASE SALARY RANGE  
Minimum Midpoint Maximum

A1	*	Director of Human Resources	\$48,120 4,010	557,060 4,755	\$65,908 5,499
		6 Human Resources Manager	33,060 2,755	39,264 3,272	45,456 3,788
.....					
A2	9	Human Resources Manager, Administration	32,244 2,687	38,304 3,192	44,364 3,697
	8	Retirement and Deferred Compensation Administrator	30,756 2,565	36,528 3,044	42,300 3,525
	7	Compensation Analyst	29,316 2,443	34,824 2,902	40,320 5,360
	7	Senior Human Resources Representative	29,316 2,443	34,824 2,902	40,320 3,360
	5	Human Resources Representative	26,616 2,218	31,620 2,635	36,612 3,051
	3	Associate Compensation Analyst	24,132 2,011	26,668 2,389	33,192 2,766
	3	Associate Human Resources Representative	24,132 2,011	28,668 2,389	33,172 2,766
	3	Human Resources Administrative Coordinator	24,132 2,011	28,668 2,389	33,192 2,766
.....					
B	10	Compensation and Benefits Specialist	1,727	2,052	2,377
	7	Staff Assistant II	1,452	1,725	1,998
	6	Staff Assistant I	1,370	1,627	1,884
	3	General Office Assistant	1,147	1,363	1,579
	*	Student Helper	Prevailing Rates Paid (as determined in Section I.C.)		

MAXIMUM AUTHORIZED NUMBER 11.0

ADMINISTRATIVE SERVICES DIVISION  
HUMAN RESOURCES DEPARTMENT

Last Salary Range Adjustment: 12/06/87

Exhibit A  
Page 4 of 24

ADMINISTRATIVE SERVICES DIVISION  
 INFORMATION SYSTEMS DEPARTMENT  
 Schedule/Grade/Position Title

BASE SALARY RANGE  
 Minimum Midpoint Maximum

A1	4	Director, Information Systems	\$50,700 4,225	\$60,120 5,010	\$69,528 5,794
	8	Systems Manager	37,656 3,139	44,712 3,726	51,768 4,314
	2	Manager, Support Services	25,500 2,125	30,288 2,524	35,076 2,923
.....					
A2	10	Project Leader	33,804 2,817	40,152 3,346	46,488 3,874
	10	Senior Technical Support Analyst	33,804 2,817	40,152 3,346	46,488 3,874
		Senior Systems Analyst	32,244 2,687	38,304 3,192	44,364 3,697
	8	Information Center Coordinator	30,756 2,563	36,528 3,044	42,300 3,525
	8	Systems Analyst	30,756 2,563	36,528 3,044	42,300 3,525
	8	Technical Support Analyst	30,756 2,563	36,528 3,044	42,300 3,525
	7	Senior Programmer/Analyst	29,316 2,443	34,224 2,902	40,320 3,360
	6	Voice Communications Coordinator	27,936 2,328	33,180 2,765	38,424 3,202
	6	Programmer/Analyst III	27,936 2,328	33,180 2,765	38,424 3,202
	6	Senior Office Systems Analyst	27,936 2,328	33,180 2,765	38,424 3,202
	6	Systems and Procedures Analyst	27,936 2,528	33,180 2,765	38,424 3,202
	5	Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
	5	Office Systems Analyst	26,616 2,213	31,620 2,635	36,612 3,051
	5	Programmer/Analyst II	26,616 2,218	31,620 2,635	36,612 3,051
	5	Senior Records Analyst	26,616 2,218	31,620 2,635	36,612 3,051
	5	Technical Support Specialist	26,616 2,218	31,620 2,635	36,612 3,051
	3	Programmer/Analyst I	24,132 2,011	28,668 2,389	33,192 2,766

ADMINISTRATIVE SERVICES DIVISION  
 INFORMATION SYSTEMS DEPARTMENT  
 Schedule/Grade/Position Title

BASE SALARY RANGE  
 Minimum Midpoint Maximum

B 12	Lead Computer Operator	\$1,440	\$2,303	\$2,666
10	Lead Staff Assistant	1,727	2,052	2,377
9	Computer operator II	1,631	1,937	2,243
9	Senior Data Processing Operator	1,631	1,737	2,243
9	Staff Assistant III	1,631	1,937	2,243
7	Chief Switchboard Operator	1,452	1,725	1,998
7	Staff Assistant II	1,452	1,725	1,998
6	Computer Operator I	1,370	1,627	1,884
6	Data Processing Operator II	1,370	1,627	1,884
5	Data Processing Operator I	1,292	1,535	1,777
3	Relief Switchboard Operator	1,147	1,363	1,579

MAXIMUM AUTHORIZED NUMBER 59.2

ADMINISTRATIVE SERVICES DIVISION  
 INFORMATION SYSTEMS DEPARTMENT

Last Salary Range Adjustment: 12/06/87

Exhibit A  
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ADMINISTRATIVE SERVICES DIVISION  
PURCHASING AND OFFICE SERVICES DEPARTMENT  
Schedule/Grade/Position Title

		BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
A1	* Director, Purchasing and Office Services	\$44,688 3,724	\$52,980 4,415	\$61,272 5,166
	6 Assistant Director, Purchasing and Office Services	33,060 2,755	39,264 3,272	45,456 3,788
	3 Print Shop Supervisor	27,216 2,268	32,316 2,693	37,404 3,117
	3 Word Processing Center Supervisor	27,216 2,268	32,316 2,633	37,404 3,117
.....				
A2	8 Senior Buyer	30,756 2,563	36,528 3,044	42,300 3,525
	6 Buyer III	27,936 2,328	33,180 2,765	38,424 3,202
	5 Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
	4 Buyer II	25,356 2,113	30,120 2,510	34,672 2,906
	2 Buyer I	22,980 1,915	27,300 2,275	51,620 2,635
.....				
B	11 Word Processing Center Editor	1,850	2,174	2,518
	10 Lead Staff Assistant	1,727	2,052	2,377
	10 Senior Multilith Operator	1,727	2,052	2,377
	9 Print Shop Graphics Technician	1,631	1,937	2,243
	9 Staff Assistant III	1,631	1,937	2,243
	9 Word Processing Center Lead Operator	1,631	1,437	2,243
	8 Offset Duplicator Operator	1,539	1,628	2,117
	7 Staff Assistant II	1,452	1,725	1,998
	7 Word Processing Center Operator II	1,452	1,725	1,998
	5 Print Shop Processor	1,292	1,535	1,777
	5 Word Processing Center Operator I	1,292	1,535	1,777
	4 Hestenger	1,217	1,446	1,675
	3 Mail Clerk	1,147	1,363	1,579
	3 Print Shop Trainee	1,147	1,363	1,579

MAXIMUM AUTHORIZED NUMBER 26.5

ADMINISTRATIVE SERVICES DIVISION  
PURCHASING AND OFFICE SERVICES DEPARTMENT

Last Salary Range Adjustment: 12/06/87

Exhibit A  
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FINANCE DIVISION

Budget/Internal Audit

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1	8	Director, Budget and Internal Audit	\$37,656 3,138	\$44,712 3,726	\$51,768 4,314
	6	Manager, Internal Audit	33,060 2,755	39,264 3,272	45,456 3,788
.....					
A2	14	Treasurer	40,884 3,407	48,552 4,046	56,220 4,685
	8	Senior Internal Auditor	30,756 2,563	36,528 3,044	42,300 3,525
	6	Internal Auditor II	27,936 2,328	33,180 2,765	38,424 3,202
	4	Internal Auditor I	25,356 2,113	50,120 2,510	34,872 2,906
	3	Associate Internal Auditor	24,132 2,011	28,668 2,389	33,192 2,766

AUTHORIZED NUMBER 3.0

FINANCE DIVISION

Economics

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A2	11	Chief Economist	\$35,436 2,953	\$42,072 3,506	\$48,708 4,059
	9	Economist	32,244 2,687	38,304 3,192	44,364 3,697
	4	Assistant Economist	25,356 2,113	30,120 2,510	34,872 2,906

AUTHORIZED NUMBER 2.0

MAXIMUM AUTHORIZED NUMBER 5.0

FINANCE DIVISION

Budget/Internal Audit and Economics

Ldst Salary Range Adjustment: 12/06/87

Exhibit A

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FINANCE DIVISION  
ACCOUNTING DEPARTMENT

Schedule/Grade/Position Title	BASE SALARY RANGE		
	Minimum	Midpoint	Maximum
A1 * Director of Accounting	\$46,404 3,867	\$55,020 4.585	\$63,636 5.303
8 Assistant Director of Customer Accounting	37,656 3,138	44,712 3,726	51,768 4,314
8 Assistant Director of General Accounting	37,656 3,138	44,712 3,726	51,768 4,314
.....			
A2 7 Accounting Systems Manager	29,316 2,443	34,824 2,902	40,320 3,360
7 Credit Manager	29,316 2,443	34,824 2,902	40,320 3,360
7 Customer Accounting Manager	29,316 2,443	34,824 2,902	40,320 3,360
7 General Accounting Manager	29,316 2,443	35,824 2,902	40,320 3,360
5 Accountant, Financial Control Systems	26,616 2,218	31,620 2,635	36,612 3,051
5 Accounting Section Supervisor	26,616 2,218	31,620 2,635	36,612 3,051
5 Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
4 Credit Specialist	25,356 2,113	30,120 2,510	34,872 2,906
.....			
B 10 Lead Staff Assistant	1,727	2,052	2,377
5 Staff Assistant III	1,631	1,937	2,243
7 Staff Assistant II	1,452	1,725	1,998
6 Staff Assistant I	1,370	1,627	1,884

MAXIMUM AUTHORIZED NUMBER 36.8

FINANCE DIVISION  
ACCOUNTING DEPARTMENT

Last Salary Range Adjustment: 12/06/87

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PUBLIC INFORMATION DEPARTMENT  
 Schedule/Grade/Position Title

BASE SALARY RANGE  
 Minimum Midpoint Maximum

A1	#	Director of Public Information	\$48,120 4,010	\$57,060 4,755	\$65,988 5,499
	6	Publications Manager	53,060 2,755	39,264 3,272	45,456 3,788
.....					
A2	12	Government Affairs Administrator	37,104 3,092	44,052 3,671	51,000 4,250
	7	Media Relations Officer	29,316 2,443	34,824 2,402	40,320 3,360
	7	Special Projects Coordinator	29,316 2,443	34,824 2,902	40,320 3,360
	6	Editor	27,436 2,328	33,180 2,765	38,424 3,202
	5	Graphic Design Coordinator	26,616 2,218	31,620 2,635	36,612 3,051
	3	Administrative Assistant I	24,132 2,011	28,668 2,389	33,172 2,746
.....					
B	10	Lead Staff Assistant	1,727	2,052	2,377
	7	Staff Assistant II	1,452	1,725	1,998

MAXIMUM AUTHORIZED NUMBER 10.0

PUBLIC INFORMATION DEPARTMENT

Last Salary Range Adjustment: 12/06/87

Exhibit A  
 Page 10 of 24

DEVELOPMENT DIVISION

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1 13 Director of Development

\$52,284 \$62,088 \$71,880  
4,357 5,174 5,990

9 Development Manager

40,224 47,760 55,284  
3,352 3,980 4,607

.....

A2 11 Senior Planner

35,436 52,072 44,708  
2,953 3,506 4,053

9 Planner II

32,244 38,304 44,364  
2,687 3,192 3,697

MAXIMUM AUTHORIZED NUMBER 4.0

DEVELOPMENT DIVISION

Last Salary Range Adjustment: 12/06/87

AVIATION DIVISION

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1	*	Deputy Director, Aviation Division	\$59,292 4,941	\$70,308 5,859	\$81,312 6,771
	9	Director, Office of Tourism Development	40,224 3,352	47,760 3,980	55,284 4,607
	8	Assistant to the Director, Aviation Division	37,656 3,138	44,712 3,726	51,768 4,314
	8	Manager, Aviation Public Information	37,656 3,138	44,712 3,726	51,768 4,314
.....					
A2	12	Aviation Marketing Manager	37,104 3,092	44,052 3,671	51,000 4,250
	8	Aviation Finance Administrator	30,756 2,563	36,528 3,044	42,300 3,525
	7	Special Services Manager	29,316 2,443	34,824 2,902	40,320 3,360
	7	Tourism Coordinator	29,316 2,443	34,824 2,902	40,320 3,360
	b	Business Analyst	27,936 2,328	33,180 2,765	38,424 3,202
	5	Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
	5	Airport Communications Officer	26,616 2,218	31,620 2,635	36,612 3,051
	5	Community Relations Officer	26,616 2,218	31,620 2,635	36,612 3,051
	5	World Trade Center Administrator	26,616 2,218	31,620 2,635	36,612 3,051
	4	Tourism Assistant	25,356 2,113	30,120 2,510	34,872 2,906
	3	Administrative Assistant I	24,132 2,011	28,668 2,389	33,192 2,766
.....					
B	7	Staff Assistant II	1,452	1,725	1,998
	3	General Office Assistant	1,147	1,363	1,579

MAXIMUM AUTHORIZED NUMBER 19.1

AVIATION DIVISION

Last Salary Range Adjustment: 12/06/87

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AVIATION DIVISION  
 AVIATION FACILITIES AND REAL ESTATE DEPARTMENT  
 Schedule/Grade/Position Title

BASE SALARY RANGE  
 Minimum Midpoint Maximum

A1 *	Director, Aviation Facilities and Real Estate	\$49,836 4.153	\$59,100 4.925	\$68,352 5,696
10	Assistant Director, Aviation Facilities	42,924 3,1577	50,976 4,248	59,016 4,918
9	Manager, Airport Real Estate	40,224 3,352	47,760 3,980	55,284 4,607
9	Manager, Airport Facilities Development and Noise Programs	40,224 3,352	47,760 3,980	55,284 4,607
8	Property and Acquisition Manager	37,656 3,138	44,712 3,726	51,768 4,314
.....				
A2 11	Senior Planner	35,436 2,953	42,072 3,506	48,708 4,055
10	Noise Abatement Officer	33,804 2,817	40,152 3,346	46,488 3,874
10	Senior Property Manager	33,804 2,817	40,152 3,346	46,488 3,874
9	Facilities Engineer	32,244 2,687	38,304 3,192	44,364 3,697
9	Planner II	32,244 2,687	38,304 3,192	44,364 3,697
9	Senior Program Coordinator	32,244 2,687	38,304 3,192	44,364 3,197
8	Property Manager II	30,756 2,563	36,528 3,044	42,300 3,525
6	Noise Programs Coordinator	27,936 2,328	33,180 2,765	38,424 3,202
6	Noise Remedy Program Administrator	27,936 2,328	33,180 2,765	38,424 3,202
5	Planner I	26,616 2,218	31,620 2,635	36,612 3,051
5	Property Manager I	26,616 2,218	31,620 2,635	36,612 3,051
4	Noise Remedy Program Representative	25,356 2,113	30,120 2,510	34,872 2,906
3	Administrative Assistant I	24,132 2,011	28,668 2,389	33,192 2,766
.....				
B	15 Senior Construction Inspector	2,295	2,726	3,156
	12 Associate Construction Inspector	1,940	2,303	2,666
	9 Staff Assistant III	1,631	1,937	2,243
	7 Staff Assistant II	1,452	1,725	1,998
	6 Staff Assistant I	1,370	1,627	1,884

HAX1MUH AUTHORIZED NUMBER 39.6

AVIATION DIVISION  
 AVIATION FACILITIES AND REAL ESTATE DEPARTMENT

Last Salary Range Adjustment: 12/06/87

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AVIATION DIVISION  
 AVIATION OPERATIONS DEPARTMENT  
 Schedule/Grade/Position Title

BASE SALARY RANGE  
 Minimum Midpoint Maximum

AI *	Director, Aviation Operations	\$54,996 4,583	\$65,208 5,434	\$75,420 6,285
11	Assistant Director, Aviation Operations	45,540 3,820	54,432 4,536	63,024 5,252
10	Superintendent of Maintenance - Airport	42,924 3,577	50,976 4,248	59,016 4,318
10	Superintendent of Operations	42,924 3,577	50,976 4,248	59,016 4,918
9	Superintendent of Electrical Systems	40,221 3,352	47,760 3,980	55,204 4,607
8	Assistant Superintendent of Operations	37,656 3,138	44,712 3,726	51,768 4,314
8	Assistant Superintendent of Operations, Security	37,656 5,138	44,712 3,726	51,768 4,314
8	Superintendent of Mechanical Systems	37,656 3,138	44,712 3,726	51,768 4,314
8	Superintendent of Parking and Ground Transportation	37,656 3,138	44,712 3,726	51,768 4,314
6	Airport Supervisor	33,060 2,755	39,264 3,272	45,456 3,788
6	Assistant Superintendent, Conveyor Systems	33,060 2,755	39,264 3,272	45,456 3,788
6	Assistant Superintendent, Mechanical Systems	33,060 2,755	39,264 3,272	45,456 3,788
6	Assistant Superintendent, Electrical	33,060 2,755	39,264 3,272	45,450 3,788
6	Assistant Superintendent, Electronic	33,060 2,755	39,264 3,272	45,456 3,788
6	Assistant Superintendent of Parking and Ground Transportation	33,060 2,755	39,264 3,272	45,456 3,780
6	building Superintendent	33,060 2,755	39,264 3,272	45,456 3,788
6	Central Control Supervisor	33,060 2,755	39,264 5,272	45,456 3,788
6	Field Superintendent	33,060 2,755	39,264 3,272	45,456 3,788
6	Superintendent of Administrative Systems	33,060 2,755	39,264 3,272	45,456 3,788
5	Operations Supervisor	30,984 2,532	36,780 3,065	42,576 3,548
5	Transit System Reliability and Quality Control Supervisor	30,984 2,582	36,780 3,065	42,576 3,548
3	Assistant Field Superintendent	27,216 2,268	32,316 2,693	57,404 3,117

AVIATION DIVISION  
 AVIATION OPERATIONS DEPARTMENT  
 Schedule/Grade/Position Title

BASE SALARY RANGE  
 Minimum Midpoint Maximum

A2 11	Transit System Specialist - Electrical/Mechanical	<b>\$35,436</b> 2,953	\$42,072 3,506	\$48,708 4,057
11	Transit System Specialist - Electronic	35,436 2,953	42,072 3,506	48,708 4,059
8	Environmental Health Specialist	30,756 2,563	36,528 3,044	42,300 3,525
8	Small Works Contract Administrator	30,756 2,563	<b>36,528</b> 5,044	42,300 3,525
7	Fire Protection Specialist	<b>29,316</b> 2,443	34,824 2,902	40,320 3,360
7	Ground Transportation Manager	<b>29,316</b> 2,443	34,824 2,902	40,320 3,360
6	Airport Supply Administrator	27,936 2,328	33,180 2,745	38,424 3,202
5	Property Room Administrator	26,616 2,218	31,620 2,635	36,612 3,051
4	Supervisor of Parking and Ground Transportation	25,356 2,115	30,120 2,510	34,872 2,906
3	Administrative Assistant I	24,132 2,011	<b>28,668</b> 2,389	33,192 2,766
.....				
<b>B</b> 13	Lead Operations Controller	2,052	2,437	2,822
13	Lead Waste Plant Operator	2,052	2,437	2,822
13	Maintenance Shift Coordinator	2,052	2,437	2,822
12	Inspector, Fire Alarm Systems	1,940	2,303	2,666
12	Operations Controller	1,440	2,303	2,666
10	Ground Transportation Controller	1,727	2,052	2,377
10	Senior Ramp Controller	1,727	2,052	2,377
10	Waste Plant Operator	1,727	2,052	2,377
9	Aviation Stockroom Assistant	1,631	1,937	2,243
V	Maintenance Clerk	1,631	1,937	2,243
4	Staff Assistant III	<b>1,631</b>	<b>1,937</b>	2,243
4	Work Order Administrator	<b>1,631</b>	<b>1,937</b>	2,243
7	Staff Assistant II	1,452	1,725	<b>1,998</b>
6	Ramp Controller	1,370	1,627	<b>1,884</b>
6	Staff Assistant I	1,370	1,627	1,884
4	Messenger	1,217	1,446	1,675
*	Student Intern	Prevailing Rates Paid (as determined in Section J.C.)		

AVIATION DIVISION  
 AVIATION OPERATIONS DEPARTMENT  
 Schedule/Grade/Position Title

FIRE NONGRADED POSITIONS		NONGRADED SALARY RATE
A1	F Fire Chief	<b>\$52,368</b> <b>4,364</b>
	F Assistant Fire Chief	46,320 3,860
AUTHORIZED NUMBER		132.3

AVIATION DIVISION  
 POLICE DEPARTMENT  
 Schedule/Grade/Position Title

POLICE NONGRADED POSITIONS		NONGRADED SALARY RATE
A1	P Chief of Port Police	<b>\$52,560</b> <b>4,380</b>
	P Deputy Chief of Port Police	<b>50,064</b> <b>4,172</b>

		BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
A2	3 Administrative Assistant I	\$24,132 2,011	\$28,668 2,389	\$33,192 2,766
B	9 Staff Assistant III	1,631	1,337	2,243
	7 Staff Assistant II	1,552	1,725	1,998
	6 Staff Assistant I	1,370	1,627	1,884
AUTHORIZED NUMBER		7.6		

MAXIMUM AUTHORIZED NUMBER 139.9

ENGINEERING DEPARTMENT  
Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1	Chief Engineer	\$57,576 4,798	\$68,268 5,687	\$78,948 6,579
11	Chief Facilities Engineer	45,840 3,820	54,432 4,536	63,024 5,252
11	Chief Systems and Support Engineer	45,840 3,820	54,432 4,536	63,024 5,252
9	Project Manager	40,224 3,552	47,760 3,980	55,284 4,607
8	Chief, Technical Services	57,656 3,138	44,712 3,726	51,768 4,314
8	Manager, Environmental Planning	37,656 3,138	44,712 5,726	51,768 4,314
8	Resident Engineer	37,656 3,138	44,712 3,726	51,768 4,314
4	Drafting Manager	29,016 2,418	34,464 2,872	39,900 3,325
.....				
A2	12 Senior Engineer	37,104 3,092	44,052 3,671	51,000 4,250
10	Industrial Hygienist	33,804 2,817	40,152 3,346	46,488 3,874
10	Manager, Special Engineering Projects	33,804 2,817	40,152 3,346	46,488 3,874
9	Associate Engineer	32,244 2,687	38,304 3,192	44,864 3,647
V	Senior Contracts Administrator	32,244 2,687	58,304 3,192	44,364 3,647
8	Environmental Planner II	30,756 2,563	36,528 3,044	42,301 3,525
7	Assistant Engineer	29,316 2,443	54,824 2,902	40,320 3,360
7	Associate Industrial Hygienist	29,316 2,443	34,824 2,902	40,320 3,360
7	Contracts Administrator	29,316 2,443	34,824 2,902	40,320 3,360
6	Designer	27,936 2,328	33,180 2,765	38,424 3,202
6	Engineering Administration Supervisor	27,936 2,328	33,180 2,765	38,424 3,202
5	Environmental Planner I	26,616 2,218	31,620 2,635	36,612 5,051
5	Junior Engineer	26,616 2,218	31,620 2,635	36,612 3,051
3	Administrative Assistant I	24,132 2,011	28,668 2,389	33,112 2,766

ENGINEERING DEPARTMENT  
Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

ADMINISTRATIVE

B	9	Staff Assistant III	\$1,631	\$1,937	\$2,243
	7	Staff Assistant II	1,452	1,725	1,998
	*	Student Intern	Prevailing Rates Paid (as determined in Section I C.)		

DESIGN

11		Senior Drafter	1,830	2,174	2,518
8		Drafter II	1,539	1,828	2,117
7		Engineering Reproduction Technician	1,452	1,725	1,998
6		Drafter I	1,370	1,627	1,884

CONSTRUCTION

15		Senior Construction Inspector	2,295	2,726	3,156
12		Associate Construction Inspector	1,940	2,303	2,666
10		Assistant Construction Inspector	1,727	2,052	2,377
4		Junior Construction Inspector	1,631	1,937	2,243

SURVEY

14		Survey Party Chief	2,171	2,578	2,984
13		Senior Survey Technician	2,052	2,437	2,822
12		Survey Instrument Technician	1,940	2,303	2,666
10		Survey Head Chainer	1,727	2,052	2,377
9		Survey Rear Chainer	1,631	1,937	2,243

MAXIMUM AUTHORIZED NUMBER 72.0

ENGINEERING DEPARTMENT

Last Salary Range Adjustment: 12/06/87

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ENGINEERING DEPARTMENT

Marine Maintenance

Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1 10	Superintendent of Maintenance - Waterfront	\$42,924 3,577	\$50,976 4,248	\$59,016 4,918
8	Assistant Superintendent of Waterfront Maintenance	37,656 3,138	44,712 3,726	51,768 4,314
.....				
A2 11	Cargo Handling Systems Specialist	35,456 2,953	42,072 3,506	48,708 4,059
7	Maintenance Administration Supervisor	29,316 2,443	34,824 2,902	40,320 3,360
7	Preventive Maintenance Program Administrator	29,316 2,443	34,824 2,902	40,320 3,360
.....				
B 13	Maintenance Storekeeper	2,052	2,437	2,822
10	Maintenance Information Specialist	1,727	2,052	2,377
9	Maintenance Clerk	1,631	1,937	2,243
9	Staff Assistant III	1,631	1,337	2,243
9	Work Order Administrator	1,631	1,937	2,243
7	Staff Assistant II	1,452	1,725	1,998
7	Stockroom Clerk	1,452	1,725	1,998

MAXIMUM AUTHORIZED NUMBER 19.0

ENGINEERING DEPARTMENT  
Marine Maintenance

Last Salary Range Adjustment: 12/06/87

Exhibit A  
Page 19 of 24

MARINE DIVISION

Administration/Asia

Schedule/Grade/Position Title

BASE SALARY RANGE		
Minimum	Midpoint	Maximum
\$26,616	\$31,620	\$36,612
2,218	2,635	3,051

A2 5 Administrative Assistant II

JAPAN OFFICE NONGRADED POSITIONS

\* Managing Director, Asia

Not to exceed 35,000,000  
yen per annum \*\*

+ Assistant Regional Manager (Asia)

4 Staff Assistant III (Regional)

AUTHORIZED NUMBER 5.0

MARINE DIVISION

Harbor Development

Schedule/Grade/Position Title

BASE SALARY RANGE		
Minimum	Midpoint	Maximum
\$48,948	\$58,1213	\$67,308
4,073	5,844	5,609

A1 12 Director of Harbor Development and Relations

10 Manager, Facilities Planning and Research

42,924	50,976	59,016
3,577	4,248	4,918

A2 9 Project Coordinator

32,244	38,304	44,364
2,687	3,192	3,697

8 Finance and Business Specialist

30,756	36,528	42,300
2,563	3,044	3,525

6 Business Analyst

27,936	33,180	38,424
2,328	2,765	3,202

5 Planner I

26,616	31,620	36,612
2,213	2,635	3,051

4 Assistant Business Analyst

25,356	30,120	34,872
2,113	2,510	2,906

4 Assistant Planner

25,356	30,120	35,872
2,113	2,510	2,906

3 Administrative Assistant I

24,132	28,668	33,192
2,011	2,389	2,766

B 4 Staff Assistant III

1,631	1,937	2,243
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AUTHORIZED NUMBER 11.0

MAXIMUM AUTHORIZED NUMBER 13.0

MARINE DIVISION

Administration/Asia and Harbor Development

Last Salary Range Adjustment: 12/06/87

MARINE DIVISION  
MARINE TERMINALS DEPARTMENT  
Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1 *	Director, Marine Terminals	\$56,712 4,726	<del>\$67,248</del> 5,604	\$77,772 6,481
12	Assistant Director, Marine Terminals	48,748 4,079	58,128 4,844	67,308 5,609
9	Manager, Marine Operations	40,224 3,352	47,760 3,980	55,284 4,607
7	Manager, Boat Harbors	25,280 2,940	41,904 3,492	48,528 4,044
7	Terminal Superintendent	35,280 2,940	41,904 3,492	48,528 4,044
6	Manager, General Services	33,060 2,755	39,264 3,272	45,456 3,788
5	Superintendent, Marine Operations	30,984 2,582	36,780 3,065	42,576 3,548
4	Marina Supervisor	29,016 2,418	34,464 2,872	39,900 3,325
.....				
A2 11	Senior Property and Acquisition Manager	35,436 2,953	42,1372 3,506	48,708 4,059
10	Senior Property Manager	33,804 2,817	40,152 3,346	46,488 3,874
8	Property Manager II	30,756 2,563	36,528 3,034	42,300 3,525
5	Administrative Assistant II	26,616 2,218	31,620 2,535	36,612 3,051
5	Property Manager I	26,616 2,218	31,620 2,635	36,612 3,051
3	Administrative Assistant I	24,132 2,011	28,668 2,389	53,192 2,766
3	Transportation Rate Specialist	24,132 2,011	28,668 2,389	33,192 2,766
.....				
B 12	Chief Freight Agent	1,940	2,303	2,666
12	Marina Maintenance Supervisor	1,940	2,303	2,666
10	Freight Agent	1,727	2,052	2,377
9	Staff Assistant III	1,631	1,937	2,243
9	Utilities Monitor II	1,631	1,937	2,243
8	Moorage Attendant	1,539	1,828	2,117
8	Utilities Monitor I	1,539	1,828	2,117
7	Marina Attendant	1,452	1,725	1,998
7	Staff Assistant II	1,452	1,725	1,998
6	Port Receptionist	1,370	1,627	1,884
5	Custodian	1,292	1,535	1,777

MAYIMUM AUTHORIZED NUMBER 51.8

MARINE DIVISION  
MARINE TERMINALS DEPARTMENT

Last Salary Range Adjustment: 12/06/87

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MARINE DIVISION  
MARKETING DEPARTMENT

Schedule/Grade/Position Title		BASE SALARY RANGE		
		Minimum	Midpoint	Maximum
A1	4 Director, Marketing	\$54,132 4,511	\$64,188 5,349	\$74,244 6,187
.....				
A2	+ Regional Manager (East Coast)	40,020 3,335	47,508 3,959	54,996 4,585
	* Regional Manager (Midwest)	33,804 2,817	40,152 3,346	46,488 3,874
	* Assistant Regional Manager (East Coast)	53,072 2,756	39,264 3,272	45,456 3,788
	* Assistant Regional Manager (Midwest)	27,436 2,328	33,180 2,765	38,424 3,202
15	Executive, Liner Services	42,852 3,571	50,892 4,241	58,932 4,911
12	Senior Regional Manager	37,104 3,092	44,052 3,671	51,000 4,250
11	Manager, Market Research	35,436 2,953	42,072 3,506	48,708 4,059
10	Regional Manager (Inland Empire/Alaska)	33,804 2,817	40,152 3,346	46,488 3,874
10	U.S. Manager, Asia Sales	33,804 2,817	40,152 3,346	46,488 3,874
9	Regional Manager (66/Field)	32,244 2,687	38,304 3,192	44,364 3,697
7	Assistant U.S. Manager, Asia Sales	29,316 2,443	34,824 2,902	40,320 3,360
6	Assistant Regional Manager (66/Field)	27,936 2,528	33,180 2,765	38,424 3,202
5	Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
.....				
B	10 Transportation Information Specialist	1,727	2,052	2,377
	9 Staff Assistant III (Regional)	1,631	1,937	2,243
	7 Staff Assistant 11	1,452	1,725	1,998

MAXIMUM AUTHORIZED NUMBER 19.0

MARINE DIVISION  
MARKETING DEPARTMENT

Last Salary Range Adjustment - 12/06/87

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MARINE DIVISION  
TRANSPORTATION SERVICES DEPARTMENT  
Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

A1 *	Director, Transportation Services	\$54,132 4,511	\$64,188 5,349	\$74,244 6,187
10	Manager, Distribution Center	42,924 3,577	50,776 4,248	59,016 4,718
10	Manager, Intermodal Traffic Services	42,924 3,577	50,976 4,248	59,016 4,918
8	Distribution Services Manager	37,656 5,138	44,712 3,726	51,768 4,314
8	Manager, Container Freight Station	37,656 3,138	44,712 3,726	51,768 4,314
7	Warehouse Operations Manager	35,280 2,940	41,904 3,492	48,528 4,044
6	Customer Services Manager, Intermodal Traffic	33,060 2,755	39,264 3,272	45,456 3,788
6	Intermodal Operations Supervisor	33,060 2,755	39,264 3,272	45,456 3,788
6	Intermodal Traffic Supervisor	33,060 2,755	39,264 3,272	45,456 3,788
5	Operations Superintendent, Container Freight Station	30,984 2,582	36,780 3,065	42,576 3,548
4	Operations Superintendent, Warehousing	29,016 2,418	34,464 2,872	39,900 3,325
3	Assistant Customer Services Manager, Distribution Center	27,216 2,268	32,316 2,613	37,404 3,117
3	Billing Supervisor	27,216 2,268	32,316 2,693	37,404 3,117
3	Customer Services Manager, Container Freight Station	27,216 2,268	32,316 2,693	37,404 3,117
2	Honda Customer Services Manager	25,500 2,125	30,288 2,524	55,076 2,923
.....				
A2 II	Business Development Manager	35,436 2,953	42,072 3,506	48,708 4,059
11	Manager, Pricing and Services	35,436 2,953	42,072 3,506	48,708 4,059
7	Traffic Coordinator	29,316 2,443	34,824 2,902	40,320 3,360
6	Systems and Procedures Analyst	27,936 2,328	33,180 2,765	38,424 3,202
5	Administrative Assistant II	26,616 2,218	31,620 2,635	36,612 3,051
4	Assistant Traffic Coordinator	25,356 2,113	30,120 2,510	34,872 2,906
4	Warehouse Operations Coordinator	25,356 2,113	30,120 2,510	34,872 2,906

MARINE DIVISION  
TRANSPORTATION SERVICES DEPARTMENT  
Schedule/Grade/Position Title

BASE SALARY RANGE  
Minimum Midpoint Maximum

Schedule/Grade/Position Title	Minimum	Midpoint	Maximum
B 12 Chief Freight Agent	\$1,940	\$2,303	\$2,666
11 Dispatcher	1,830	2,174	2,518
10 Foreign Trade Zone Coordinator	1,727	2,052	2,377
10 Freight Agent	1,727	2,052	2,377
10 Lead Billing Coordinator	1,727	2,052	2,377
10 Lead Distribution Center Coordinator	1,727	2,052	2,377
10 Lead Honda Customer Service Coordinator	1,727	2,052	2,377
10 Lead Transportation Specialist	1,727	2,052	2,377
10 Lead Staff Assistant	1,727	2,052	2,377
10 Transportation Information Specialist	1,727	2,052	2,377
9 In Bond Documentation Specialist	1,631	1,937	2,243
9 Staff Assistant III	1,631	1,937	2,243
7 Distribution Center Coordinator	1,452	1,725	1,998
7 Honda Customer Service Coordinator	1,352	1,725	1,998
7 Inventory Coordinator	1,452	1,725	1,998
7 Staff Assistant II	1,452	1,725	1,998
7 Transportation Specialist	1,452	1,725	1,998
6 Distribution Center Assistant	1,370	1,627	1,884
6 Honda Customer Service Assistant	1,370	1,627	1,884
6 Printer Operator	1,370	1,627	1,884
6 Staff Assistant I	1,570	1,627	1,884
6 Transportation Assistant	1,370	1,627	1,884
4 Messenger	1,217	1,446	1,675

MAXIMUM AUTHORIZED NUMBER 80.8

MARINE DIVISION  
TRANSPORTATION SERVICES DEPARTMENT

Last salary Range Adjustment. 12/06/87

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