

RESOLUTION NO. 2857

A RESOLUTION of the Port Commission of the Port of Seattle amending Salary and Benefit Resolution No. 2829 to discontinue salary ranges for Japan Marketing staff; to provide relocation costs for Port employees; and to make certain changes in vacation and sick leave benefits.

WHEREAS, unique regional conditions make it difficult to establish proper salary ranges for Japan regional staff; and

WHEREAS, occasionally current Port employees must relocate because of assignment to or from regional positions or new employees must relocate to accept Port employment and, consistent with practices of other employers in the Greater Seattle area, the Port should pay for these relocation costs; and

WHEREAS, during the First Extraordinary Session of the 1982 Washington State Legislature, a law was enacted limiting the Port's right to make lump sum payments to employees at termination for unused vacation leave accrued after the beginning of the first payroll period commencing on or after July 1, 1982; and

WHEREAS, the above-described legislative change requires the Port to make certain changes in the administration of its vacation leave benefits, and in making these changes it seems appropriate to limit vacation leave accumulation to a 24-month accrual at anytime; and

WHEREAS, the Port also seeks to reduce the maximum sick leave accumulation from what can be earned in a 12½-year period to a 10-year period, while allowing employees to convert sick leave in excess of the maximum to vacation leave with pay at a specified conversion rate of .4167 vacation hours for each sick leave hour earned;

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

Section I., Section IV., and Section VI., of Resolution No. 2829, adopted December 8, 1981, are hereby amended effective June 27, 1982, except where otherwise indicated, as follows (additions are in italics; deletions are crossed out within brackets):

Section I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

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

2. Regional Marketing Positions:

a. Regional Manager Positions Located Outside the Seattle Area

Other than Japan: Salary ranges for these positions are influenced by cost-of-living factors and other conditions in each region.

b. Japan Regional Staff: No salary ranges are set for Japan regional staff. See Exhibit A, page 13, 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.

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

E. Payment for Relocation Costs:

The Director of Human Resources shall promulgate procedures similar to those of major employers in the greater Seattle area to provide payment for relocation costs for employees in regional positions who are assigned to a new location, and new employees who are required to relocate to accept Port employment.

Section VI. ADMINISTRATION OF PAY PRACTICES

B. Benefits Provided Permanent Employees:

NOTE: Upon filing a notice to separate employment, the employee's last day of actual job performance shall be identified. The Accounting Department shall calculate the employee's vacation and sick leave accrued through the last day of actual job performance and any additional leave to be accrued during paid vacation leave taken after the last day of actual job

performance. The employee's date of separation shall occur upon the last day of actual job performance or the exhaustion of all paid leave, whichever occurs last.

2. Compensated Leave:

b. Sick Leave:

Accumulation of sick leave shall be limited to the amount that each eligible employee can earn in a [~~12½-year~~] 10-year period under the provisions stated above; i.e., [150] 120 days for most employees except as follows: Employees in positions approved for a four-day work week would be limited to an accumulation equivalent to [120] 96 10-hour shifts, and eligible Group C Firefighters are limited to an accumulation equivalent to [75] 60 24-hour shifts. Sick leave shall be taken on a first-in-first-out basis. First leave earned is to be the first leave taken.

Sick leave earned in excess of the above maximum accrual may be transferred to vacation with pay at a rate of .4167 vacation hours for each sick leave hour earned. The maximum accruals in terms of hours are as follows for full-time employees: 900 hours for employees scheduled for 37.5 hours per week; 960 hours for employees scheduled for 40 hours per week; and 1440 hours for eligible Group C Firefighters. Hours for part-time employees shall be prorated as appropriate.

Employees who, as of June 27, 1982, have sick leave accumulated beyond that which can be accumulated under this section but within the amount which could be accumulated under this section of the Resolution immediately prior to the June 22, 1982 amendment set forth in Resolution No. 2857, may elect to keep this previously accumulated leave classified as sick leave or to convert it to vacation leave as provided herein.

Upon termination or retirement following five complete years of active employment in a continuous period of employment,

qualified employees shall be compensated for 50% of their unused sick leave up to a 10-year accrual (120 days for most employees; 96 10-hour shifts for employees scheduled for a 10-hour day, 4-day work week; and 60 24-hour shifts for Group C Firefighters) at the rate of pay at termination.

~~[prorated-to-the-last-day-worked]~~ All sick leave accruals shall be prorated through the last hour paid and shall cease upon last day of actual job performance or the exhaustion of all paid leave, whichever is later. (See Section VI.B. Note for proration of accrual limitations.)

4. Vacation With Pay:

- b. Limits on Accumulating Vacation Leave: Effective January 1, 1984, vacation leave accumulation shall be limited to a 24-month accrual at anytime. ~~[the-employee's-anniversary date]~~ Until that date, vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. ~~[On-the-anniversary-date-of-the-employee, any portion-above-a-24-month-accrual-of-unused-vacation-leave shall-be-forfeited.]~~ Any unused vacation leave exceeding the maximum accumulation shall be forfeited, including any sick leave converted to vacation. 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.

Except as provided in Section VI.B.4.d., vacation leave shall be taken on a first-in-first-out basis. First leave earned is to be the first leave taken.

- d. Payment for Vacation Leave at ~~Termination~~ Separation:
~~[Upon-termination, regular-permanent-employees shall receive pay-in-lieu-of-unused-accrued-vacation-leave-based-on-the limitations-stated-above-and-pro-rated-through-the-last-day worked, which, except-in-cases-of-severe-illness, is-the termination-date]~~ Upon notice of separation, regular permanent employees shall receive a lump sum payment in lieu

qualified employees shall be compensated for 50% of their unused sick leave up to a 10-year accrual (120 days for most employees; 96 10-hour shifts for employees scheduled for a 10-hour day, 4-day work week; and 60 24-hour shifts for Group C Firefighters) at the rate of pay at termination.

~~[prorated-to-the-last-day-worked.]~~ All sick leave accruals shall be prorated through the last hour paid and shall cease upon last day of actual job performance or the exhaustion of all paid leave, whichever is later. (See Section VI.B. Note for proration of accrual limitations.)

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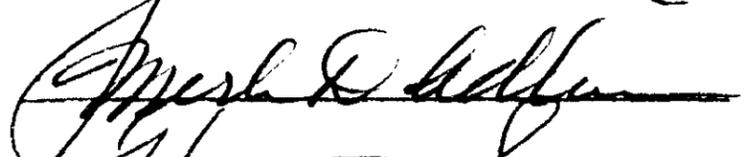
- b. Limits on Accumulating Vacation Leave: Effective January 1, 1984, vacation leave accumulation shall be limited to a 24-month accrual at anytime. ~~[the-employee's-anniversary date.]~~ Until that date, vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. ~~[On-the-anniversary-date-of-the-employee,-any portion-above-a-24-month-accrual-of-unused-vacation-leave shall-be-forfeited.]~~ Any unused vacation leave exceeding the maximum allowed accumulation shall be forfeited, including any sick leave converted to vacation. 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.

Except as provided in Section VI.B.4.d., vacation leave, including forfeitures where accrual exceeds maximum allowed accumulation, shall be applied on a first-in-first-out basis. First leave earned is to be the first leave taken.

- d. Payment for Vacation Leave at ~~[Termination]~~ Separation:
~~[Upon-termination,-regular-permanent-employees-shall-receive pay-in-lieu-of-unused-accrued-vacation-leave-based-on-the limitations-stated-above-and-prorated-through-the-last-day worked,-which,-except-in-cases-of-severe-illness,-is-the termination-date.]~~ Upon notice of separation and after the

last day of actual job performance, regular permanent employees shall be entitled to receive a lump sum payment in lieu of remaining unused vacation leave accrued prior to the beginning of the first payroll period which commences on or after July 1, 1982 and shall be entitled to take as paid vacation after the last day of actual job performance any unused vacation leave accrued on or after the commencement of such payroll period without using the earlier unused vacation leave which accrued prior to such payroll period. Except as provided in the first sentence of this Section VI.B.4.d., vacation leave, including leave accrued prior to the beginning of the first payroll period which commences on or after July 1, 1982, is subject to the first-in-first-out principle stated in Section VI.B.4.b. All vacation leave accruals shall be prorated through the last hour paid and shall cease upon last day of actual job performance or the exhaustion of all paid leave, whichever is later. (See Section VI.B. Note for proration of accrual limitations.) In the case of a regular permanent employee's death, a lump sum payment for unused or accrued vacation leave shall be paid to the employee's heir or estate, as appropriate. A probationary employee who terminates active employment before completing the probationary period shall receive no vacation pay.

ADOPTED by the Port Commission of the Port of Seattle this 22nd day of June, 1982, and duly authenticated in open session by the signatures of the Commissioners voting and the Seal of the Commission.


Port Commissioners

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<u>MARKETING DEPARTMENT</u>				
Schedule A1	* Director of Marketing	\$42,720 3,560	\$50,652 4,221	\$58,584 4,882
	11 Director of Sales	37,164	44,124	51,084
	11 Director of Trade Development	3,097	3,677	4,257
		"	"	"
	9 Senior Regional Manager	32,928 2,744	39,096 3,258	45,264 3,772
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A2	* Regional Manager (East Coast)	29,256 2,438	37,056 3,088	44,856 3,738
	* Regional Manager (Midwest)	28,104 2,342	35,604 2,967	43,092 3,591
	* Regional Manager (Inland Empire)	27,000 2,250	34,668 2,889	42,324 3,527
	* Regional Manager (Southeast Asia)	27,000 2,250	34,668 2,889	42,324 3,527
	* Regional Manager (California/Southwest)	26,664 2,222	34,224 2,852	41,772 3,481
	9 Planner II	25,680 2,140	30,504 2,542	35,316 2,943
	9 Regional Manager (66/Field)	25,680 2,140	30,504 2,542	35,316 2,943
	9 Manager, Market Analysis	25,680 2,140	30,504 2,542	35,316 2,943
	9 Manager, Intermodal Pricing	25,680 2,140	30,504 2,542	35,316 2,943
	9 Manager, Terminal Pricing and Tariff Publications	25,680 2,140	30,504 2,542	35,316 2,943
	* Regional Manager (Japan)	24,444 -2,037	28,992 -2,416	33,540 -2,795
	* Assistant Regional Manager (East Coast)	22,704 1,892	27,672 2,306	32,640 2,720
	6 Business Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	6 Cargo Expediter	22,080 1,840	26,220 2,185	30,360 2,530
	6 Market Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	* Assistant Regional Manager (Midwest)	21,816 1,818	26,592 2,216	31,368 2,614
	5 Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405

Salary
Grade Position Title

BASE SALARY RANGES
Minimum Midpoint Maximum

MARKETING DEPARTMENT, Cont'd.

Salary Grade	Position Title	Minimum	Midpoint	Maximum
Schedule B 9	Staff Assistant I (Regional)	\$ 1,302	\$ 1,546	\$ 1,790
9	Specialized Office Technician	1,302	1,546	1,790
9	Administrative/Professional Trainee	1,302	1,546	1,790
8	Graduate Intern	1,227	1,458	1,688
7	Secretary II	1,157	1,374	1,591
6	Secretary I	1,090	1,295	1,499
6	Specialized Office Assistant II	1,090	1,295	1,499
5	Specialized Office Assistant I	1,028	1,220	1,412
3	General Office Assistant	911	1,082	1,253

~~MAXIMUM AUTHORIZED NUMBER~~ 32

Nongraded Japan Office	* Regional Manager) Assistant Regional Manager) Staff Assistant I)	Not to exceed 23,621,120 yen per annum. **
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MAXIMUM AUTHORIZED NUMBER 34

** The Executive Director is authorized to allocate appropriate sums within this amount to the respective employees.

PORT OF SEATTLE

P.O. BOX 1209

SEATTLE, WASHINGTON 98111

June 17, 1982

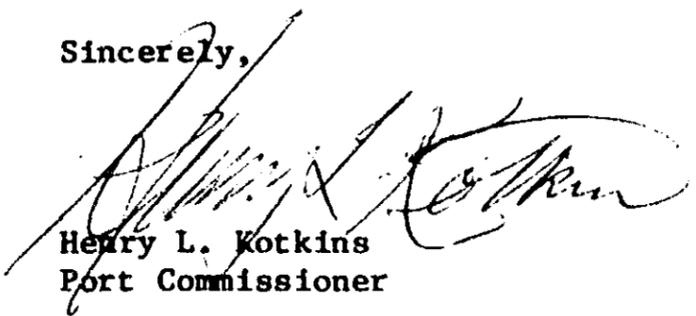
Mr. Jack S. Block, President
Port of Seattle Commission
P. O. Box 1209
Seattle, Washington 98111

Dear Mr. Block:

I will be unable to attend the Port Commission Meeting of June 22, 1982. However, I am familiar with Resolution No. 2857 amending the Port's Salary and Benefit Resolution No. 2829 to discontinue ranges for the Japan marketing staff; to provide relocation costs for Port employees; and to make certain changes in vacation and sick leave benefits. I consent to that Resolution being placed on second reading and final passage.

Please enter this consent in the official minutes of the meeting.

Sincerely,



Henry L. Kotkins
Port Commissioner

PORT OF SEATTLE

P.O. BOX 1209

SEATTLE, WASHINGTON 98111

June 17, 1982

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Port of Seattle Commission
P. O. Box 1209
Seattle, Washington 98111

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Paul S. Friedlander
Port Commissioner