

**SALARY AND BENEFIT RESOLUTION NO. 2870**

**Effective December 26, 1982**

# PORT OF SEATTLE

P.O. BOX 1209

SEATTLE, WASHINGTON 98111

November 29, 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 on December 14, 1982. I consent to placing on second reading and final passage, resolutions brought before said meeting including: Port of Seattle Salary and Benefit Resolution and resolutions declaring personal property surplus. Please enter this consent into the official minutes of the meeting.

Sincerely,



Henry L. Kotkins  
Port Commissioner

INDEX

RESOLUTION NO. 2870

	<u>Page No.</u>
I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES . . . . .	1
A. Classifications of Positions. . . . .	1
B. Graded Salary Ranges. . . . .	1
Schedule of Salary Ranges . . . . .	2
C. Salary Rates, Ranges, and Allowances for Certain Nongraded Positions . . . . .	3
1. Police and Fire Classifications. . . . .	3
2. Marketing Positions . . . . .	3
a. Regional Manager Positions Located Outside the Seattle Area Other than Japan . . . . .	3
b. Japan Regional Staff. . . . .	3
c. Senior Transportation Advisor and Certain Regional Positions Based in Seattle . . . . .	3
d. Special Overseas Allowance. . . . .	3
3. Executive Positions and Department Directors . . . . .	3
4. Legal Staff. . . . .	3
5. Student Intern or Foreign Trainee Positions . . . . .	3
D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges . . . . .	4
II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM . . .	4
III. FILLING VACANT POSITIONS AND SETTING SALARIES. . . . .	5
A. Selection Criteria. . . . .	5
B. Filling Vacant Positions. . . . .	5
C. Setting Salaries. . . . .	5
1. Hires. . . . .	5
2. Transfers. . . . .	5
IV. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES AND ADJUSTMENTS. . . . .	6
A. For Salaried Employees Other Than Those in Nongraded Fire and Police Classifications and Japan Regional Staff . . . . .	6
1. Probationary Salary Increases. . . . .	6
2. Discretionary Merit Fund Administration. . . . .	6
3. Promotional Adjustments. . . . .	7
a. Initial Adjustment. . . . .	7
b. Secondary Promotional Adjustment. . . . .	7
4. Increases Following Position Reevaluations . . . . .	7
5. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges . . . . .	8
6. Temporary Pay for Replacements . . . . .	8
B. Salary Adjustments for Employees in Fire Classifications. . . . .	8
1. Increases from E to D. . . . .	8
2. Length-of-Service Increases for Certain Classifications. . . . .	8
a. B, C, and D Classifications . . . . .	8
b. Longevity Pay for Certain Fire Classifications. . . . .	8
3. Fire Department Differentials. . . . .	9
4. Out of Classification Pay. . . . .	9
C. General Adjustments for All Salaried Employees Whose Salary Rates or Ranges Are Established in Exhibit A. . . . .	9
D. Special Job-related Add-on Allowance for Employees in Certain Exempt Positions. . . . .	10
E. Payment for Relocation Costs. . . . .	10
V. ADMINISTRATION OF PAY PRACTICES. . . . .	10
A. Conversion of Salary Rates. . . . .	10
B. Definitions of Employment Status. . . . .	11
1. Permanent. . . . .	11
a. Full-Time Permanent . . . . .	11
b. Part-Time Permanent . . . . .	11
2. Temporary. . . . .	11
C. Authorized Work Schedules for Full-Time Employees . . . . .	11
D. Extra Compensation. . . . .	11
1. Overtime . . . . .	12
2. Shift Differential . . . . .	12
3. Compensatory Time. . . . .	12

INDEX (cont.)

RESOLUTION NO. 2870

	<u>Page No.</u>
VI. ADMINISTRATION OF BENEFIT PROGRAM. . . . .	12
A. Basic Benefits Provided for All Salaried Employees. . . . .	12
1. Social Security (FICA) Insurance . . . . .	12
2. Industrial Insurance or Other Duty Disability Benefits . . . . .	12
3. Unemployment Compensation. . . . .	12
4. Military Leave . . . . .	13
5. Transportation and Parking . . . . .	13
B. Benefits Provided Permanent Employees . . . . .	13
1. Retirement . . . . .	13
2. Compensated Leave (Note regarding Leave Without Pay) . . . . .	13
a. Civic Duty Leave. . . . .	13
b. Sick Leave. . . . .	14
c. Bereavement Leave . . . . .	15
3. Holidays . . . . .	15
a. Employees Scheduled for Full-Time Work. . . . .	15
b. Group C Firefighters. . . . .	16
c. Part-Time Employees . . . . .	16
d. Temporary Employees . . . . .	16
e. Employees on Approved Leaves. . . . .	16
4. Vacation With Pay. . . . .	17
a. Scheduling of Vacation Leave. . . . .	17
b. Limits of Accumulating Vacation Leave . . . . .	17
c. Rates of Accrual. . . . .	17
5. Payment for Accrued Leave at Termination . . . . .	18
a. Sick Leave. . . . .	18
b. Vacation. . . . .	18
6. Insurance Benefits . . . . .	18
a. Medical Insurance for Employees Only. . . . .	18
b. Medical Insurance for Dependents. . . . .	19
c. Life Insurance. . . . .	19
d. Long-Term Disability Insurance. . . . .	19
e. Dental Insurance. . . . .	19
VII. EFFECTIVE DATE . . . . .	19

RESOLUTION NO. 2870

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, holidays, compensatory time, 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 26, 1982 and repealing all prior resolutions dealing with the same subject, including Resolution Nos. 2829 and 2857.

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, Schedule A1 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:

SCHEDULE A AND B GRADED SALARY RANGES  
December 12, 1982

A1 - MANAGEMENT EXEMPT

Grade	SALARY RANGE		
	Minimum	Midpoint	Maximum
1	\$20,772 1,731	\$24,672 2,056	\$28,560 Annual 2,380 Monthly
2	22,116 1,843	26,268 2,189	30,420 2,535
3	23,544 1,962	27,960 2,330	32,364 2,697
4	25,056 2,088	29,760 2,480	34,464 2,872
5	26,688 2,224	31,692 2,641	36,684 3,057
6	28,404 2,367	33,732 2,811	39,060 3,255
7	30,240 2,520	35,916 2,993	41,580 3,465
8	32,172 2,681	38,208 3,184	44,244 3,687
9	34,260 2,855	40,680 3,390	47,088 3,924
10	36,444 3,037	43,284 3,607	50,112 4,176
11	38,796 3,233	46,068 3,839	53,328 4,444
12	41,268 3,439	49,008 4,084	56,736 4,728
13	43,908 3,659	52,140 4,345	60,360 5,030
14	46,704 3,892	55,464 4,622	64,212 5,351

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

Grade	SALARY RANGE		
	Minimum	Midpoint	Maximum
1	\$18,132 1,511	\$21,540 1,795	\$24,936 Annual 2,078 Monthly
2	19,080 1,590	22,668 1,889	26,244 2,187
3	20,076 1,673	23,844 1,987	27,612 2,301
4	21,132 1,761	25,104 2,092	29,064 2,422
5	22,248 1,854	26,424 2,202	30,588 2,549
6	23,400 1,950	27,792 2,316	32,184 2,682
7	24,612 2,051	29,232 2,436	33,852 2,821
8	25,884 2,157	30,744 2,562	35,604 2,967
9	27,216 2,268	32,328 2,694	37,440 3,120
10	28,620 2,385	33,996 2,833	39,360 3,280
11	30,096 2,508	35,736 2,978	41,364 3,447
12	31,620 2,635	37,548 3,129	43,464 3,622
13	33,336 2,778	39,588 3,299	45,840 3,820
14	35,088 2,924	41,676 3,473	48,252 4,021
15	36,924 3,077	43,848 3,654	50,772 4,231
16	38,868 3,239	46,164 3,847	53,448 4,454
17	40,920 3,410	48,600 4,050	56,268 4,689

SCHEDULE B - NONEXEMPT

Grade	SALARY RANGE		
	Minimum	Midpoint	Maximum
1	\$ 847	\$1,007	\$1,167 Monthly
2	902	1,071	1,240
3	957	1,137	1,316
4	1,015	1,206	1,397
5	1,079	1,281	1,483
6	1,145	1,360	1,574
7	1,215	1,443	1,671
8	1,288	1,530	1,772
9	1,367	1,624	1,880
10	1,449	1,722	1,994
11	1,537	1,826	2,115
12	1,631	1,937	2,242
13	1,728	2,052	2,376
14	1,830	2,173	2,516
15	1,938	2,302	2,665

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: Salary rates and benefits for these nongraded positions shall be established and maintained as follows:
  - a. Exempt: Schedule A classifications in the fire and police departments shall be paid salary rates which are influenced by rates paid for comparable positions in the region, and by the Port's internal salary relationships, including those resulting from the position evaluation system.
  - b. Nonexempt: Schedule B fire department classifications shall be paid rates which are influenced by those which are paid for similar position levels in this locale, primarily the City of Seattle, and by the Port's internal salary relationships.
2. Marketing Positions:
  - a. Regional Manager Positions Located Outside the Seattle Area Other than Japan: Salary ranges for these positions are influenced by economic data 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. Senior Transportation Advisor and Certain Regional Positions Based in Seattle: Salary ranges for these Schedule A2 nongraded marketing staff positions are influenced by prevailing salary rates for similar positions and the Port's internal salary relationships.
  - d. 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 A1 nongraded positions in the Executive Department 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. Student Intern or Foreign Trainee 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.

Section I. (Cont'd)

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 the Seattle metropolitan area or, where appropriate, regional or industry comparisons; 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 reevaluations up through Schedule A1-10, or title changes, resulting from changes in organizational structure or from recognition of changes in any of the various established position factors. This authority shall not extend to the establishment of new positions. A summary report of such reevaluations shall be provided to the Port Commission on an annual basis at year end.

### III. FILLING VACANT POSITIONS AND SETTING SALARIES

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.

B. Filling Vacant 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 for each department and on a multi-departmental listing provided in Exhibit A, and to set salaries within the salary grade ranges as outlined below. Prior to terminations or retirements 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 not to exceed six months.

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

1. Hires: Though salaries shall normally be set at the minimum of the salary range for hires, the Executive Director may authorize a salary up to the midpoint of the salary range for appointees possessing special qualifications or exceptional experience.
2. Transfers (or reclassifications other than promotional): The Executive Director is authorized to maintain the employee's salary level, so long as it falls within the position's salary range.

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 so long as the resulting salary is within the position's salary range.

In the case of reorganization, the Executive Director may authorize transfers of positions and/or employees from one department to another. In such instances, the same salary and position level shall be maintained at the time of the transfer. At no time shall total Port salaried positions exceed the total of numbers authorized in Exhibit A.

The Executive Director may also authorize interdepartmental transfers of up to 15 months' duration for selected Schedule A exempt positions for the purpose of cross training, development, and broadening of potential management skills. In such instances, the same title and salary range shall be maintained during the transfer. Personnel actions during such a training period shall be coordinated by the Director of Human Resources with the two departments involved.

#### 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 Other Than Those in Nongraded Fire and Police Classifications and Japan Regional Staff:

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, permanent 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 promotional adjustment may be considered within the guidelines established in Section A.3.
2. Discretionary Merit Fund Administration: A merit fund shall be established equal to 4.5% of the total salary midpoint amounts for salaried employees. This fund shall be calculated for the monthly salaried payroll for eligible employees effective December 26, 1982. The merit fund shall be administered according to a plan prepared by the Director of Human Resources and approved by the Executive Director, subject to the following provisions:
  - a. Employees whose salaries are below range midpoint level shall be eligible for merit increases which would permanently add to their base salaries. Employees at or above range midpoint level shall be eligible for either merit increases or for lump sum merit awards which would not add to base salaries. Lump sum awards shall be provided on an annual basis in one amount. Employees at salary range maximum shall be eligible for lump sum awards only. Any merit increases recommended for employees whose salaries are above range midpoint level shall be subject to close review. Special controls may be established by the Director of Human Resources for consideration of any merit recommendations affecting salaries which are at or above range midpoint level.
  - b. On at least a semiannual basis, the Director of Human Resources shall initiate merit reviews for salaried employees.
  - c. Merit recommendations shall be submitted by department heads 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. Salary plans must be approved by the Executive Director before any individual discretionary merit award shall be granted.
  - d. The total amount for either type of merit award shall not exceed 10% of the employee's salary range midpoint during any twelve-month period, nor be less than amounts established in guidelines issued by the Director of Human Resources.

Section IV.A.2. (Cont'd)

- e. All eligible employees, without regard to classification, shall be eligible for merit awards. Awards shall take into account the relative ranking of performance of employees within the departments. Permanent employees who are meeting normal job expectations and whose salaries fall below range midpoint level shall normally receive merits each year which progress salaries toward midpoint level. Employees who are at or above range midpoint level are generally eligible to receive merits only if work performance exceeds normal expectations. 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.
- f. 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.
- g. A current Work Performance Review documenting meritorious performance is required before a merit may be implemented.
- h. Merits for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members.

3. Promotional Adjustments:

- a. Initial Adjustment: Reclassifications, as determined by the Director of Human Resources to be promotional, shall normally result in employee salary increases ranging from 4% to 10% depending on the circumstances. However, if the difference between the employee's present salary and the minimum of the new rate range exceeds 10%, the promoted employee's new salary shall be set at minimum of the new rate range.

Any recommended promotional increase exceeding 10% requires the approval of the Senior Director, Finance and Administration.

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

At the completion of six months in a new classification, a department head may elect to provide an adjustment of from 4 to 10 percent of an employee's salary for employees who were promoted to the minimum of a salary range. This adjustment shall not be deducted from the merit fund allocation. These conditions apply only to the first adjustment made to an employee's salary following promotion to a higher classification. Any subsequent adjustments shall be administered within merit guidelines and deducted from the merit fund. Such promotional salary adjustment shall not be automatic and shall be made only at the discretion of the department head, based upon the employee's work performance in the new classification as documented by the supervisor through a Work Performance Review.

- 4. Increases Following Position Reevaluations: After a position is reevaluated to a higher pay grade and the incumbent's salary is below the new range midpoint, the Director of Human Resources may approve a salary adjustment of up to the midpoint of the new salary range. Such adjustment shall take into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties established in the reevaluation documentation. Any recommendation exceeding midpoint requires the approval of the Senior Director, Finance and Administration.

Section IV.A. (Cont'd)

5. 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 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.C.1. 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.D. In any event, all increases shall conform to the provisions and limitations in salary administration policy described in this section.
6. Temporary Pay for Replacements: When a graded employee is temporarily assigned for a period of 30 calendar days or more to replace another employee in a higher classification, such employee is eligible to receive a temporary reclassification adjustment to the minimum of the higher grade if fulfilling all duties of the employee being replaced. Such temporary pay shall not be provided for employees participating in the Port's interdepartmental transfer program as described in Section III.C.2.

B. Salary Adjustments For Employees in Fire Classifications:

1. Increases From E to D: Employees in Firefighter E classifications shall be granted a one-step salary increase from E to D, as shown on Page 6 of Exhibit A, after satisfactorily completing the approved Port training program or the one-year probationary period. Satisfactory work performance shall be documented in a performance review prior to such increase.

(For employment purposes, the first year of continuous active employment is established as the probationary period; for benefit purposes, six continuous calendar months of satisfactory performance constitutes the probationary period.)

2. Length-of-Service Increases for Certain Classifications:
  - a. B, C and D Classifications: If they are performing and continue to perform the duties of their positions satisfactorily, employees in Firefighter B, C, and D classifications shall receive a length-of-service, promotional increase after each twelve months from D to C to B and, finally to A, on a single-step salary schedule as shown on Page 6 of Exhibit A. Satisfactory performance shall be documented in a performance review prior to each such increase.
  - b. Longevity Pay for Certain Fire Classifications: After five years' active employment have been completed since the date of progression to "A" status or the date that "A" status would have been achieved under the conditions described in a. above, employees classified as Firefighter A, Fire Lieutenant, and Fire Captain shall receive a rate of pay

Section IV.B.2.b. (Cont'd)

equal to the current base rate in effect for that position plus a longevity adjustment equivalent to 2% of the base rate paid to the "A" classification and resulting in a new base rate for pay computations. After ten years' active employment based upon the same considerations, a 4% longevity adjustment shall be granted. After fifteen years' active employment, a 6% longevity adjustment shall be granted. Longevity amounts are always based on the "A" base rate.

3. Fire Department Differentials: The following differentials when added to "base rates" of firefighters are considered basic salary as applies to retirement contributions:

- a. Work Schedule Differential: While assigned to work schedule which involves 24-hour shifts resulting in an average work week of 56 hours, nonexempt firefighters shall receive a 5% salary differential. This differential is applied to the "base rate" as shown on page 6 of Exhibit A. See Section V. for further details.
- b. Premium for "Emergency Medical Treatment" Assignment: Qualified firefighters and lieutenants assigned to Emergency Medical Treatment duty shall receive a premium equivalent to 2% of their base rate during such assignment. No more than 15 firefighters and six lieutenants shall be assigned to E.M.T. duty at one time.
- c. Premium for Special Assignment: Qualified nonexempt personnel scheduled to work 40 hours per week on special assignment shall receive a premium equivalent to 5% of their base rate during such assignment. No more than 10 firefighters shall be assigned to special assignment duty at one time.

4. Out of Classification Pay:

- a. Lieutenant: When an employee who is classified as a combat firefighter is temporarily detailed to perform all duties of a combat lieutenant in excess of twelve hours on any shift, such employee shall be paid the base rate, work schedule differential, and E.M.T. premium, if applicable, of the lieutenant classification for the entire shift.
- b. Captain: When an employee who is classified as a combat lieutenant is temporarily detailed to perform all duties of a combat captain for an entire shift, such employee shall be paid the base rate and work schedule differential of the captain classification for the shift.

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

1. The Director of Human Resources shall conduct comprehensive salary surveys during midyear. 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, 1983.
2. Salary surveys for regional Marketing positions shall also be conducted annually by the Director of Human Resources to include data from the appropriate region. The Executive Director shall be authorized to adjust salary rates and/or ranges based on survey results up to a maximum of 10%.

Section IV. (Cont'd)

3. Salary rates for nongraded fire classifications are influenced by factors stated in Section I.C.1.a. and b. The Executive Director shall be authorized to adjust salary rates for these positions up to a maximum of 5% without further Commission action. Nongraded police classifications shall be considered for adjustment at the time the contract for police officers is presented to the Commission.

D. 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 mandatory 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 long-term disability insurance benefits application. These allowances shall be administered by the Senior Director, Finance and Administration pursuant to the policy bulletin issued by the Executive Director or as it may be amended from time to time.

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.

V. ADMINISTRATION OF PAY PRACTICES

Since some pay practices are handled differently for a group of fire personnel who work 24-hour shifts and average 56 hours per week throughout a year, a distinction for pay practices only is made in following sections of this resolution between them and other salaried employees whose positions are based upon 37.5 or 40 hours per week. For brevity, 56-hour fire personnel, described in Section IV.B.3.a. above, shall be called Group C Firefighters henceforth in this resolution.

A. Conversion of Salary Rates: For all salaried employees except Group C Firefighters, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by dividing the annual rate by the normal number of full-time hours per year (1950 hours for most positions and 2080 hours for firefighters and Schedule A positions required to work 40 hours per week) and...

1. Exempt Classifications (Schedule A): The straight-time hourly rate of pay which results from the above 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 V.A. (Cont'd)

2. Nonexempt Classifications (Schedule B): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked each week (37.5 or 40) to determine the weekly salary, which is payable in 52 pay periods during the year.
3. Group C Firefighter Classifications: The monthly salary rate is converted into a straight-time weekly rate of pay extended to the next highest cent, based on the Firefighter's regularly scheduled average work week, which is hereby established as 56 hours. The resulting salary is payable weekly.

B. Definitions of Employment Status for compensation practices:

1. Permanent status requires regularly scheduled work in a position expected to last more than five months for a minimum of 90 hours per month, consistent with the definition of "eligible position" used by the Public Employees Retirement System. Until the successful completion of the probationary period, employment status is "probationary, permanent" and thereafter is considered "regular, permanent."
  - a. Full-time status requires regular scheduling of 37.5, 40, or in the case of certain Firefighters, 56 hours per week.
  - b. Part-time status applies to any permanent employees scheduled to work less than "full-time" as described above. The minimum schedule for permanent, part-time employment is 20.8 hours per week.
2. A temporary employee is one who works less than 90 hours per month indefinitely, or one whose assignment is to be of a limited duration of five months or less. The status of a temporary employee whose services of 90 hours or more per month are required beyond five months must be changed to "permanent;" if permanent status cannot be authorized, the employee must be terminated.

An employee hired for "on-call," relief work shall be classified as temporary unless or until a sufficient number of hours of pre-scheduled work is established by department supervision to justify a change in status to permanent.

C. Authorized Work Schedules for Full-time Employees: Full-time work

schedules for most employees are made up of either five 7-1/2-hour shifts or five 8-hour shifts per week with the following exceptions:

1. Computer operations positions, some positions which supervise wage employees, and up to five relief ramp and operations controller positions which are authorized to include four 10-hour shifts per week. No other positions have been approved for a four-day week.
2. Firefighters working 24-hour shifts on alternate days.

D. Extra Compensation: The following terminology shall be used in this section and Section VI.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. ("An employee's Saturday" and "an employee's Sunday"

Section V.D. (Cont'd)

may be changed without overtime payment if the change is intended to be permanent and is not adopted to avoid the overtime pay requirements of the law.) 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. For overtime: Permanent and temporary employees in nonexempt classifications shall receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above a full-time regularly scheduled workshift (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 VI.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Group C Firefighters are excluded from receiving overtime compensation for working on any day which falls within their normal, regularly assigned schedule, since their compensation includes a work schedule differential.
2. For shift differential: All nonexempt employees other than firefighters 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.
3. For compensatory time: Compensatory time may be used, subject to law in lieu of overtime, or to offset hours lost due to natural conditions.

VI. 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 1983, both Port and employee contributions are scheduled to be 6.7% on earnings up to a maximum of \$35,700. In compliance with current FICA guidelines, employee sick leave in excess of one hour will be excluded from FICA taxable earnings.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except LEOFF, Plan One Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workers' Compensation Act. Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability (i.e., Longshore and Harbor Workers' Act); to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued sick leave as a supplement to Workers' Compensation may be provided within guidelines as established by the Executive Director.
3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.

Section VI.A.4. (Cont'd)

4. Military Leave: With appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per 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 head discretion.

5. Transportation and Parking: For purpose of commuting to and from work, and in view of increased costs of transportation and fuel shortages, employees may select one of the following: payment for 50% of the cost of a monthly METRO bus pass; van/car pools for employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charged to the employee passenger commuting within King County and 75% charged to the employee passenger commuting outside of King County; reimbursement of an amount of up to 50% the cost of a monthly METRO bus pass for State ferry system commuters; 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 Port Resolution No. 2657. The Transportation Subsidy and Parking Policy is under the administrative authority of the Director of Human Resources.

B. Benefits Provided Permanent Employees:

1. Retirement: Employees hired in eligible positions are covered from date of employment by the Washington State Public Employees' Retirement System, except that employees in eligible fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 are covered by "Plan One" and employees who became members on or after October 1, 1977 are covered by "Plan Two." Since benefits under "Plan One" and "Plan Two" differ, please refer to appropriate retirement membership handbooks for further details.
2. Compensated Leave: (See Leaves Without Pay Policy 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 benefits office regarding continuance of insurance coverages, etc.)

a. Civic Duty Leave:

- (1) Jury Duty: A permanent employee who serves on jury duty shall receive full regular compensation less any compensation (excluding mileage paid by the court) received for such service during the period of leave.
- (2) Subpoenaed Witness Leave: When a permanent 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.

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

b. Sick Leave: Permanent salaried employees shall receive sick leave accruals as follows:

- (1) Salaried Employees Other than Firefighters: Permanent salaried employees shall accrue sick leave at the rate of .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.
- (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.

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.

- (3) Firefighters covered by LEOFF, Plan Two: Group C Firefighters shall accrue up to 12 hours or one half of a 24-hour shift per month of sick leave, not to exceed six 24-hour shifts in a calendar year. Firefighters who work 40-hour schedules accrue at the rate of one working day per month of sick leave. 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 10-year period under the provisions stated above; i.e., 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 96 10-hour shifts, and eligible Group C Firefighters are limited to an accumulation equivalent to 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: 900 hours for positions scheduled for 37.5 hours per week; 960 hours for positions scheduled for 40 hours per week; and 1,440 hours for eligible Group C Firefighters.

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.

Section VI.B.2.b. (Cont'd)

Sick leave will be used only in instances of illness or injury. Departmental management may at any time require a physician's statement to justify use of sick leave. A physician's release shall be required prior to the return to work by any employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident. In compliance with current FICA guidelines, sick leave of less than one hour shall be administered in accordance with other appropriate leaves.

- c. Bereavement Leave: At the discretion of the department head 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. 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 is effective from 1/01/83 through 12/31/83.) These eleven 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 V.D.1., Overtime.

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>Holiday</u>
December 31, 1982	New Year's Day Holiday
Third Monday in February (21)	Washington's Birthday Observed
Last Monday in May (30)	Memorial Day
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
December 22	Port-designated floater (in lieu of Lincoln's Birthday)
December 23	Port-designated floater (in lieu of Veteran's Day)
December 26	Christmas Day Holiday
*Employee selects date	*Personal Holiday

\*Eligibility for the personal holiday is not established until the probationary period is completed (Section IV., A.1 and B.1.)

At least one week advance notice and department head approval is required for the personal holiday. Each eligible employee shall take one personal holiday within the calendar year, subject to appropriate scheduling with their department head. On November 1, 1983, each department head shall set up a schedule for eligible employees who have not yet scheduled a personal holiday. An employee shall receive no extra pay for not taking a personal holiday, unless directed by the department head to work on the day scheduled and no other day off can be scheduled before year end. A terminating employee shall receive no pay for a personal holiday not taken prior to the last day worked.

- 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.

Section VI.B.3.a. (Cont'd)

- (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 work day 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 or next pay period may be approved. Days off in lieu of holidays shall not be carried over into other pay periods beyond limits stated herein.

- b. Group C Firefighters are not eligible for holiday pay since they are paid a 5% work schedule differential for weekends and holidays which fall in their normal work schedule.
- c. Part-Time Employees:
- (1) Permanent part-time employees may receive compensation for the holidays (as specified in a. above) on a pro rata basis of a full-time work 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.
- d. 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.
- e. 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 1 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.

Permanent 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.

Permanent 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.

Section VI.B. (Cont'd)

4. Vacation With Pay:

- a. Scheduling of Vacation Leave: At any time after the successful completion of the six-month probationary period, regular permanent 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 head.

Normally, requests for approval of vacation schedules shall be made to the department head on a vacation request form one week or more in advance; more notice may be required by a department head 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: Effective January 1, 1984, vacation leave accumulation shall be limited to a 24-month accrual at anytime. Until that date, vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. 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.5.b., 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.

- c. Rates of Accrual: Permanent salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. In this section, vacation shall be computed based on the normal workshift in hours (usually 7.5 or 8 hours, or in the case of Group C firefighters, 12 hours). 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, permanent 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; Group C firefighters 10/12 x 12 months = 10 days or 120 vacation hours).
- (2) Three Weeks Vacation: From the thirty-seventh full month to and including the one hundred thirty-second full month of continuous employment, permanent 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 vacation hours; Group C firefighters 15/12 x 12 months = 15 days or 180 vacation hours).
- (3) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, permanent employees shall accrue vacation at the rate of .0770 hours per straight-time hour paid (.0770 x 1950 annual hours = 150 vacation hours; .0770 x 2080 annual hours = 160 vacation hours; Group C firefighters 20/12 x 12 months = 20 days or 240 vacation hours).

Section VI.B. (Cont'd)

5. Payment for Accrued Leave at Termination: 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.
  - 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 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. 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.
  - b. Vacation: 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.5.b., 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. 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 permanent 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 P.E.R.S. Plan One members, the Port Auditor is authorized to make such vacation payoffs in a manner consistent with current State law(s).
6. Insurance Benefits: Coverages listed in Sections a. through d. below apply to permanent employees as defined in Section V.B. Dental coverage (e.) requires maintaining a normal employment schedule of at least 30 hours per week or 130 hours per month in the six months preceding initial coverage. 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 Only: Probationary, permanent employees who normally maintain active employment schedules of 90 hours or more each month shall receive paid surgical, hospital, and major medical insurance coverage

Section VI.B.5.a. (Cont'd)

limited to the regular adult premium for the Port's 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 two medical/health insurance plans from which employees 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, permanent employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents; 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 has chosen. Employees scheduled for less than full-time employment shall be responsible for the costs of dependent medical insurance which exceeds the King County Medical Blue Shield premium for a spouse and two children. Employee costs shall be by payroll deduction.

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 either Group Health Cooperative or KCMBS, the extra cost shall be the responsibility of the employee and paid through payroll deduction.

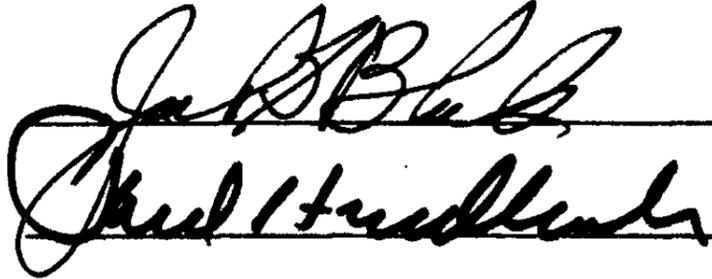
- c. Life Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular, permanent employees and their eligible dependents shall receive paid life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- d. Long-Term Disability Insurance: On the first day following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular, permanent 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.
- e. 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, permanent employees and their eligible dependents shall receive paid dental insurance coverage. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.

Section VII.

VII. EFFECTIVE DATE: This resolution shall be effective December 26, 1982. The Executive Director, the Director of Accounting 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 26, 1982.

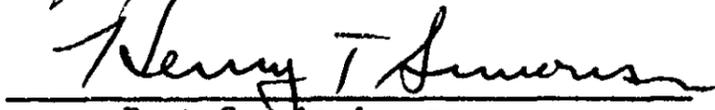
BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution Nos. 2829 and 2857 be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 14th day of December, 1982, and duly authenticated in open session by the signatures of the Commissioners voting and the seal of the Commission.

  
\_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

Port Commissioners

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

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

SCHEDULE "B" - NONEXEMPT POSITIONS: (Salary Grades 1-15 and \*)

<u>Salary Grade</u>	<u>Position Title</u>	<u>BASE SALARY RANGES</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>

(Annual Over Monthly)

EXECUTIVE DEPARTMENT

Schedule	A1	*	Executive Director	\$71,208 5,934	\$84,420 7,035	\$97,632 8,136
		*	Senior Director, Operations	59,388 4,949	70,404 5,867	81,420 6,785
		*	Senior Director, Facilities	54,684 4,557	64,836 5,403	74,976 6,248
		*	Senior Director, Finance and Administration	50,340 4,195	59,688 4,974	69,024 5,752
	12		Director of Project Development	41,268 3,439	49,008 4,084	56,736 4,728
	9		Director of Labor Relations	34,260 2,855	40,680 3,390	47,088 3,924
	8		Director, Budget and Internal Audit	32,172 2,681	38,208 3,184	44,244 3,687
	5		Executive Assistant	26,688 2,224	31,692 2,641	36,684 3,057
	3		Records Manager	23,544 1,962	27,960 2,330	32,364 2,697
.....						
	A2	*	General Counsel	41,388 3,449	49,140 4,095	56,892 4,741
		*	Staff Attorney	27,060 2,255	32,136 2,678	37,212 3,101
	8		Senior Staff Auditor	25,884 2,157	30,744 2,562	35,604 2,967
	5		Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
	4		Commission Records Coordinator	21,132 1,761	25,104 2,092	29,064 2,422
	4		Records Analyst	21,132 1,761	25,104 2,092	29,064 2,422
	4		Staff Auditor	21,132 1,761	25,104 2,092	29,064 2,422
-----						
Schedule	B	10	Management Intern	1,449	1,722	1,994
		10	Executive Staff Assistant	1,449	1,722	1,994
		10	Records Retention/Library Specialist	1,449	1,722	1,994

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

EXECUTIVE DEPARTMENT, Cont'd.

Salary Grade	Position Title	Minimum	Midpoint	Maximum
Schedule B (continued)	9 Legal Assistant	\$1,367	\$1,624	\$1,880
	9 Staff Assistant I	1,367	1,624	1,880
	7 Secretary II	1,215	1,443	1,671
	6 Secretary I	1,145	1,360	1,574
	6 Specialized Office Assistant II	1,145	1,360	1,574
	5 Specialized Office Assistant I	1,079	1,281	1,483
	3 General Office Assistant	957	1,137	1,316

MAXIMUM AUTHORIZED NUMBER . . . . . 24.5

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum

**ACCOUNTING DEPARTMENT**

Schedule A1	*	Director of Accounting and Port Auditor	\$39,876 3,323	\$47,280 3,940	\$54,672 4,556
	8	Assistant Director of Accounting	32,172 2,681	38,208 3,184	44,244 3,687
.....					
A2	8	Safety Coordinator and Claims Agent	25,884 2,157	30,744 2,562	35,604 2,967
	8	Employee Benefits Administrator	25,884 2,157	30,744 2,562	35,604 2,967
	7	Credit Manager	24,612 2,051	29,232 2,436	33,852 2,821
	7	Customer Accounting Manager	24,612 2,051	29,232 2,436	33,852 2,821
	7	General Accounting Manager	24,612 2,051	29,232 2,436	33,852 2,821
	6	Accounting Systems Analyst	23,400 1,950	27,792 2,316	32,184 2,682
	5	Accounting Section Supervisor	22,248 1,854	26,424 2,202	30,588 2,549
	5	Accountant, Financial Control Systems	22,248 1,854	26,424 2,202	30,588 2,549
	5	Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
	5	Assistant Claims Agent	22,248 1,854	26,424 2,202	30,588 2,549
	4	Credit Specialist	21,132 1,761	25,104 2,092	29,064 2,422
	3	Employee Benefits Assistant	20,076 1,673	23,844 1,987	27,612 2,301

Schedule B	10	Lead Specialized Office Assistant	1,449	1,722	1,994
	9	Staff Assistant I	1,367	1,624	1,880
	9	Specialized Office Technician	1,367	1,624	1,880
	7	Secretary II	1,215	1,443	1,671
	6	Secretary I	1,145	1,360	1,574
	6	Specialized Office Assistant II	1,145	1,360	1,574
	5	Specialized Office Assistant I	1,079	1,281	1,483
	5	Data Processing Operator I	1,079	1,281	1,483
	3	General Office Assistant	957	1,137	1,316

MAXIMUM AUTHORIZED NUMBER . . . . . 39.8

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<b>AVIATION DEPARTMENT</b>				
Schedule A1	* Director of Aviation	\$47,712 3,976	\$56,568 4,714	\$65,412 5,451
12	Assistant Director of Aviation, Operations and Services	41,268 3,439	49,008 4,084	56,736 4,728
10	Assistant Director of Aviation, Administration and Budget	36,444 3,037	43,284 3,607	50,112 4,176
9	Superintendent of Maintenance - Airport	34,260 2,855	40,680 3,390	47,088 3,924
9	Superintendent of Operations	34,260 2,855	40,680 3,390	47,088 3,924
8	Superintendent of Parking and Ground Transportation	32,172 2,681	38,208 3,184	44,244 3,687
8	Electrical Superintendent	32,172 2,681	38,208 3,184	44,244 3,687
8	Electronics Superintendent	32,172 2,681	38,208 3,184	44,244 3,687
8	Mechanical Superintendent	32,172 2,681	38,208 3,184	44,244 3,687
7	Conveyor Systems Superintendent	30,240 2,520	35,916 2,993	41,580 3,465
6	Airport Supervisor	28,404 2,367	33,732 2,811	39,060 3,255
6	Field Superintendent	28,404 2,367	33,732 2,811	39,060 3,255
6	Building Superintendent	28,404 2,367	33,732 2,811	39,060 3,255
5	Transit System Reliability and Quality Control Supervisor	26,688 2,224	31,692 2,641	36,684 3,057
4	Central Control Supervisor	25,056 2,088	29,760 2,480	34,464 2,872
4	Assistant Superintendent of Parking and Ground Transportation	25,056 2,088	29,760 2,480	34,464 2,872
.....				
A2	12 Manager of Aviation Marketing	31,620 2,635	37,548 3,129	43,464 3,622
11	Transit System Specialist - Electronic	30,096 2,508	35,736 2,978	41,364 3,447
11	Transit System Specialist - Electrical/ Mechanical	30,096 2,508	35,736 2,978	41,364 3,447
9	Associate Engineer	27,216 2,268	32,328 2,694	37,440 3,120
8	Small Works Contract Administrator	25,884 2,157	30,744 2,562	35,604 2,967

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

AVIATION DEPARTMENT, Cont'd.

Schedule A2 (continued)	8	Airport Management Assistant	\$25,884 2,157	\$30,744 2,562	\$35,604 2,967
	8	Environmental Health Specialist	25,884 2,157	30,744 2,562	35,604 2,967
	6	Airport Supply Administrator	23,400 1,950	27,792 2,316	32,184 2,682
	3	Ground Transportation Coordinator	20,076 1,673	23,844 1,987	27,612 2,301
	1	Staff Assistant II	18,132 1,511	21,540 1,795	24,936 2,078
-----					
Schedule B	13	Maintenance Shift Coordinator	1,728	2,052	2,376
	13	Lead Waste Plant Operator	1,728	2,052	2,376
	12	Operations Controller	1,631	1,937	2,242
	12	Inspector, Fire Alarm Systems	1,631	1,937	2,242
	10	Ramp Controller	1,449	1,722	1,994
	10	Waste Plant Operator	1,449	1,722	1,994
	10	Property Room Custodian	1,449	1,722	1,994
	10	Lead Specialized Office Assistant	1,449	1,722	1,994
	9	Staff Assistant I	1,367	1,624	1,880
	9	Specialized Office Technician	1,367	1,624	1,880
	9	Aviation Stockroom Assistant	1,367	1,624	1,880
	7	Secretary II	1,215	1,443	1,671
	6	Secretary I	1,145	1,360	1,574
	6	Specialized Office Assistant II	1,145	1,360	1,574
	5	Specialized Office Assistant I	1,079	1,281	1,483
	3	General Office Assistant	957	1,137	1,316
	3	Messenger	957	1,137	1,316
*	Student Intern				

Prevailing Rates Paid  
(as determined in Section I.C.)

<u>Salary</u>		<u>Salary</u>
<u>Grade</u>	<u>Position Title</u>	<u>Rate</u>

AVIATION DEPARTMENT, Cont'd.

Police Department

Schedule	Al	P	Chief of Port Police	\$46,812
				3,901
		P	Deputy Chief of Port Police	44,580
				3,715

Fire Department

Schedule	Al	F	Fire Chief	\$45,708
				3,809
		F	Deputy Fire Chief	43,536
				3,628

				<u>Base</u>	<u>**Rate</u>
				<u>Salary Rate</u>	<u>with 5%</u>
Schedule	B	F	*Captain	\$2,824	\$2,965
		F	*Lieutenant	2,456	2,579
		F	*Firefighter A	2,233	2,345
		F	Firefighter B	2,126	2,232
		F	Firefighter C	2,025	2,126
		F	Firefighter D	1,929	2,025
		F	Firefighter E	1,794	1,884

MAXIMUM AUTHORIZED NUMBER . . . . . 144.2

\*These classifications are eligible for longevity premiums as detailed in Section IV.B.2.b.

\*\*These salaries include 5% work schedule differential explained in Section IV.B.3.a.

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

ENGINEERING DEPARTMENT

Schedule	Grade	Position Title	Minimum	Midpoint	Maximum
A1	*	Chief Engineer	\$47,712 3,976	\$56,568 4,714	\$65,412 5,451
	12	Assistant Chief Engineer	41,268 3,439	49,008 4,084	56,736 4,728
	10	Chief Systems and Support Engineer	36,444 3,037	43,284 3,607	50,112 4,176
	10	Chief Facilities Engineer	36,444 3,037	43,284 3,607	50,112 4,176
	9	Project Manager	34,260 2,855	40,680 3,390	47,088 3,924
	9	Superintendent of Maintenance - Waterfront	34,260 2,855	40,680 3,390	47,088 3,924
	8	Superintendent - Cargo Handling Equipment	32,172 2,681	38,208 3,184	44,244 3,687
	8	Superintendent - Buildings and Grounds	32,172 2,681	38,208 3,184	44,244 3,687
	7	Maintenance Supervisor - Nights & Weekends	30,240 2,520	35,916 2,993	41,580 3,465
	6	Maintenance Supervisor	28,404 2,367	33,732 2,811	39,060 3,255
	4	Drafting Manager	25,056 2,088	29,760 2,480	34,464 2,872
. . . . .					
A2	12	Senior Engineer	31,620 2,635	37,548 3,129	43,464 3,622
	12	Resident Engineer	31,620 2,635	37,548 3,129	43,464 3,622
	9	Resident Engineer - Small Works, Electrical and Mechanical	27,216 2,268	32,328 2,694	37,440 3,120
	9	Associate Engineer	27,216 2,268	32,328 2,694	37,440 3,120
	8	Senior Contracts Administrator	25,884 2,157	30,744 2,562	35,604 2,967
	7	Assistant Engineer	24,612 2,051	29,232 2,436	33,852 2,821
	7	Contracts Administrator	24,612 2,051	29,232 2,436	33,852 2,821
	7	Maintenance Administration Supervisor	24,612 2,051	29,232 2,436	33,852 2,821
	6	Designer	23,400 1,950	27,792 2,316	32,184 2,682
	6	Engineering Administration Supervisor	23,400 1,950	27,792 2,316	32,184 2,682
	5	Junior Engineer	22,248 1,854	26,424 2,202	30,588 2,549

Salary  
Grade

Position Title

BASE SALARY RANGES  
Minimum Midpoint Maximum

ENGINEERING DEPARTMENT, Cont'd.

Administrative

Schedule B	9	Work Order Administrator	\$1,367	\$1,624	\$1,880
	9	Staff Assistant I	1,367	1,624	1,880
	9	Specialized Office Technician	1,367	1,624	1,880
	8	Graduate Intern	1,288	1,530	1,772
	7	Secretary II	1,215	1,443	1,671
	6	Secretary I	1,145	1,360	1,574
	3	General Office Assistant	957	1,137	1,316

\* Student Intern

Prevailing Rates Paid  
(as determined in Section I.C.)

Design

	11	Senior Drafter	1,537	1,826	2,115
	8	Drafter II	1,288	1,530	1,772
	6	Drafter I	1,145	1,360	1,574
	6	Engineering Reproduction Technician	1,145	1,360	1,574

Construction

	15	Senior Construction Inspector	1,938	2,302	2,665
	12	Associate Construction Inspector	1,631	1,937	2,242
	10	Assistant Construction Inspector	1,449	1,722	1,994
	9	Junior Construction Inspector	1,367	1,624	1,880

Survey

	14	Survey Party Chief	1,830	2,173	2,516
	13	Senior Survey Technician	1,728	2,052	2,376
	12	Survey Instrument Technician	1,631	1,937	2,242
	10	Survey Head Chainer	1,449	1,722	1,994
	9	Survey Rear Chainer	1,367	1,624	1,880

Maintenance

	13	Maintenance Storekeeper	1,728	2,052	2,376
	9	Maintenance Clerk	1,367	1,624	1,880
	7	Stock Room Clerk	1,215	1,443	1,671

MAXIMUM AUTHORIZED NUMBER . . . . . 99.5

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum

HUMAN RESOURCES DEPARTMENT

Schedule A1	* Director of Human Resources	\$39,876	\$47,280	\$54,672
		3,323	3,940	4,556
6	Human Resources Manager	28,404	33,732	39,060
		2,367	2,811	3,255
.....				
A2	8 Equal Employment Officer	25,884	30,744	35,604
		2,157	2,562	2,967
7	Compensation Analyst	24,612	29,232	33,852
		2,051	2,436	2,821
5	Administrative Assistant	22,248	26,424	30,588
		1,854	2,202	2,549
5	Human Resources Representative	22,248	26,424	30,588
		1,854	2,202	2,549

---

Schedule B	9	Staff Assistant I	1,367	1,624	1,880
	9	Specialized Office Technician	1,367	1,624	1,880
	7	Secretary II	1,215	1,443	1,671
	6	Secretary I	1,145	1,360	1,574
	6	Specialized Office Assistant II	1,145	1,360	1,574
	5	Specialized Office Assistant I	1,079	1,281	1,483
	3	General Office Assistant	957	1,137	1,316

MAXIMUM AUTHORIZED NUMBER . . . . . 12.5

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MARINE SERVICES DEPARTMENT

Schedule A1	*	Director, Marine Services	\$44,856 3,738	\$53,184 4,432	\$61,512 5,126
	10	Assistant Director, Marine Services	36,444 3,037	43,284 3,607	50,112 4,176
	8	Manager, Warehousing	32,172 2,681	38,208 3,184	44,244 3,687
	7	Terminal Superintendent	30,240 2,520	35,916 2,993	41,580 3,465
	6	Traffic Supervisor	28,404 2,367	33,732 2,811	39,060 3,255
	5	Superintendent, Marine Operations	26,688 2,224	31,692 2,641	36,684 3,057
	4	Assistant Manager, Warehousing	25,056 2,088	29,760 2,480	34,464 2,872
	4	Assistant Terminal Superintendent	25,056 2,088	29,760 2,480	34,464 2,872
	1	Manager, Support Services	20,772 1,731	24,672 2,056	28,560 2,380
.....					
A2	8	Environmental Health Specialist	25,884 2,157	30,744 2,562	35,604 2,967
	8	Manager, Warehouse Rates and Services	25,884 2,157	30,744 2,562	35,604 2,967
	7	Traffic Coordinator	24,612 2,051	29,232 2,436	33,852 2,821
	6	Systems and Procedures Analyst	23,400 1,950	27,792 2,316	32,184 2,682
	6	Business Analyst	23,400 1,950	27,792 2,316	32,184 2,682
	5	Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
	4	Assistant Traffic Coordinator	21,132 1,761	25,104 2,092	29,064 2,422
	1	Staff Assistant II	18,132 1,511	21,540 1,795	24,936 2,078
-----					
Schedule B	13	Floor Supervisor	1,728	2,052	2,376
	12	Chief Freight Agent	1,631	1,937	2,242
	11	Dispatcher	1,537	1,826	2,115
	10	Freight Agent	1,449	1,722	1,994
	10	Lead Specialized Office Assistant	1,449	1,722	1,994
	9	Staff Assistant I	1,367	1,624	1,880

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum   Midpoint   Maximum

MARINE SERVICES DEPARTMENT, Cont'd.

Salary Grade	Position Title	Minimum	Midpoint	Maximum
Schedule B (continued)	9 Specialized Office Technician	\$1,367	\$1,624	\$1,880
	9 Senior Data Processing Operator	1,367	1,624	1,880
	7 Secretary II	1,215	1,443	1,671
	6 Secretary I	1,145	1,360	1,574
	6 Specialized Office Assistant II	1,145	1,360	1,574
	6 Data Processing Operator II	1,145	1,360	1,574
	5 Data Processing Operator I	1,079	1,281	1,483
	5 Specialized Office Assistant I	1,079	1,281	1,483
	3 General Office Assistant	957	1,137	1,316
	3 Messenger	957	1,137	1,316

MAXIMUM AUTHORIZED NUMBER . . . . . 72.3

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum      Midpoint      Maximum

MARKETING DEPARTMENT

Schedule A1	* Director of Marketing	\$44,856 3,738	\$53,184 4,432	\$61,512 5,126
	11 Director of Sales	38,796 3,233	46,068 3,839	53,328 4,444
	11 Director of Trade Development	38,796 3,233	46,068 3,839	53,328 4,444
. . . . .				
A2	* Senior Transportation Advisor	38,796 3,233	46,068 3,839	53,328 4,444
	* Regional Manager (Exports)	32,928 2,744	39,096 3,258	45,264 3,772
	* 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
	* Assistant Regional Manager (East Coast)	22,704 1,892	27,672 2,306	32,640 2,720
	* Assistant Regional Manager (Midwest)	21,816 1,818	26,592 2,216	31,368 2,614
	10 Manager, Market Research	28,620 2,385	33,996 2,833	39,360 3,280
	10 Manager, Transportation Operations	28,620 2,385	33,996 2,833	39,360 3,280
	9 Regional Manager (66/Field)	27,216 2,268	32,328 2,694	37,440 3,120
	9 Senior Market Analyst	27,216 2,268	32,328 2,694	37,440 3,120
	9 Senior Transportation Operations Analyst	27,216 2,268	32,328 2,694	37,440 3,120
	9 Manager, Intermodal Pricing	27,216 2,268	32,328 2,694	37,440 3,120
	9 Manager, Terminal Pricing and Tariff Publications	27,216 2,268	32,328 2,694	37,440 3,120
	6 Cargo Expediter	23,400 1,950	27,792 2,316	32,184 2,682

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MARKETING DEPARTMENT, Cont'd.

Schedule A2 (continued)	6	Market Analyst	\$23,400	\$27,792	\$32,184
			1,950	2,316	2,682
	5	Administrative Assistant	22,248	26,424	30,588
			1,854	2,202	2,549

---

Schedule B	9	Staff Assistant I (Regional)	1,367	1,624	1,880
	9	Specialized Office Technician	1,367	1,624	1,880
	9	Administrative/Professional Trainee	1,367	1,624	1,880
	8	Graduate Intern	1,288	1,530	1,772
	7	Secretary II	1,215	1,443	1,671
	6	Secretary I	1,145	1,360	1,574
	6	Specialized Office Assistant II	1,145	1,360	1,574
	5	Specialized Office Assistant I	1,079	1,281	1,483
	3	General Office Assistant	957	1,137	1,316

.....

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

MAXIMUM AUTHORIZED NUMBER . . . . . 30.5

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

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<b>PLANNING AND RESEARCH DEPARTMENT</b>				
Schedule A1	* Director of Planning and Research	\$44,856 3,738	\$53,184 4,432	\$61,512 5,126
	10 Manager, Planning and Research	36,444 3,037	43,284 3,607	50,112 4,176
.....				
A2	12 Senior Economic Advisor	31,620 2,635	37,548 3,129	43,464 3,622
	11 Senior Planner	30,096 2,508	35,736 2,978	41,364 3,447
	11 Senior Environmental Planner	30,096 2,508	35,736 2,978	41,364 3,447
	11 Chief Economist	30,096 2,508	35,736 2,978	41,364 3,447
	10 Economist, Maritime	28,620 2,385	33,996 2,833	39,360 3,280
	9 Economist	27,216 2,268	32,328 2,694	37,440 3,120
	9 Planner II	27,216 2,268	32,328 2,694	37,440 3,120
	6 Production Administrator/Editor	23,400 1,950	27,792 2,316	32,184 2,682
	6 Business Analyst	23,400 1,950	27,792 2,316	32,184 2,682
	6 Environmentalist II	23,400 1,950	27,792 2,316	32,184 2,682
	5 Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
	5 Planner I	22,248 1,854	26,424 2,202	30,588 2,549
	5 Graphics Illustrator	22,248 1,854	26,424 2,202	30,588 2,549
	4 Environmentalist I	21,132 1,761	25,104 2,092	29,064 2,422
-----				
Schedule B	9 Staff Assistant I	1,367	1,624	1,880
	9 Research Specialist	1,367	1,624	1,880
	9 Specialized Office Technician	1,367	1,624	1,880
	8 Graduate Intern	1,288	1,530	1,772
	6 Specialized Office Assistant II	1,145	1,360	1,574
	5 Specialized Office Assistant I	1,079	1,281	1,483
	3 General Office Assistant	957	1,137	1,316

MAXIMUM AUTHORIZED NUMBER . . . . . 21

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<u>PUBLIC INFORMATION DEPARTMENT</u>				
Schedule A1	* Director, Public Information	\$34,896 2,908	\$41,376 3,448	\$47,844 3,987
	6 Community Relations Manager	28,404 2,367	33,732 2,811	39,060 3,255
	6 Publications Manager	28,404 2,367	33,732 2,811	39,060 3,255
. . . . .				
A2	6 Community Relations Officer	23,400 1,950	27,792 2,316	32,184 2,682
	6 Media Relations Officer	23,400 1,950	27,792 2,316	32,184 2,682
	6 Photographer	23,400 1,950	27,792 2,316	32,184 2,682
	5 Graphics Illustrator	22,248 1,854	26,424 2,202	30,588 2,549
	5 World Trade Center Administrator	22,248 1,854	26,424 2,202	30,588 2,549
	4 Publications Assistant	21,132 1,761	25,104 2,092	29,064 2,422
	1 Staff Assistant II	18,132 1,511	21,540 1,795	24,936 2,078
-----				
Schedule B	9 Staff Assistant I	1,367	1,624	1,880
	8 Graduate Intern	1,288	1,530	1,772
	7 Secretary II	1,215	1,443	1,671
	6 Secretary I	1,145	1,360	1,574
	6 Specialized Office Assistant II	1,145	1,360	1,574
	5 Specialized Office Assistant I	1,079	1,281	1,483
	4 Assistant Photographer	1,015	1,206	1,397
	3 General Office Assistant	957	1,137	1,316
MAXIMUM AUTHORIZED NUMBER . . . . .		13		

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<b>PURCHASING AND OFFICE SERVICES DEPARTMENT</b>				
Schedule A1	* Director, Purchasing and Office Services	\$34,896 2,908	\$41,376 3,448	\$47,844 3,987
	5 Assistant Director, Purchasing and Office Services	26,688 2,224	31,692 2,641	36,684 3,057
	3 Print Shop Supervisor	23,544 1,962	27,960 2,330	32,364 2,697
.....				
A2	5 Senior Buyer	22,248 1,854	26,424 2,202	30,588 2,549
	4 Word Processing Center Supervisor	21,132 1,761	25,104 2,092	29,064 2,422
	3 Buyer	20,076 1,673	23,844 1,987	27,612 2,301
	1 Staff Assistant II	18,132 1,511	21,540 1,795	24,936 2,078
-----				
<u>Administrative</u>				
Schedule B	10 Lead Specialized Office Assistant	1,449	1,722	1,994
	9 Staff Assistant I	1,367	1,624	1,880
	9 Specialized Office Technician	1,367	1,624	1,880
	6 Specialized Office Assistant II	1,145	1,360	1,574
	5 Specialized Office Assistant I	1,079	1,281	1,483
	3 General Office Assistant	957	1,137	1,316
<u>Print Shop</u>				
	12 Press Operator	1,631	1,937	2,242
	10 Senior Multilith Operator	1,449	1,722	1,994
	9 Print Shop Graphics Technician	1,367	1,624	1,880
	9 Property Records Specialist	1,367	1,624	1,880
	8 Multilith Operator	1,288	1,530	1,772
	7 Stock Room Clerk	1,215	1,443	1,671
	5 Print Shop Processor	1,079	1,281	1,483
	3 Print Shop Trainee	957	1,137	1,316
	3 Mail Clerk	957	1,137	1,316
	3 Messenger	957	1,137	1,316

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

PURCHASING AND OFFICE SERVICES DEPARTMENT, Cont'd.

Word Processing

Schedule B (continued)	Grade	Position Title	Minimum	Midpoint	Maximum
	8	Word Processing Center Senior Operator	\$1,288	\$1,530	\$1,772
	6	Word Processing Center Operator	1,145	1,360	1,574
	4	Word Processing Center Trainee	1,015	1,206	1,397

MAXIMUM AUTHORIZED NUMBER . . . . . 28.3

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum

**REAL ESTATE DEPARTMENT**

Schedule A1	12	Associate Director of Real Estate/Facilities	\$41,268 3,439	\$49,008 4,084	\$56,736 4,728
	12	Associate Director of Real Estate/Leasing	41,268 3,439	49,008 4,084	56,736 4,728
	9	Manager, Airport Real Estate	34,260 2,855	40,680 3,390	47,088 3,924
	7	Manager, Boat Harbors	30,240 2,520	35,916 2,993	41,580 3,465
	6	Manager, Airport Acquisition	28,404 2,367	33,732 2,811	39,060 3,255
	6	Manager, General Services	28,404 2,367	33,732 2,811	39,060 3,255
	4	Marina Supervisor	25,056 2,088	29,760 2,480	34,464 2,872
.....					
A2	10	Senior Property Manager	28,620 2,385	33,996 2,833	39,360 3,280
	8	Property Manager II	25,884 2,157	30,744 2,562	35,604 2,967
	5	Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
	5	Property Manager I	22,248 1,854	26,424 2,202	30,588 2,549
	4	Airport Acquisition Assistant	21,132 1,761	25,104 2,092	29,064 2,422
	4	Airport Relocation Representative	21,132 1,761	25,104 2,092	29,064 2,422
-----					
Schedule B	12	Marina Maintenance Supervisor	1,631	1,937	2,242
	9	Staff Assistant I	1,367	1,624	1,880
	9	Specialized Office Technician	1,367	1,624	1,880
	9	Utilities Monitor II	1,367	1,624	1,880
	8	Utilities Monitor I	1,288	1,530	1,772
	8	Supervisor of General Services	1,288	1,530	1,772
	8	Custodial Supervisor	1,288	1,530	1,772
	7	Marina Attendant	1,215	1,443	1,671
	7	Moorage Attendant	1,215	1,443	1,671

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

REAL ESTATE DEPARTMENT, Cont'd.

Schedule B (continued)	7	Chief Switchboard Operator	\$1,215	\$1,443	\$1,671
	7	Secretary II	1,215	1,443	1,671
	6	Secretary I	1,145	1,360	1,574
	6	Security Guard	1,145	1,360	1,574
	6	Specialized Office Assistant II	1,145	1,360	1,574
	5	Specialized Office Assistant I	1,079	1,281	1,483
	5	Custodian	1,079	1,281	1,483
	3	General Office Assistant	957	1,137	1,316
	3	Relief Switchboard Operator	957	1,137	1,316
	*	Student Intern			

Prevailing Rates Paid  
(as determined in Section I.C.)

MAXIMUM AUTHORIZED NUMBER . . . . . 67.4

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<b>SYSTEMS AND DATA PROCESSING DEPARTMENT</b>				
Schedule A1	* Director, Systems and Data Processing	\$42,012 3,501	\$49,812 4,151	\$57,600 4,800
	8 Assistant Director, Systems and Data Processing	32,172 2,681	38,208 3,184	44,244 3,687
	7 Systems Manager	30,240 2,520	35,916 2,993	41,580 3,465
	1 Manager, Support Services	20,772 1,731	24,672 2,056	28,560 2,380
.....				
A2	10 Senior Technical Support Analyst	28,620 2,385	33,996 2,833	39,360 3,280
	9 Senior Systems Analyst	27,216 2,268	32,328 2,694	37,440 3,120
	8 Technical Support Analyst	25,884 2,157	30,744 2,562	35,604 2,967
	8 Systems Analyst	25,884 2,157	30,744 2,562	35,604 2,967
	6 Systems and Procedures Analyst	23,400 1,950	27,792 2,316	32,184 2,682
	6 Senior Advanced Office Systems Analyst	23,400 1,950	27,792 2,316	32,184 2,682
	6 Programmer/Analyst II	23,400 1,950	27,792 2,316	32,184 2,682
	5 Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
	5 Advanced Office Systems Analyst	22,248 1,854	26,424 2,202	30,588 2,549
	5 Programmer/Analyst I	22,248 1,854	26,424 2,202	30,588 2,549
-----				
Schedule B	12 Lead Computer Operator	1,631	1,937	2,242
	9 Staff Assistant I	1,367	1,624	1,880
	9 Programmer/Analyst Trainee	1,367	1,624	1,880
	9 Computer Operator	1,367	1,624	1,880
	9 Senior Data Processing Operator	1,367	1,624	1,880
	9 Specialized Office Technician	1,367	1,624	1,880

Salary Grade	Position Title	BASE SALARY RANGES			
		Minimum	Midpoint	Maximum	
<b>SYSTEMS AND DATA PROCESSING DEPARTMENT, Cont'd.</b>					
Schedule B (continued)	6	Computer Operator Trainee	\$1,145	\$1,360	\$1,574
	6	Data Processing Operator II	1,145	1,360	1,574
	6	Specialized Office Assistant II	1,145	1,360	1,574
	5	Specialized Office Assistant I	1,079	1,281	1,483
	5	Data Processing Operator I	1,079	1,281	1,483
	3	General Office Assistant	957	1,137	1,316

MAXIMUM AUTHORIZED NUMBER . . . . . 44.7

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MULTI-DEPARTMENT

Schedule	A1	1	Manager, Support Services	\$20,772 1,731	\$24,672 2,056	\$28,560 2,380
.....						
	A2	5	Administrative Assistant	22,248 1,854	26,424 2,202	30,588 2,549
		1	Staff Assistant II	18,132 1,511	21,540 1,795	24,936 2,078

---

Schedule B	10		Lead Specialized Office Assistant	1,449	1,722	1,994
	9		Staff Assistant I	1,367	1,624	1,880
	9		Specialized Office Technician	1,367	1,624	1,880
	9		Administrative/Professional Trainee	1,367	1,624	1,880
	9		Senior Data Processing Operator	1,367	1,624	1,880
	8		Graduate Intern	1,288	1,530	1,772
	7		Stock Room Clerk	1,215	1,443	1,671
	7		Secretary II	1,215	1,443	1,671
	6		Secretary I	1,145	1,360	1,574
	6		Data Processing Operator II	1,145	1,360	1,574
	6		Specialized Office Assistant II	1,145	1,360	1,574
	5		Specialized Office Assistant I	1,079	1,281	1,483
	5		Data Processing Operator I	1,079	1,281	1,483
	3		General Office Assistant	957	1,137	1,316
	3		Messenger	957	1,137	1,316
	*		Student Intern			

Prevailing Rates Paid  
(as determined in Section I.C.)

MAXIMUM POSITIONS AVAILABLE . . . . . 50

Note: When a department has used all authorized positions provided on a previous page, positions on this page may be requested from the Executive Department.