

RESOLUTION NO. 2563

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications and salaries for all Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; jury duty, vacation, holidays, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; and authorizing this resolution to be effective on December 22, 1974 and repealing all prior resolutions dealing with the same subject, including Resolutions No. 2506 and 2535.

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 graded and nongraded salary ranges for salaried positions* of the Port of Seattle:

**Salaried positions include all positions of the Port except those of hourly employees which are covered under either a separate Wage Resolution (currently No. 2320) or under specific, signed labor agreements.*

A. Classifications 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, exempt-administrative/professional, or nonexempt. Authorized salaried positions and their salary grades are thus 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 those within the Airport: police and fire departments and positions located outside the State of Washington (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

A1 - MANAGEMENT EXEMPT

SALARY RANGE

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

SALARY RANGE

Grade	Minimum	Midpoint	Maximum	Grade	Minimum	Midpoint	Maximum
1	\$11,484 957	\$13,644 1,137	\$15,792 Annual 1,316 Monthly	1	\$ 9,420 785	\$11,184 932	\$12,936 Annual 1,078 Monthly
2	12,300 1,025	14,604 1,217	16,896 1,408	2	10,020 835	11,904 992	13,776 1,148
3	13,200 1,100	15,648 1,304	18,084 1,507	3	10,644 887	12,624 1,052	14,604 1,217
4	14,088 1,174	16,704 1,392	19,320 1,610	4	11,340 945	13,452 1,121	15,564 1,297
5	15,036 1,253	17,844 1,487	20,652 1,721	5	12,024 1,002	14,268 1,189	16,500 1,375
6	16,164 1,347	19,164 1,597	22,152 1,846	6	12,804 1,067	15,180 1,265	17,544 1,462
7	17,280 1,440	20,496 1,708	23,700 1,975	7	13,584 1,132	16,104 1,342	18,624 1,552
8	18,468 1,539	21,900 1,825	25,332 2,111	8	14,352 1,196	17,028 1,419	19,704 1,642
9	19,716 1,643	23,388 1,949	27,060 2,255	9	15,252 1,271	18,096 1,508	20,928 1,744
10	21,132 1,761	25,044 2,087	28,956 2,413	10	16,152 1,346	19,164 1,597	22,164 1,847
11	22,608 1,884	26,796 2,233	30,972 2,581	11	17,124 1,427	20,304 1,692	23,472 1,956
12	24,156 2,013	28,668 2,389	33,168 2,764	12	18,072 1,506	21,420 1,785	24,768 2,064
13	25,872 2,156	30,696 2,558	35,508 2,959				
14	27,720 2,310	32,868 2,739	38,004 3,167				
15	29,640 2,470	35,148 2,929	40,656 3,388				

SCHEDULE B - NONEXEMPT

SALARY RANGE

Grade	Minimum	Midpoint	Maximum
1	\$ 439	\$ 531	\$ 622 Monthly
2	489	578	667
3	520	617	714
4	557	659	761
5	595	704	813
6	639	756	872
7	682	807	932
8	727	863	998
9	778	921	1,063
10	833	988	1,143
11	889	1,056	1,222
12	953	1,131	1,308
13	1,021	1,211	1,401
14	1,090	1,292	1,494
15	1,166	1,383	1,599

Section I. (Cont'd)

C. Salary Ranges or Rates for Nongraded Positions: Nongraded salary

ranges or rates have been developed for three groups of salaried classifications:

1. Police and Fire Classifications: Salary rates and benefits for these nongraded positions are influenced by those paid for similar positions in this locale, primarily the City of Seattle.
2. Regional Manager positions located outside Washington State: Ranges for these positions are influenced by cost-of-living factors and other conditions in each region.
3. Executive Positions: Salary ranges for the nongraded positions of Deputy General Manager, Assistant General Manager, and Director of Finance and Administration are set as a percentage of the newly adjusted salary range developed for the General Manager position (also nongraded). These ranges have been developed according to Exhibit B as recently amended to allow that compensation for these four positions be handled independently of the Position Evaluation System which governs rate of compensation paid for all graded positions.

D. Amending Authorized Positions, Classifications, or Salary Ranges:

Exhibit A (Schedule of Authorized Positions, Exhibit B (Salary Manual), or salary grade ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting.

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; 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 with the Port. Such system of position evaluation shall follow the principles which are more fully set forth in Exhibit B, (the Salary Manual). Said system of position evaluation shall be administered by the Director of Personnel & Industrial Relations, (the Director), under the supervision of the General Manager. Each position authorized in the Schedule of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of position evaluations, 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. above. The Director shall, on a continuing basis, evaluate new positions and reevaluate existing

Section II. (Cont'd)

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 (see Section IV.A.4. for guidelines governing reevaluation adjustments). The Director 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.

III. FILLING VACANT POSITIONS AND SETTING SALARIES

A. Selection Criteria: Before selections are made for new hires, transfers, or promotions, it shall be determined by the Director that the appointee conforms to current position evaluation criteria developed in the position specifications for each authorized position.

B. Filling Vacant Positions: The General Manager is hereby authorized to recruit and fill authorized positions (except that of General Manager) up to the authorized number of positions as provided in Exhibit A, and to set salaries within the salary grade ranges as outlined below.

C. Setting Salaries: In hires, transfers, and promotions, the General Manager is authorized to set salaries as follows:

1. Hires: Though salaries shall normally be set at the minimum of the salary range for hires, the General Manager 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): 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, to adjust the employee's salary level in accordance with differing cost-of-living factors and other conditions so long as the resulting salary is within the position's salary range.
3. Promotions: to provide a salary increase which is within reasonable limits depending upon individual circumstances based upon the recommendation of the department head and approved by the Director. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. (See Section IV.A.1.) *(Note: When a salary is set at the minimum of the graded salary range for a promotion, the promoted employee is not eligible for a probationary increase; however, a merit increase may be considered when 12 months have elapsed since that employee's last merit increase and when performance in the new position warrants merit consideration.)*

Section IV.

IV. ESTABLISHMENT AND ADMINISTRATION OF SALARY ADJUSTMENTS

The Commission hereby authorizes the following salary adjustments:

A. For All Salaried Employees Except Those in Nongraded Fire and Police Classifications:

1. Probationary Salary Increases covering permanent positions: 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, shall 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.
2. Discretionary Merit Fund Administration: A merit fund shall be established in an amount not to exceed 4% of the December 31, 1974 salaried payroll which excludes salaries of fire and police personnel. The merit fund is to be administered as follows:
 - a. On a quarterly basis, the Director shall initiate merit reviews for salaried employees. Scheduling of merit reviews shall precede the following earliest effective dates to be used during 1975 (scheduling of individual merit increases may be throughout the 12 weeks following these dates):

February 2, April 27, July 20, and October 12
 - b. 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 department head, the Director, the Director of Finance and Administration, and the General Manager before any individual discretionary merit increase shall be granted.
 - c. Individual merit increases shall not exceed 10% nor be less than 4% of the employee's present salary.
 - d. Merit increases may be recommended, scheduled, and approved for an employee when the following criteria are satisfied:
 - (1) A high quality of work performance is demonstrated by the employee and is documented by supervision through application of the Employee Performance Evaluation System. It shall be the intention of the merit review program to place individuals in their respective salary ranges so that their resulting salary is commensurate with their relative performance compared to others in the same classification within a department.
 - (2) No previous merit increase has been received by the employee in the past twelve-month period.
3. General Adjustments: Review periods and dates for recommending general salary adjustments are hereby established for 1975 as the semi-annual periods ending May 31 and November 30. When general salary adjustments are implemented as a result of such reviews detailed below, they shall be made in a rounded dollar amount to the salary rates of eligible employees and the same percentage shall be used to adjust the salary ranges for all eligible classifications. Exhibit A and Section I.B. of this resolution shall also be amended.

Section IV.A.3. (Cont'd)

- a. November 30, 1974 Review: Effective December 22, 1974, all eligible salaried employees shall receive salary rate and range adjustments equal to the percentage change in the local Consumer Price Index¹ between August 31, 1974 and November 30, 1974 plus the carryover of 2.87% from the previous review period as established in Resolution No. 2535 on 6/21/74.
 - b. For the May 31 and November 30, 1975 Reviews: Whenever the change in the local Consumer Price Index is greater than 2% in the preceding six-month period, the General Manager shall recommend to the Commission within 60 days of the review date appropriate general salary rate and range adjustments which shall be effective the beginning of the earliest payroll period which most closely corresponds to the CPI review dates as established on Page 5, Section IV.A.3. These adjustments shall be based upon an analysis of the combined factors of salary survey findings, CPI changes, and current spot checks of salary adjustments implemented in those organizations most comparable to the Port. When the change in the CPI is less than 2% and comprehensive survey findings indicate that Port salary ranges are not in proper alignment with comparable organizations, the General Manager may recommend special adjustments to salary ranges. CPI changes not used in one period shall be carried over for consideration in the next review period.
4. Increases Following Position Reevaluations: After a position is reevaluated to a higher grade, the salary of an employee in that position may be adjusted to a salary level which takes into consideration salary and performance comparisons within the Port and the extent to which the incumbent qualifies to perform the higher level of duties established in the reevaluation documentation. As recommended by the department head and approved by the Director, the upward movement in the reevaluated position range may place the employee at a level in the new salary range (percent above grade minimum) not to exceed that held in the former range.

When salary changes due to position reevaluations are effective on the same date as general salary adjustments, the reevaluation adjustment shall be applied first.
 5. Increases Following Survey Adjustment of Salary Ranges: When comprehensive surveys result in certain positions being established at higher salary range levels, individuals in those positions will normally be placed in the new rate ranges at the same relative level (percent above grade minimum) as was previously held prior to the survey adjustment. (See special adjustments under 3.b. above.)
 6. Administering Salary Increases 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

¹Published by Bureau of Labor Statistics, U.S., (New Series, 1967 = 100 points); in foreign countries, comparable indexes will be used.

Section IV.A.6. (Cont'd)

minimum rate of pay for the adjusted salary range. Employees in positions whose salaries remain above the adjusted range for their classification shall continue to receive their present rate of pay and shall not be eligible for any salary increase unless a further adjustment is made to the maximum of their salary range which would allow an increase; in any event, all increases shall conform to the limitations in salary administration policy described in 1. through 5. above.

B. For All Employees in Nongraded Fire and Police Classifications:

1. Probationary Increases: The probationary period for employees hired in police or fire classifications is hereby established as the first year of continuous active employment. Employees in police or fire classifications who have shown satisfactory work performance during the probationary period, which has been documented through the approved performance evaluation system, shall receive a one-step salary increase as shown on Page 6 of Exhibit A.
2. Length-of-Service Increases for Certain Classifications:
 - a. B, C, D, and E Classifications: If they are performing and continue to perform the duties of their positions satisfactorily, Airport Police Officer and Firefighter B, C, D, and E classifications shall receive a length-of-service, promotional increase after each twelve months from E to D to C to B and, finally to A, on a single-step salary schedule as shown on Page 6 of Exhibit A. *(The first step increase is actually the probationary adjustment as indicated above.)*
 - b. Longevity Increases for "A" Fire and Police Officers and Driver/Mechanic:
 - (1) After five years have been completed since progression to A status, employees in Airport Police Officer A, Firefighter A, and Driver/Mechanic classifications shall receive a rate of pay equal to the current base rate in effect for that position plus a 2% longevity increase.
 - (2) After ten years have been completed since progression to A status, employees in Airport Police Officer A, Firefighter A, and Driver/Mechanic classifications shall receive a rate of pay equal to the current base rate in effect for that position plus a 4% longevity increase.
3. General Adjustments: See Section I.C.1.
4. Differential Adjustments for Certain Assignments and Schedules:
 - a. Holiday Differential: Employees in all nonexempt (Schedule B) fire and police classifications who are assigned normal rotating shifts which require them to work holidays shall receive a 5% differential in lieu of holiday overtime. *(The amount of this differential is based on the fact that employees on this type of schedule actually work more shifts each year than those who get all holidays off. Employees who do not work these extra shifts are not eligible for the 5% differential. Resulting pay rates are shown on Page 6 of Exhibit A.)*

Section IV.B.4. (Cont'd)

- b. Detective Pay: Employees in approved police classifications who are on detective assignment shall receive \$37 per month differential during such assignment. Approved classifications include Sergeant and Airport Police Officer A, B, C, and D when appropriately experienced. There shall be no more than three employees on permanent detective assignments at one time.
- c. Pay for "Emergency Medical Treatment" Assignment: Qualified firefighters who have been placed on Emergency Medical Treatment assignment shall receive a \$25 per month differential during such assignment. There shall be no more than nine firefighters on permanent E.M.T. assignment at one time.
- d. Construction Radio Car Operator Assignment: When police officers or firefighters are assigned to work as Construction Radio Car Operators, they shall receive the rate of pay equivalent to the time-and-a-half minimum rate paid to employees in Schedule B12 classifications. Such assignment shall be no more than 4 hours before or after a normal work shift. The same rate of pay shall apply to radio car duty on normal days off of such officers or firefighters.

V. ADMINISTRATION OF PAY PRACTICES

In following explanations, the term "Firefighter" shall include the following nonexempt classifications of employees who work shifts of 24 hours on and 24 hours off: Captain, Captain/Inspector, Lieutenant, Lieutenant/Inspector, Firefighter A, B, C, D, and E. The fire department's Driver/Mechanic (nonexempt), who works a regularly-scheduled 8-hour day and 5-day week, is excluded from the conditions regarding overtime, holidays, and conversion of rates which govern the classifications collectively referred to as "Firefighters" in following Subsections A.3., C., and Section VI.A.4.

A. Conversion of Salary Rates: For all salaried employees except Firefighter classifications defined above, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by dividing the annual rate by the normal number of full-time hours worked per year (1950 hours for 7.5-hour shifts and 2080 hours for 8-hour shifts) extended to the next highest cent.

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 bi-weekly salary which is payable in 26 pay periods during the year.
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. This also applies to the Driver/Mechanic classification in the Fire Department.

Section V.A. (Cont'd.)

3. Firefighter Classifications (defined in Section V.) shall be paid compensation which has been computed by converting the monthly salary rate into a straight-time weekly rate of pay extended to the next highest cent, based on the Firefighter's regularly scheduled work week which is hereby established as 56 hours.

B. Definitions of Employment Status for compensation practices and benefit application:

1. A permanent employee is one employed on a regularly scheduled basis a minimum of seventy hours or ten full days per month as defined by the Washington Public Employees Retirement System. During the probationary period, defined in Section IV.C., such an employee is a "probationary, permanent employee." After successful completion of the probationary period, such an employee becomes a "regular, permanent employee."
2. A temporary employee is one employed on a temporary full-time basis up to a maximum of six months; or, is one employed for relief, on-call work or for regularly scheduled work of less than the minimum of seventy hours or ten full days per month for an indefinite period of time. Any temporary employee whose services are required for more than seventy hours or ten full days per month beyond a six-month period must be changed to "permanent"; if permanent status cannot be authorized, such employee must be terminated.

C. Extra Compensation

1. For overtime: Permanent and temporary employees in nonexempt classifications only are eligible to receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above the employee's regularly scheduled workshift (7.5 or 8 hours, or for Firefighters, 24 hours) and work week (37.5 or 40 hours, or for Firefighters, 56 hours) as the case may be. And when required to work, for all work performed on Saturdays, Sundays, and holidays (see following exception), unless Saturday and Sunday or portions thereof are included in the employee's regular work schedule; provided, however, that hours worked by an employee in any week on which overtime compensation has been paid shall not be used again in any other overtime computations, and in no case shall overtime compensation be duplicated or pyramided. Since Firefighters (defined above) and Airport Police Officers (including Sergeant and Airport Police Officers A, B, C, D, and E) are required to work on any holiday which falls on their regularly assigned workshift, and since their salaries include a differential of 5% added in lieu of overtime which otherwise might have been paid for holiday work, they are excluded from receiving overtime compensation for working on a holiday or any day which falls in their regularly assigned schedule. See also Section VI.A.4. for holiday overtime eligibility requirements.
2. For shift differential: Providing that they work a fixed, nonrotating work schedule, employees in the following classifications and their temporary substitutes shall receive shift differentials 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: Maintenance Shift Coordinators at the airport, Computer Operators, Key punch Operators, Data Control Technicians, Waste Plant Operators, and positions in the Word Processing Center.

Section VI.

VI. ADMINISTRATION OF BENEFIT PROGRAM

A. Benefits Provided for All Salaried Employees (except for certain limitations in payment for holidays).

1. Social Security (FICA) Insurance: All Port employaes are covered by law under the Federal Insurance Contribution Act at date of employment.
2. Workman's Compensation: All Port employees are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as was provided previously by State Industrial Insurance.
3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Port employees residing in New York are covered under the New York Unemployment Insurance Law.
4. Holidays: The following ten holidays shall be observed by permanent employees (see below for conditions which allow temporary and part-time employees to receive holiday pay) except those referred to as Firefighters and Airport Police Officers, see Section V.C.1. above:

New Year's Day	January 1
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25
"Floating" Holiday	For 1975, designated as Friday, December 26

If a holiday falls on a Sunday, the following Monday shall be observed. If a holiday falls on a Saturday, the preceding Friday or the following Monday shall be observed. To assure payment and time off for a maximum number of paid holidays each year, the same provision shall be made for full-time employees whose regularly scheduled days off are other than Saturday and Sunday; when a holiday falls on their regular day off, the day before or the day after the holiday shall be observed, scheduled at the discretion of the department head.

Part-time permanent or temporary employees shall receive compensation for the holiday(s) on which they would have normally been scheduled for work and in accordance with other conditions con-

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

tained in this section. In any case, the number of hours of holiday pay shall not exceed the scheduled number of hours that employee (temporary or permanent) normally works; i.e., up to 7.5 or 8 hours depending on the work shift; when the number of hours worked varies each day, an average is used based on the most recent four-week period.

Nonexempt employees who qualify (defined herein) for holiday time off with pay, if required to work on a holiday (or on both of the two possible alternate selected days which are explained in the preceding paragraph for certain holidays) shall receive additional overtime compensation for the number of hours worked on said holiday.

5. Military Leave: Employees called for active training duty in military reserve units shall be allowed up to fifteen days per calendar year of military leave as provided in and limited by R.C.W. 38.40.060.

B. Benefits Provided Permanent Employees:

1. Retirement: All permanent employees are covered at date of employment by the Washington Public Employees Retirement System, except that all employees in fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System.
2. Compensated Leave:
 - a. Sick Leave: Upon completion of thirty days of continuous employment, permanent employees other than Firefighters shall receive up to one working day per month of sick leave, not to exceed twelve working days for any employee in a calendar year. Firefighters who work 24-hour shifts shall receive up to 12 hours or one half of a 24-hour shift per month of sick leave, not to exceed six 24-hour shifts for any Firefighter in a calendar year under this resolution. Sick leave will be used only in instances of illness or injury. A physician's statement may be required at the discretion of departmental management to justify use of sick leave.

Sick leave may be accumulated up to 120 days for permanent employees other than Firefighters and up to 60 24-hour shifts for Firefighters. Upon termination or retirement following five continuous years of active employment (the same amount of employment service required to vest in the retirement system), qualified employees shall be compensated for 50% of their unused sick leave (within the 120-day limit) at the rate of pay at termination.

Since Firefighters are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System Act, certain conditions concerning sick leave usage in addition to or in the place of the above may apply to fire personnel.

- b. Bereavement Leave: At the discretion of the department head and under the supervision of the Director, from one to five working days per bereavement may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Immediate family shall be defined as wife, husband, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law,

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

brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. Individual circumstances such as the distance to the funeral and the extent of employee involvement with the arrangements for the deceased shall be considered in determining the number of days to be granted an employee.

- c. Jury Duty: Upon completion of thirty days of uninterrupted service, when a permanent employee is called for and serves as a subpoenaed witness or on jury duty, that employee shall during such service period receive full regular compensation less any compensation (excluding travel, meals, or other expenses) that employee receives for such service.

3. Insurance Benefits:

- a. Medical Insurance: Probationary, permanent employees shall receive paid surgical, hospital, and major medical insurance coverage for the employee only 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 specified 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 of Regular, Permanent Employees: On the first of the month following six continuous calendar months of satisfactory employment, 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 by the insurance companies and/or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan which the employee has chosen.
- c. Dental Insurance for Regular, Permanent Employees and Their Dependents: On the first of the month following six continuous calendar months of satisfactory employment, 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 and/or agency selected by the Port to provide such benefits.
- d. Life Insurance: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees shall receive paid life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies and/or agencies selected by the Port to provide such benefits.
- e. Long-Term Disability Insurance: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees shall receive paid long-term disability insurance benefits in such amounts and in such manner as the Port has negotiated with insurance companies and/or agencies providing such benefits.

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.

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

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 for sufficient scheduling of manpower. Following department head approval, the schedule is finally approved when the vacation request form is returned from the Payroll section of the Accounting Department indicating that the employee has sufficient vacation accruals for the requested leave.

In order to promote the health and efficiency of employees by encouraging their use of accrued vacation leave on an annual basis, frequent scheduling of vacations of less than one week (five consecutive days) shall be discouraged.

- b. Limits on Accumulating Vacation Leave: 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.
- c. Rates of Accrual: Vacation leave is earned as follows:

In this section, "day" shall be interpreted as the normal workshift in hours (usually 7.5 or 8 hours, but it may be less in some cases) for all permanent employees except Firefighters who work 24-hour shifts; for purposes of computing vacation pay for such Firefighters, "day" shall be interpreted as 12 hours.

- (1) Two Weeks Vacation: Based on the first day of employment, from the first full month to and including the forty-second full month of continuous employment, permanent employees shall accrue vacation leave at the rate of ten-twelfths day per month of employment, or the equivalent of two weeks or ten work days per year ($10/12 \times 12 \text{ mos.} = 10 \text{ days}$).
- (2) Three Weeks Vacation: From the forty-third full month to and including the one hundred sixty-eighth full month of continuous employment, permanent employees shall accrue vacation leave at the rate of fifteen-twelfths day per month of employment, or the equivalent of three weeks or fifteen work days per year ($15/12 \times 12 \text{ mos.} = 15 \text{ days}$). This formula enables eligible employees to receive three weeks or fifteen work days of vacation leave each year in the period between four and one-half and fourteen complete years of continuous employment.
- (3) Four Weeks Vacation: After completion of fourteen years of continuous employment starting with the one hundred sixty-ninth month, permanent employees shall accrue vacation leave at the rate of twenty-twelfths day per month of employment, or the equivalent of four weeks or twenty work days per year ($20/12 \times 12 \text{ mos.} = 20 \text{ days}$), the maximum accrual rate for earning vacation leave. This formula enables employees who have completed fifteen or more full years of continuous employment to receive four weeks or twenty work days of vacation leave per year thereafter.

Section VI.4. (Cont'd.)

- d. Payment for Vacation Leave at Termination: Upon termination, regular permanent employees shall receive pay in lieu of unused accrued vacation leave based on the limitations stated above. A probationary permanent employee who terminates active employment before completing the probationary period shall not receive pay in lieu of unused accrued vacation leave.

VII. EFFECTIVE DATE

This resolution shall be effective December 22, 1974. The General Manager, Port Auditor, and Director are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 22, 1974.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolutions No. 2506 and 2535, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 17th day of December, 1974, and duly authenticated in open session by the signatures of the Commissioners and the seal of the Commission.

/s/ Henry L. Kotkins

/s/ Merle D. Adlum

/s/ Jack S. Block

/s/ Henry T. Simonson

/s/ Paul S. Friedlander

SALARY AND BENEFIT RESOLUTION NO. 2563

12/22/74

Revised to include CPI
change thru 11/30/74.
Rita B. Fausler
1/02/75

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RESOLUTION NO. 2563

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(Listed in departmental order)	

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

SCHEDULE "A" - EXEMPT POSITIONS: A1 - Management (Salary Grades 1-15)
 A2 - Administrative/Professional
 (Salary Grades 1-12)

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

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>EXECUTIVE DEPARTMENT</u>					
Schedule					
A1 *	General Manager	1	\$39,036 3,253	\$46,284 3,857	\$53,520 4,460
*	Deputy General Manager	1	33,192 2,766	39,348 3,279	45,492 3,791
*	Assistant General Manager	1	29,856 2,488	35,400 2,950	40,944 3,412
*	Director of Finance and Administration	1	26,436 2,203	31,344 2,612	36,240 3,020
.....					
A2 12	Director of Community Affairs	1	18,072 1,506	21,420 1,785	24,768 2,064
12	Legal Officer	1	18,072 1,506	21,420 1,785	24,768 2,064
11	Assistant Director of Finance and Administration	1	17,124 1,427	20,304 1,692	23,472 1,956
7	Safety Coordinator & Claims Agent	1	13,584 1,132	16,104 1,342	18,624 1,552
6	Senior Staff Auditor	1	12,804 1,067	15,180 1,265	17,544 1,462
6	Executive Assistant	1	12,804 1,067	15,180 1,265	17,544 1,462

Schedule					
B 10	Assistant Claims Agent	1	833	988	1,143
9	Staff Assistant	4	778	921	1,063
7	Secretary	1	682	807	932
6	Senior Stenographer	1	639	756	872

* Nongraded positions - explained in Section I.C.3.

DEPARTMENT

<u>Salary</u>	<u>Position Title</u>	<u>Auth'd</u>	<u>SALARY RANGES</u>		
<u>Grade</u>		<u>No.</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>

Personnel and Industrial Relations

Schedule						
A1	9	Director of Personnel and Industrial Relations	1	\$19,716 1,643	\$23,388 1,949	\$27,060 2,255
.....						
A2	6	Equal Employment Officer	1	12,804 1,067	15,180 1,265	17,544 1,462
	6	Personnel Assistant	3	12,804 1,067	15,180 1,265	17,544 1,462
	3	Employment Interviewer	3	10,644 887	12,624 1,052	14,604 1,217

Schedule						
B	8	Senior Clerk	2	727	863	998
	6	Senior Stenographer	1	639	756	872
	5	Clerk A	3	595	704	813

Public Relations

Schedule						
A1	8	Public Relations Director	1	18,468 1,539	21,900 1,825	25,332 2,111
.....						
A2	7	Editor	1	13,584 1,132	16,104 1,342	18,624 1,552
	5	Public Relations Assistant	3	12,024 1,002	14,268 1,189	16,500 1,375
	5	Photographer	1	12,024 1,002	14,268 1,189	16,500 1,375
	3	Assistant Editor	1	10,644 887	12,624 1,052	14,604 1,217

Schedule						
B	9	Editorial Assistant	1	778	921	1,063
	6	Senior Stenographer	1	639	756	872
	5	Assistant Photographer	1	595	704	813

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>Purchasing and Office Services</u>					
Schedule					
A1 7	Purchasing and Property Agent	1	\$17,280 1,440	\$20,496 1,708	\$23,700 1,975
.....					
A2 5	Assistant Purchasing Agent	1	12,024 1,002	14,268 1,189	16,500 1,375
3	Buyer	3	10,644 887	12,624 1,052	14,604 1,217

Schedule					
B 9	Print Shop Supervisor	1	778	921	1,063
9	Word Processing Center Supervisor	1	778	921	1,063
8	Senior Clerk	3	727	863	998
7	Word Processing Center Sr. Operator	3	682	807	932
7	Stock Room Clerk	1	682	807	932
6	Multilith Operator	2	639	756	872
6	Word Processing Center Operator	6	639	756	872
5	Clerk A	4	595	704	813
5	Switchboard Operator	1	595	704	813
4	Word Processing Center Trainee	2	557	659	761
3	Print Shop Assistant	1	520	617	714
2	Relief Switchboard Operator	2	489	578	667
2	Messenger	2	489	578	667
1	Mail Clerk	1	439	531	622

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

ACCOUNTING DEPARTMENT

Schedule						
A1	9	Port Auditor	1	\$19,716 1,643	\$23,388 1,949	\$27,060 2,255
	3	Supervisor, General Accounting	1	13,200 1,100	15,648 1,304	18,084 1,507
	3	Supervisor, Customer Accounting	1	13,200 1,100	15,648 1,304	18,084 1,507
.						
A2	4	Senior Accountant	4	11,340 945	13,452 1,121	15,564 1,297
	3	Accountant	4	10,644 887	12,624 1,052	14,604 1,217

Schedule						
B	9	Staff Assistant	1	778	921	1,063
	8	Senior Clerk	6	727	863	998
	5	Clerk A	15	595	704	813
	2	Clerk B	5	489	578	667

AVIATION DEPARTMENT

Schedule						
A1	13	Director of Aviation	1	25,872 2,156	30,696 2,558	35,508 2,959
	10	Deputy Director of Aviation - Operations and Maintenance	1	21,132 1,761	25,044 2,087	28,956 2,413
	9	Deputy Director of Aviation - Administration	1	19,716 1,643	23,388 1,949	27,060 2,255
	9	Superintendent of Maintenance - Airport	1	19,716 1,643	23,388 1,949	27,060 2,255
	9	Superintendent of Operations	1	19,716 1,643	23,388 1,949	27,060 2,255
	8	Electrical Superintendent	1	18,468 1,539	21,900 1,825	25,332 2,111
	8	Electronics Superintendent	1	18,468 1,539	21,900 1,825	25,332 2,111
	8	Mechanical Superintendent	1	18,468 1,539	21,900 1,825	25,332 2,111
	6	Assistant Superintendent of Operations	2	16,164 1,347	19,164 1,597	22,152 1,846
	5	Superintendent, Parking Terminal	1	15,036 1,253	17,844 1,487	20,652 1,721

Continued

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

AVIATION DEPARTMENT, Cont'd.

Schedule	Grade	Position Title	Auth'd No.	Minimum	Midpoint	Maximum
Schedule A1	5	Assistant Electrical Superintendent	1	\$15,036 1,253	\$17,844 1,487	\$20,652 1,721
	5	Assistant Electronics Superintendent	1	15,036 1,253	17,844 1,487	20,652 1,721
	5	Assistant Mechanical Superintendent	1	15,036 1,253	17,844 1,487	20,652 1,721
	5	Operations Supervisor	5	15,036 1,253	17,844 1,487	20,652 1,721
	5	Field Superintendent	1	15,036 1,253	17,844 1,487	20,652 1,721
	4	Building Superintendent	1	14,088 1,174	16,704 1,392	19,320 1,610
	2	Asst. Superintendent, Parking Terminal	1	12,300 1,025	14,604 1,217	16,896 1,408

Schedule B	13	Maintenance Shift Coordinator	7	1,021	1,211	1,401
	12	Inspector, Fire Alarm Systems	1	953	1,131	1,308
	12	Operations Controller	*12	953	1,131	1,308
	12	Maintenance Storekeeper	1	953	1,131	1,308
	11	Lead Waste Plant Operator	1	889	1,056	1,222
	10	Waste Plant Operator	2	833	988	1,143
	9	Staff Assistant	1	778	921	1,063
	8	Senior Clerk	2	727	863	998
	7	Stock Room Clerk	3	682	807	932
	6	Senior Stenographer	3	639	756	872
	6	Fire Dept. Clerk	1	639	756	872
	6	Police Dept. Clerk	8	639	756	872
	5	Clerk A	3	595	704	813
	4	Stenographer	1	557	659	761
	2	Clerk B	1	489	578	667
2	Messenger	1	489	578	667	

* Includes 3 temporary authorizations

Salary Grade	Position Title	Auth'd No.	Base Rate	Rate** with 5%
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AVIATION DEPARTMENT, Cont'd.

Police Department

Schedule					
A1	P	Chief of Airport Police	1	\$19,476 1,623	--
	P	Assistant Chief of Airport Police	2	17,952 1,496	--

Schedule					
B	P	Captain	6	1,378	\$1,447
	P	Sergeant	7	1,294	1,359
	P	*Airport Police Officer A)		*1,201	1,261
)			
	P	Airport Police Officer B)		1,144	1,201
)			
	P	Airport Police Officer C)	86	1,090	1,145
)			
	P	Airport Police Officer D)		1,038	1,090
)			
	P	Airport Police Officer E)		966	1,014

Fire Department

Schedule					
A1	F	Fire Chief	1	19,476 1,623	--
	F	Assistant Fire Chief	1	17,952 1,496	--

Schedule					
B	F	Captain	3	1,378	1,447
	F	Inspector/Captain	1	1,378	1,447
	F	Lieutenant	3	1,294	1,359
	F	Inspector/Lieutenant	1	1,294	1,359
	F	*Driver/Mechanic	1	*1,346	--
	F	*Firefighter A)		*1,201	1,261
)			
	F	Firefighter B)		1,144	1,201
)			
	F	Firefighter C)	42	1,090	1,145
)			
	F	Firefighter D)		1,038	1,090
)			
	F	Firefighter E)		966	1,014

*After 5 years in these positions, a 2% differential is applied to the base rate; after 10 years, 4% is applied (see Section IV.B.1.b. for details).

**These salaries include 5% differential in lieu of holiday overtime (see IV.B.2.a.)

Base Rates - 9/1/74

AVIATION Police Department
Fire Department

12/22/74

Exhibit A
Page 6 of 15

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT</u>					
Schedule					
A1 13	Chief Engineer	1	\$25,872 2,156	\$30,696 2,558	\$35,508 2,959
10	Assistant Chief Engineer	1	21,132 1,761	25,044 2,087	28,956 2,413
10	Chief Construction Engineer	1	21,132 1,761	25,044 2,087	28,956 2,413
9	Manager - Electrical and Mechanical Engineering	1	19,716 1,643	23,388 1,949	27,060 2,255
9	Managing Architect	1	19,716 1,643	23,388 1,949	27,060 2,255
9	Manager - Waterfront Engineering	1	19,716 1,643	23,388 1,949	27,060 2,255
9	Manager - Airport Engineering	1	19,716 1,643	23,388 1,949	27,060 2,255
9	Chief Facilities Engineer	1	19,716 1,643	23,388 1,949	27,060 2,255
9	Superintendent of Maintenance - Waterfront	1	19,716 1,643	23,388 1,949	27,060 2,255
8	Construction Manager	1	18,468 1,539	21,900 1,825	25,332 2,111
8	Chief Administrative Engineer	1	18,468 1,539	21,900 1,825	25,332 2,111
8	Supervisor - Cargo Handling Equipment	1	18,468 1,539	21,900 1,825	25,332 2,111
7	Resident Engineer	7	17,280 1,440	20,496 1,708	23,700 1,975
5	Assistant Maintenance Superintendent	1	15,036 1,253	17,844 1,487	20,652 1,721
5	Chief of Surveys	1	15,036 1,253	17,844 1,487	20,652 1,721
4	Survey Supervisor	1	14,088 1,174	16,704 1,392	19,320 1,610
4	Maintenance Supervisor	5	14,088 1,174	16,704 1,392	19,320 1,610
3	Chief Draftsman	1	13,200 1,100	15,648 1,304	18,084 1,507
2	Engineering Administration Supervisor	1	12,300 1,025	14,604 1,217	16,896 1,408

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT, Cont'd.</u>					
Schedule					
A2 12	Architect	2	\$18,072 1,506	\$21,420 1,785	\$24,768 2,064
12	Senior Engineer	10	18,072 1,506	21,420 1,785	24,768 2,064
10	Senior Contracts Administrator	1	16,152 1,346	19,164 1,597	22,164 1,847
9	Associate Architect	3	15,252 1,271	18,096 1,508	20,928 1,744
9	Associate Engineer	11	15,252 1,271	18,096 1,508	20,928 1,744
9	Senior Designer	3	15,252 1,271	18,096 1,508	20,928 1,744
8	Port Facilities Engineer	1	14,352 1,196	17,028 1,419	19,704 1,642
7	Contracts Administrator	2	13,584 1,132	16,104 1,342	18,624 1,552
6	Assistant Engineer	2	12,804 1,067	15,180 1,265	17,544 1,462
6	Associate Designer	4	12,804 1,067	15,180 1,265	17,544 1,462
5	Junior Engineer	4	12,024 1,002	14,268 1,189	16,500 1,375
3	Associate Contracts Administrator	1	10,644 887	12,624 1,052	14,604 1,217

Salary Grade	Position Title	Auth'd No.	SALARY RANGES			
			Minimum	Midpoint	Maximum	
<u>ENGINEERING DEPARTMENT, Cont'd.</u>						
<u>Administrative</u>						
Schedule B	10	Technical Writer	1	\$ 833	\$ 988	\$ 1,143
	9	Office Engineer	2	778	921	1,063
	9	Staff Assistant	1	778	921	1,063
	8	Senior Clerk	4	727	863	998
	6	Senior Stenographer	4	639	756	872
	5	Clerk A	4	595	704	813
<u>Design</u>						
	11	Designer	2	889	1,056	1,222
	9	Senior Draftsman	7	778	921	1,063
	8	Draftsman	2	727	863	998
	6	Junior Draftsman	2	639	756	872
	3	File Clerk, Drawings	1	520	617	714
<u>Construction</u>						
	15	Senior Construction Inspector	10	1,166	1,383	1,599
	12	Associate Construction Inspector	14	953	1,131	1,308
	10	Assistant Construction Inspector	10	833	988	1,143
<u>Survey</u>						
	14	Survey Party Chief	4	1,090	1,292	1,494
	13	Senior Survey Technician	2	1,021	1,211	1,401
	12	Survey Instrumentman	4	953	1,131	1,308
	10	Survey Head Chainman	4	833	988	1,143
	9	Survey Rear Chainman	4	778	921	1,063
	9	Survey Technician	1	778	921	1,063
<u>Maintenance</u>						
	12	Maintenance Storekeeper	1	953	1,131	1,308
	8	Maintenance Supply Clerk	1	727	863	998
	7	Stock Room Clerk	2	682	807	932

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

MARINE TERMINALS DEPARTMENT

Schedule						
A1	12	Manager of Marine Terminals	1	\$24,156 2,013	\$28,668 2,389	\$33,168 2,764
	10	Assistant Manager of Marine Terminals	1	21,132 1,761	25,044 2,087	28,956 2,413
	7	Terminal Superintendent	7	17,280 1,440	20,496 1,708	23,700 1,975
	7	Warehouse Superintendent	2	17,280 1,440	20,496 1,708	23,700 1,975
	4	Marina Superintendent	2	14,088 1,174	16,704 1,392	19,320 1,610
	3	Assistant Terminal Superintendent	8	13,200 1,100	15,648 1,304	18,084 1,507
	3	Assistant Warehouse Superintendent	4	13,200 1,100	15,648 1,304	18,084 1,507
.						
A2	5	Marine Terminals Assistant	1	12,024 1,002	14,268 1,189	16,500 1,375
	5	Maintenance Coordinator	1	12,024 1,002	14,268 1,189	16,500 1,375
	4	Assistant Marina Superintendent	3	11,340 945	13,452 1,121	15,564 1,297

Schedule						
B	12	Floor Supervisor	4	953	1,131	1,308
	11	Chief Freight Agent	14	889	1,056	1,222
	10	Dispatcher	4	833	988	1,143
	10	Freight Agent	14	833	988	1,143
	10	Rail Car Agent	2	833	988	1,143
	10	Marina Maintenance Foreman	2	833	988	1,143
	9	Staff Assistant	1	778	921	1,063
	8	Marina Attendant II	14	727	863	998
	8	Senior Clerk	4	727	863	998
	6	Marina Attendant I	12	639	756	872
	6	Moorage Clerk	2	639	756	872
	6	Freight Clerk	18	639	756	872
	6	Watchman	1	639	756	872
	6	Senior Stenographer	1	639	756	872
	5	Janitor	1	595	704	813
	5	Data Control Technician	4	595	704	813
	5	Clerk A	35	595	704	813
	2	Clerk B	10	489	578	667

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

PLANNING AND RESEARCH DEPARTMENT

Schedule						
A1	10	Director of Planning and Research	1	\$21,132 1,761	\$25,044 2,087	\$28,956 2,413
	8	Assistant Director - Research	1	18,468 1,539	21,900 1,825	25,332 2,111
	7	Assistant Director - Planning	1	17,280 1,440	20,496 1,708	23,700 1,975
.....						
A2	9	Environmental Affairs Specialist	1	15,252 1,271	18,096 1,508	20,928 1,744
	9	Senior Project Planner	1	15,252 1,271	18,096 1,508	20,928 1,744
	9	Senior Long-Range Analyst	1	15,252 1,271	18,096 1,508	20,928 1,744
	8	Economist	1	14,352 1,196	17,028 1,419	19,704 1,642
	7	Planner II	4	13,584 1,132	16,104 1,342	18,624 1,552
	5	Planner I	2	12,024 1,002	14,268 1,189	16,500 1,375
	5	Research Economist	2	12,024 1,002	14,268 1,189	16,500 1,375
	4	Environmentalist	2	11,340 945	13,452 1,121	15,564 1,297

Schedule						
B	9	Librarian	1	778	921	1,063
	9	Staff Assistant	1	778	921	1,063
	8	Research Specialist	1	727	863	998
	8	Assistant Planner	2	727	863	998
	8	Senior Clerk	1	727	863	998
	6	Senior Stenographer	1	639	756	872
	5	Clerk A	1	595	704	813

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

REAL ESTATE DEPARTMENT

Schedule

A1 12	Real Estate Director	1	\$24,156 2,013	\$28,668 2,389	\$33,168 2,764
8	Assistant Director of Real Estate	1	18,468 1,539	21,900 1,825	25,332 2,111
7	Manager, Airport Real Estate	1	17,280 1,440	20,496 1,708	23,700 1,975
7	Manager, Waterfront Real Estate	1	17,280 1,440	20,496 1,708	23,700 1,975
.....					
A2 10	Airport Acquisition Specialist	1	16,152 1,346	19,164 1,597	22,164 1,847
8	Rental Management Specialist	5	14,352 1,196	17,028 1,419	19,704 1,642

Schedule

B 9	Real Estate Assistant	2	778	921	1,063
9	Staff Assistant	1	778	921	1,063
8	Janitor Supervisor	1	727	863	998
8	Senior Clerk	1	727	863	998
7	Watchman Supervisor	1	682	807	932
6	Watchman	5	639	756	872
6	Senior Stenographer	2	639	756	872
5	Clerk A	1	595	704	813
5	Janitor	8	595	704	813
4	Stenographer	1	557	659	761

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

SYSTEMS AND DATA PROCESSING DEPARTMENT

Schedule						
A1 10	Manager of Systems and Data Processing	1	\$21,132 1,761	\$25,044 2,087	\$28,956 2,413	
7	Assistant Manager of Systems	1	17,280 1,440	20,496 1,708	23,700 1,975	
5	Assistant Manager of Data Processing	1	15,036 1,253	17,844 1,487	20,652 1,721	
2	Computer Operations Supervisor	1	12,300 1,025	14,604 1,217	16,896 1,408	
.....						
A2 10	Systems Supervisor	4	16,152 1,346	19,164 1,597	22,164 1,847	
9	Systems Analyst	3	15,252 1,271	18,096 1,508	20,928 1,744	
9	Software Systems Analyst	4	15,252 1,271	18,096 1,508	20,928 1,744	
8	Analyst/Programmer	7	14,352 1,196	17,028 1,419	19,704 1,642	
5	Programmer	8	12,024 1,002	14,268 1,189	16,500 1,375	
5	Systems and Procedures Analyst	2	12,024 1,002	14,268 1,189	16,500 1,375	

Schedule						
B 10	Senior Computer Operator	3	833	988	1,143	
9	Systems Analyst Trainee	3	778	921	1,063	
9	Senior Control Supervisor	1	778	921	1,063	
9	Staff Assistant	1	778	921	1,063	
8	Programmer Trainee	1	727	863	998	
8	Keypunch Supervisor	1	727	863	998	
8	Senior Clerk	3	727	863	998	
7	Computer Operator	6	682	807	932	
6	Senior Keypunch Operator	2	639	756	872	
6	Senior Stenographer	1	639	756	872	
5	Keypunch Operator	5	595	704	813	
5	Data Control Technician	6	595	704	813	

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

TRADE DEVELOPMENT DEPARTMENT

Schedule						
A1	12	Director of Trade Development	1	\$24,156 2,013	\$28,668 2,389	\$33,168 2,764
	10	Manager, Marketing	1	21,132 1,761	25,044 2,087	28,956 2,413
	7	Manager, OCP Traffic	1	17,280 1,440	20,496 1,708	23,700 1,975
	6	Traffic Manager, Rates and Tariffs	1	16,164 1,347	19,164 1,597	22,152 1,846
	6	Senior Traffic Coordinator	1	16,164 1,347	19,164 1,597	22,152 1,846
	5	Manager, World Trade Center	1	15,036 1,253	17,844 1,487	20,652 1,721
.....						
A2	9	Regional Manager (Washington)	4	15,252 1,271	18,096 1,508	20,928 1,744
	9	Regional Manager (Alaska)	1	15,252 1,271	18,096 1,508	20,928 1,744
	*	Regional Manager (Midwest)	1	16,800 1,400	21,576 1,798	26,340 2,195
	*	Regional Manager (Far East)	1	11,940 995	14,796 1,233	17,652 1,471
	*	Asst. Regional Manager (Midwest/East Coast)	3	13,500 1,125	16,452 1,371	19,404 1,617
	8	Manager, Inland Traffic Services	1	14,352 1,196	17,028 1,419	19,704 1,642
	8	Manager, Ocean Traffic Services	1	14,352 1,196	17,028 1,419	19,704 1,642
	8	Traffic Coordinator	5	14,352 1,196	17,028 1,419	19,704 1,642

Schedule						
B	9	Traffic Coordinator Trainee	2	778	921	1,063
	9	Advertising Coordinator	1	778	921	1,063
	9	Staff Assistant	1	778	921	1,063
	8	Data Control Supervisor	1	727	863	998
	8	Senior Clerk	2	727	863	998
	6	Senior Stenographer	6	639	756	872
	5	Data Control Technician	3	595	704	813
	5	Transportation Clerk	6	595	704	813
	5	Clerk A	6	595	704	813
	2	Clerk B	2	489	578	667

* Nongraded positions - explained in Section I.C.3.

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

MULTI-DEPARTMENT

Schedule	A2	3	Administrative Assistant	8	\$10,644 887	\$12,624 1,052	\$14,604 1,217
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Schedule	B	9	Staff Assistant	3	778	921	1,063
		8	Management Intern	6	727	863	998
		8	Senior Clerk	7	727	863	998
		7	Secretary	8	682	807	932
		7	Stock Room Clerk	1	682	807	932
		6	Senior Stenographer)	6	639	756	872
		4	Stenographer)		557	659	761
		5	Data Control Technician	3	595	704	813
		5	Clerk A	15	595	704	813
		2	Clerk B	4	489	578	667
		2	Messenger	1	489	578	667

Moved by Mr. Friedlander that Port Auditor be authorized to pay the outstanding obligations of salaries and claims against the Port of Seattle during the month of January as evidenced by vouchers on the following funds:

<u>Fund</u>	<u>Warrant No.</u>	<u>Amount</u>
General Fund:		
*General	120746 - 121948	\$4,352,149.46
Payroll	370214 - 374542	819,263.10
Airport Improvement	3495 - 3527	110,803.55
Customer Deposit	- 147	671.45
Construction Fund '69A	2291 - 2309	20,280.57
EDA #3	004 - 009	5,547.44
EDA #4	006 - 009	2,006.40

*Includes Promotional Hosting Expense of Commissioners in the amount of \$32.50.

Motion unanimously carried.

Request for approval of Amendment 1 to Exhibit A of 1975 Salary and Benefit Resolution No. 2563 to be effective February 25, 1975, was presented as follows:

A. Reevaluation of the Position of Equal Employment Officer

The reevaluation of this position recognizes the growth of responsibility to include direction and development of in-house training programs and employee relations activities that now substantially exceed the normal scope of EEO responsibilities. This position will also assume the added responsibility for supervising the proposed new position in Item B. It is recommended that the title of Equal Employment Officer be changed to Employee Relations and Equal Employment Manager and the graded salary be changed as follows: (current grade and salary are shown in italics)

<u>Schedule & Grade</u>	<u>Authorized Number</u>	<u>Title</u>	<u>Salary Range</u>		
			<u>Min.</u>	<u>Mid.</u>	<u>Max.</u>
A ₂₆	1	Equal Employment Officer	\$12,804 1,067	\$15,180 1,265	\$17,544 1,462
A ₁₄	1	Employee Relations and Equal Employment Manager	\$14,088 1,174	\$16,704 1,392	\$19,320 1,610

B. New Position--Employee Relations Representative

In recognition of the development of the employee relations function at the Port and in response to the 1974 recommendation of the Port's Affirmative Action Committee for Women, the establishment of the new position of Employee Relations Representative is recommended. This would be a professional position reporting directly to the Employee Relations and Equal Employment Manager. This individual would support the Equal Employment Office in the growing demand for counseling and follow-up coordination concerning problems voiced by Port employees. This person would also be involved in the job evaluation and performance evaluation programs, as well as assisting in the development and administration of in-house training programs. It is recommended that the graded salary range for the new position be as follows:

3

<u>Schedule & Grade</u>	<u>Authorized Number</u>	<u>Title</u>	<u>Salary Range</u>		
			<u>Min.</u>	<u>Mid.</u>	<u>Max.</u>
A ₂₅	1	Employee Relations Representative	\$12,024 1,002	\$14,268 1,189	\$16,500 1,375

Moved by Mr. Simonson that Amendment 1 to Exhibit A of Salary and Benefit Resolution No. 2563 be approved as requested. Motion unanimously carried.

MEMORANDUM

April 2, 1975

TO Lawrence R. Wheeler, Director, Personnel
 FROM Iola M. Umphrey, Executive Secretary
 SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on _____, which originated in your department March 25, 1975.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Hogan, Rooth

Request for approval of Amendment 2 to Exhibit A of 1975 Salary and Benefit Resolution No. 2563 to be effective March 25, 1975, was presented as follows:

A. NEW POSITION - PROPERTY ROOM CUSTODIAN

This position will report to the Purchasing and Property Agent and will be responsible for maintaining and controlling the functions of the Airport Property Room. It is recommended that the graded salary range for this position be as follows:

Schedule & Grade	Authorized Number	Salary Range		
		Min.	Mid.	Max.
B-10	1	\$833	\$988	\$1,143

B. NEW POSITION - UTILITIES MONITOR

This position will report directly to the Manager, Waterfront Real Estate. The primary responsibility of this position will be to monitor utility usage by Port tenants and record readings for billing purposes. It is recommended that the graded salary range for this position be as follows:

Schedule & Grade	Authorized Number	Salary Range		
		Min.	Mid.	Max.
B-6	1	\$639	\$756	\$872

Moved by Mr. Simonson that Amendment 2 to Exhibit A of Salary and Benefit Resolution No. 2563 be approved as requested. Motion unanimously carried.

MEMORANDUM

a. 21, 1975

TO Lawrence R. Wheeler, Director, Personnel
FROM Iola M. Umphrey, Executive Secretary
SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on May 13, 1975, which originated in your department.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Hogan, Shav, Edwards, Rooth

Request for approval of Amendment 3 and Amendment 4 to Exhibit A of the 1975 Salary and Benefit Resolution No. 2563 was presented. Both amendments are concerned with salary rates or ranges for non-graded positions. Amendment 3 will accomplish the following:

- A. Establish a new base rate for one Inspector/Lieutenant and one Inspector/Captain in the fire department providing a 5% increase retroactive to December 22, 1974.
- B. Add six classifications of fire and police officers to those eligible for longevity increases of 2% and 4%, applied after five and ten years since progression to Firefighter A or Police Officer A.
- C. Increase salary rates paid to thirteen employees in officer classifications in the fire and police departments ranging from \$11 per month to \$71 per month. This increase would provide appropriate differentials between classifications which are necessary to reflect the additional responsibility of each succeeding officer level.

Amendment 4 will increase the maximum of the salary range for one position, the Regional Manager (Midwest), from \$26,340.00 to \$27,264.00, a 3.5% increase. Further details are contained in memorandum from Director of Personnel and Industrial Relations dated May 6, 1975. The Commission requested the amendments be voted on separately. Moved by Mr. Simonson that Amendment No. 3 be approved. Motion carried, Mr. Kotkins voting "no". He said he felt further study should be made to compare these rate ranges with positions and departments of similar size. Moved by Mr. Friedlander that Amendment No. 4 be approved. After discussion, Mr. Friedlander withdrew his motion. Moved by Mr. Simonson that Amendment 4 be tabled until a future date. Motion unanimously carried.

MEMORANDUM

June 4, 1975

TO Lawrence A. Wheeler, Director, Personnel
 FROM Iola M. Umphrey, Executive Secretary
 SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on May 27, 1975, which originated in your department.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Hogan, Shay, Bennett, Ljungren, Roeth ✓

Moved by Mr. Simonson that authorization be granted for the approval of Amendment 4 to Exhibit A of the Salary and Benefit Resolution No. 2563 to establish the following new-graded positions effective June 1, 1975:

Department	Schedule and Grade	Position	Auth. No.	Salary Range		
				Min.	Midp.	Max.
1. Aviation	B 10	Ramp Controller	5	\$ 833	\$ 988	\$ 1,143
2. Marine Term.	A ₂ 10	Sanitation Inspector	1	\$16,152 1,346	\$19,164 1,597	\$22,164 1,847
3. Engineering	A ₁ 8	Supervisor - Grounds and Buildings	1	\$18,468 1,539	\$21,900 1,825	\$25,332 2,111

Motion carried, Mr. Kotkins voting "no".