

## RESOLUTION NO. 2506

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 23, 1973 and repealing all prior resolutions dealing with the same subject, including Resolutions No. 2453 and 2468.

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

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

SALARY RANGE

SALARY RANGE

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$10,104 842	\$12,000 1,000	\$13,896 Annual 1,158 Monthly
2	10,824 902	12,840 1,070	14,856 1,238
3	11,604 967	13,752 1,146	15,900 1,325
4	12,396 1,033	14,700 1,225	16,992 1,416
5	13,224 1,102	15,696 1,308	18,168 1,514
6	14,220 1,185	16,848 1,404	19,476 1,623
7	15,192 1,266	18,024 1,502	20,844 1,737
8	16,236 1,353	19,260 1,605	22,284 1,857
9	17,340 1,445	20,568 1,714	23,796 1,983
10	18,588 1,549	22,032 1,836	25,464 2,122
11	19,884 1,657	23,568 1,964	27,240 2,270
12	21,252 1,771	25,212 2,101	29,172 2,431
13	22,752 1,896	27,000 2,250	31,236 2,603
14	24,384 2,032	28,908 2,409	33,432 2,786
15	26,076 2,173	30,924 2,577	35,760 2,980
16	27,900 2,325	33,072 2,756	38,244 3,187
17	29,868 2,489	35,400 2,950	40,932 3,411

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 8,292 691	\$ 9,840 820	\$11,388 Annual 949 Monthly
2	8,820 735	10,464 872	12,108 1,009
3	9,360 780	11,100 925	12,840 1,070
4	9,972 831	11,832 986	13,692 1,141
5	10,572 881	12,540 1,045	14,508 1,209
6	11,256 938	13,344 1,112	15,432 1,286
7	11,940 995	14,160 1,180	16,380 1,365
8	12,624 1,052	14,976 1,248	17,328 1,444
9	13,416 1,118	15,912 1,326	18,408 1,534
10	14,208 1,184	16,848 1,404	19,488 1,624
11	15,060 1,255	17,856 1,488	20,652 1,721
12	15,888 1,324	18,840 1,570	21,792 1,816

SCHEDULE B - NONEXEMPT

SALARY RANGE

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 386	\$ 467	\$ 547 Monthly
2	430	509	587
3	457	542	628
4	490	580	669
5	523	620	715
6	562	664	767
7	600	710	820
8	639	759	878
9	684	810	935
10	733	870	1,006
11	782	929	1,075
12	838	994	1,150
13	898	1,066	1,233
14	959	1,136	1,314
15	1,025	1,217	1,407

RESOLUTION NO. 2506  
Effective December 23, 1973

## Section I. (Cont'd)

C. Nongraded Salary Ranges: The salaries and salary ranges for all classifications within the Airport police and fire departments have been influenced by salaries paid for similar positions in this locale and are nongraded. Also nongraded are the salary ranges of Regional Manager positions located outside Washington State, which are influenced by different cost-of-living factors and other conditions.

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 within 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 positions 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 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 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.

## Section III. (Cont'd)

B. Filling Vacant Positions: The General Manager is hereby authorized to fill any authorized position (except that of General Manager) within the salary grade ranges and to the authorized number of positions as provided in Exhibit A.

C. Fixing Salaries in Filling Vacancies: The General Manager may transfer or promote Port employees or recruit new employees who fit the position specifications to fill any vacancy. The General Manager is authorized as follows:

1. In the case of transfers (or reclassifications other than promotional), to maintain the employee's salary level, so long as it falls within the position's salary range.
2. 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. In the case of promotions, to provide a salary increase, so long as the resulting salary falls within the position's salary range.

New employees shall normally be recruited at the minimum of the salary range for a given classification; provided, however, that the General Manager may authorize a salary up to the midpoint of the salary range for an appointee possessing special qualifications or exceptional experience.

## IV. ADMINISTRATION OF SALARY INCREASES

A. General Increases and Merit Fund for 1974: The Commission hereby authorizes the following increases for 1974:

1. Fire and police personnel at the Sea-Tac International Airport shall receive a general salary increase of 5.5% effective December 23, 1973. The salary rates for fire and police classifications listed in Exhibit A, "Schedule of Authorized Positions" have been amended to reflect this increase.
2. Also effective December 23, 1973, all salaried employees other than fire and police personnel shall receive either a 5.5% general salary increase or \$40 per month, whichever is greater, as a cost-of-living adjustment, except that no individual salary increase shall result in a salary above the maximum or below the minimum of the salary range for an employee's position as established in Exhibit A of this resolution. As outlined in Section IV.F., an automatic increase shall be provided when necessary to raise an employee's salary to the range minimum following application of the cost-of-living increase provided herein.
3. A merit fund shall be established in an amount not to exceed 4% of the December 22, 1973 salaried payroll which excludes salaries of fire and police personnel. Application of this discretionary fund excludes fire and police personnel who are covered in Subsection B. which follows. Subsection E. outlines the merit fund administration guidelines.

B. Length-of-Service Increases for Certain Fire and Police Classifications:

1. B, C, D, and E Classifications: If they are performing and continue to perform the duties of their positions satisfactorily, Airport Police Officer 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, for a single-step salary schedule as shown in Schedule B of Exhibit A. The same step increases, except that there is no E step, shall apply to Firefighter classifications.

## Section IV.B., (Cont'd)

2. Detective and A Classifications:

- a. After five years have been completed since progression to A status, employees in Airport Police Officer A, Detective, or Firefighter A classifications shall receive a rate of pay equal to the current base rate in effect for that position plus a 2% longevity increase as shown in Schedule B of Exhibit A.
- b. After ten years have been completed since progression to A status, employees in Airport Police Officer A, Detective, or Firefighter A classifications shall receive a rate of pay equal to the current base rate in effect for that position plus a 4% longevity increase as shown in Schedule B of Exhibit A.

C. Probationary Salary Increases covering positions other than fire and police classifications: The probationary period is hereby established as the first six months of continuous employment as a new hire 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.

D. Promotional Increases: Section III.C. establishes that a Port employee who qualifies for and wins a promotion shall be granted a promotional salary increase which is within reasonable limits, depending upon individual circumstances. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted.

E. Discretionary Increases: The amount set aside for a discretionary merit fund is determined and explained in Section IV.A.3. The merit fund is to be administered as follows:

1. On a quarterly basis, the Director shall initiate merit reviews for salaried employees. This excludes airport fire and police personnel who are covered in Section IV.B.
2. 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 Controller, and the General Manager before any individual discretionary merit increase shall be granted.
3. Individual merit increases shall not exceed 10% nor be less than 4% of the employee's present salary.
4. Merit increases may be recommended, scheduled, and approved for an employee when the following criteria are satisfied:
  - a. 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.
  - b. No previous merit increase has been received by the employee in the past twelve-month period.

## Section IV. (Cont'd)

F. 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 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 A. through E. above.

## 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, and D. 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.
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.

## Section V. (Cont'd)

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, Detective, 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 an increment of 4% added in lieu of overtime which otherwise might have been paid for holiday and weekend work, they are excluded from receiving overtime compensation for working on a holiday or a Saturday or Sunday which falls on their regularly assigned workshift. 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: Computer Operators, Keypunch Operators, Data Control Technicians, Waste Plant Operators, and stenographic positions in the Word Processing Center.

## 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 employees 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.

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

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	May 30 or Last Monday in May (to be established)
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11 or Fourth Monday in October (to be established)
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25
"Floating" Holiday (to be designated each year)	For 1974, designated as Friday, July 5

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 the 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 contained in this section. In any case, the number of hours of holiday pay shall not exceed the normally scheduled number of hours that employee (temporary or permanent) worked on the other days in that week, up to 7.5 or 8 hours depending on the work shift.

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 Firefighters are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System.

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

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 may be accumulated up to 120 days for permanent employees other than Firefighters and up to 60 24-hour shifts for Firefighters, and will not be converted to any other benefit. 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.

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, up to five working days per calendar year may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Immediate family shall be defined as wife, husband, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. 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 provided with insurance companies and/or agencies providing such benefits which the Port Commission has authorized. 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 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 providing such benefits which the Port Commission has authorized. Coverage for dependents shall be provided by the same medical insurance plan which the employee has chosen from the two available plans.

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

- c. Dental Insurance for Regular, Permanent Employees and Their Dependents: On the first of the month following six continuous months of satisfactory employment, permanent employees shall receive paid dental insurance coverage for themselves and their eligible dependents; the eligibility and other conditions of coverage are established by the insurance company and/or agency providing such benefits which the Port Commission has authorized.
- d. Life Insurance: On the first of the month following six continuous months of satisfactory employment, regular permanent employees shall receive paid life insurance benefits in such amounts and in such manner as are provided with insurance companies and/or agencies providing such benefits which the Port Commission has authorized.
- e. Long-Term Disability Insurance: On the first of the month following six continuous months of satisfactory employment, regular permanent employees shall receive paid long-term disability insurance benefits in such amounts and in such manner as are provided with insurance companies and/or agencies providing such benefits which the Port Commission has authorized.

4. Vacation With Pay:

- a. Rates of Accrual: After the qualifying period described below, vacation leave may be taken as earned by regular, permanent employees. 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 forty-second full month of continuous employment, permanent employees shall accrue vacation leave at the rate of twelfthths day per month of employment, or the equivalent of two weeks or ten work days per year ( $10/12 \times 12 \text{ mos.} = 10 \text{ days}$ ). At any time after the successful completion of the six-months probationary period, regular permanent employees may schedule vacation leave of up to the number of days accrued at the time of the scheduled vacation, subject to department head approval.
  - (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-twelfthths 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-twelfthths 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.

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.

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

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.

- b. Limits on Accumulating and Taking Vacations: 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.

Vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. Any portion above a 24-month accrual of unused vacation leave is subject to forfeiture on the anniversary date of the employee.

VII. EFFECTIVE DATE

This resolution shall be effective December 23, 1973. 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 23, 1973.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolutions No. 2453 and 2468, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 11th day of December, 1973, and duly authenticated in open session by the signatures of the Commissioners and the seal of the Commission.

(S E A L)

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*[Signature]*

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Port of Seattle

RESOLUTION NO. 2506

EXHIBIT A

## SCHEDULE OF AUTHORIZED POSITIONS

## SCHEDULE "A" - EXEMPT

A1 - Management Positions (Salary Grades 1-17)

A2 - Administrative/Professional Positions (Salary Grades 1-12)DEPARTMENT

<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>EXECUTIVE</u>					
A1 17	General Manager	1	29,868 2,489	35,400 2,950	40,932 3,411
15	Deputy General Manager	1	26,076 2,173	30,924 2,577	35,760 2,980
14	Assistant General Manager	1	24,384 2,032	28,908 2,409	33,432 2,786
12	Controller	1	21,252 1,771	25,212 2,101	29,172 2,431
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A2 12	Director of Community Affairs	1	15,888 1,324	18,840 1,570	21,792 1,816
11	Assistant Controller & Internal Auditor	1	15,060 1,255	17,856 1,488	20,652 1,721
9	Legal Officer	1	13,416 1,118	15,912 1,326	18,408 1,534
7	Safety Coordinator & Claims Agent	1	11,940 995	14,160 1,180	16,380 1,365
6	Executive Secretary	1	11,256 938	13,344 1,112	15,432 1,286
<u>Personnel and Industrial Relations</u>					
A1 9	Director of Personnel and Industrial Relations	1	17,340 1,445	20,568 1,714	23,796 1,983
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A2 6	Equal Employment Officer	1	11,256 938	13,344 1,112	15,432 1,286
6	Personnel Assistant	3	11,256 938	13,344 1,112	15,432 1,286
3	Employment Interviewer	3	9,360 780	11,100 925	12,840 1,070

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>Public Relations</u>					
A1 8	Public Relations Director	1	16,236 1,353	19,260 1,605	22,284 1,857
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A2 7	Editor	1	11,940 995	14,160 1,180	16,380 1,365
5	Public Relations Assistant	3	10,572 881	12,540 1,045	14,508 1,209
5	Photographer	1	10,572 881	12,540 1,045	14,508 1,209
3	Assistant Editor	1	9,360 780	11,100 925	12,840 1,070
<u>Purchasing and Office Services</u>					
A1 7	Purchasing and Property Agent	1	15,192 1,266	18,024 1,502	20,844 1,737
-----					
A2 5	Assistant Purchasing Agent	1	10,572 881	12,540 1,045	14,508 1,209
3	Buyer	3	9,360 780	11,100 925	12,840 1,070
<u>ACCOUNTING</u>					
A1 9	Port Auditor	1	17,340 1,445	20,568 1,714	23,796 1,983
7	Chief Accountant	1	15,192 1,266	18,024 1,502	20,844 1,737
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A2 4	Senior Accountant	6	9,972 831	11,832 986	13,692 1,141
3	Accountant	4	9,360 780	11,100 925	12,840 1,070
<u>AVIATION</u>					
A1 13	Director of Aviation	1	22,752 1,896	27,000 2,250	31,236 2,603
10	Assistant Director of Aviation	1	18,588 1,549	22,032 1,836	25,464 2,122
9	Superintendent of Maintenance - Airport	1	17,340 1,445	20,568 1,714	23,796 1,983

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>AVIATION (Cont'd.)</u>					
9	Superintendent of Operations	1	17,340 1,445	20,568 1,714	23,796 1,983
8	Electrical Superintendent	1	16,236 1,353	19,260 1,605	22,284 1,857
8	Electronics Superintendent	1	16,236 1,353	19,260 1,605	22,284 1,857
8	Mechanical Superintendent	1	16,236 1,353	19,260 1,605	22,284 1,857
6	Assistant Superintendent of Operations	1	14,220 1,185	16,848 1,404	19,476 1,623
5	Superintendent, Parking Terminal	1	13,224 1,102	15,696 1,308	18,168 1,514
5	Assistant Electrical Superintendent	1	13,224 1,102	15,696 1,308	18,168 1,514
5	Assistant Electronics Superintendent	1	13,224 1,102	15,696 1,308	18,168 1,514
5	Assistant Mechanical Superintendent	1	13,224 1,102	15,696 1,308	18,168 1,514
5	Operations Supervisor	5	13,224 1,102	15,696 1,308	18,168 1,514
5	Field Superintendent	1	13,224 1,102	15,696 1,308	18,168 1,514
4	Building Superintendent	1	12,396 1,033	14,700 1,225	16,992 1,416
2	Asst. Superintendent, Parking Terminal	1	10,824 902	12,840 1,070	14,856 1,238
<hr/>					
A2 9	Assistant to the Director of Aviation	1	13,416 1,118	15,912 1,326	18,408 1,534
3	Administrative Assistant - Airport	1	9,360 780	11,100 925	12,840 1,070
<u>Fire Department</u>					
A1 F	Fire Chief	1	-	17,280 1,440	-
F	Assistant Fire Chief	1	-	15,924 1,327	-
<u>Police Department</u>					
A1 P	Chief of Airport Police	1	-	17,280 1,440	-
P	Assistant Chief of Airport Police	1	-	15,924 1,327	-

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING</u>					
A1 13	Chief Engineer	1	22,752 1,896	27,000 2,250	31,236 2,603
10	Chief Design Engineer	1	18,588 1,549	22,032 1,836	25,464 2,122
10	Chief Construction Engineer	1	18,588 1,549	22,032 1,836	25,464 2,122
9	Manager - Electrical and Mechanical Engineering	1	17,340 1,445	20,568 1,714	23,796 1,983
9	Managing Architect	1	17,340 1,445	20,568 1,714	23,796 1,983
9	Manager - Waterfront Engineering	1	17,340 1,445	20,568 1,714	23,796 1,983
9	Manager - Airport Engineering	1	17,340 1,445	20,568 1,714	23,796 1,983
9	Chief Facilities Engineer	1	17,340 1,445	20,568 1,714	23,796 1,983
8	Supervising Engineer - Air Terminal Contracts	1	16,236 1,353	19,260 1,605	22,284 1,857
8	Chief Administrative Engineer	1	16,236 1,353	19,260 1,605	22,284 1,857
8	Maintenance Superintendent	1	16,236 1,353	19,260 1,605	22,284 1,857
7	Resident Engineer	7	15,192 1,266	18,024 1,502	20,844 1,737
5	Assistant Maintenance Superintendent	1	13,224 1,102	15,696 1,308	18,168 1,514
5	Chief of Surveys	1	13,224 1,102	15,696 1,308	18,168 1,514
4	Survey Supervisor	1	12,396 1,033	14,700 1,225	16,992 1,416
4	Maintenance Supervisor	3	12,396 1,033	14,700 1,225	16,992 1,416
3	Chief Draftsman	1	11,604 967	13,752 1,146	15,900 1,325
2	Administrative Assistant	1	10,824 902	12,840 1,070	14,856 1,238
<hr/>					
A2 12	Architect	2	15,888 1,324	18,840 1,570	21,792 1,816

DEPARTMENT

<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>ENGINEERING (Cont'd.)</u>					
A2 12	Senior Engineer	10	15,888 1,324	18,840 1,570	21,792 1,816
10	Senior Contracts Administrator	1	14,208 1,184	16,848 1,404	19,488 1,624
9	Associate Architect	3	13,416 1,118	15,912 1,326	18,408 1,534
9	Associate Engineer	11	13,416 1,118	15,912 1,326	18,408 1,534
9	Construction Coordinator	1	13,416 1,118	15,912 1,326	18,408 1,534
9	Senior Designer	5	13,416 1,118	15,912 1,326	18,408 1,534
8	Port Facilities Engineer	1	12,624 1,052	14,976 1,248	17,328 1,444
7	Contracts Administrator	2	11,940 995	14,160 1,180	16,380 1,365
6	Associate Designer	4	11,256 938	13,344 1,112	15,432 1,286
5	Junior Engineer	4	10,572 881	12,540 1,045	14,508 1,209
3	Associate Contracts Administrator	1	9,360 780	11,100 925	12,840 1,070
<u>MARINE TERMINALS</u>					
A1 12	Manager of Marine Terminals	1	21,252 1,771	25,212 2,101	29,172 2,431
10	Assistant Manager of Marine Terminals	1	18,588 1,549	22,032 1,836	25,464 2,122
7	Terminal Superintendent	7	15,192 1,266	18,024 1,502	20,844 1,737
7	Warehouse Superintendent	2	15,192 1,266	18,024 1,502	20,844 1,737
4	Marina Superintendent	2	12,396 1,033	14,700 1,225	16,992 1,416
3	Assistant Terminal Superintendent	8	11,604 967	13,752 1,146	15,900 1,325
3	Assistant Warehouse Superintendent	4	11,604 967	13,752 1,146	15,900 1,325

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MARINE TERMINALS (Cont'd.)</u>					
A2 5	Marine Terminals Assistant	1	10,572 881	12,540 1,045	14,508 1,209
5	Maintenance Coordinator	1	10,572 881	12,540 1,045	14,508 1,209
4	Assistant Marina Superintendent	3	9,972 831	11,832 986	13,692 1,141
<u>PLANNING AND RESEARCH</u>					
A1 10	Director of Planning and Research	1	18,588 1,549	22,032 1,836	25,464 2,122
7	Assistant Director of Planning and Research	1	15,192 1,266	18,024 1,502	20,844 1,737
6	Supervising Planner	2	14,220 1,185	16,848 1,404	19,476 1,623
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A2 9	Environmental Affairs Specialist	1	13,416 1,118	15,912 1,326	18,408 1,534
7	Design Planner II	3	11,940 995	14,160 1,180	16,380 1,365
6	Administrative Planner	1	11,256 938	13,344 1,112	15,432 1,286
6	Research Economist	1	11,256 938	13,344 1,112	15,432 1,286
6	Geographer	1	11,256 938	13,344 1,112	15,432 1,286
5	Design Planner I	3	10,572 881	12,540 1,045	14,508 1,209
4	Assistant Research Economist	2	9,972 831	11,832 986	13,692 1,141
4	Environmentalist	2	9,972 831	11,832 986	13,692 1,141
<u>REAL ESTATE</u>					
A1 10	Director of Real Estate	1	18,588 1,549	22,032 1,836	25,464 2,122
8	Assistant Director of Real Estate	1	16,236 1,353	19,260 1,605	22,284 1,857
7	Manager, Airport Rentals	1	15,192 1,266	18,024 1,502	20,844 1,737
7	Manager, Marine and Industrial Rentals	1	15,192 1,266	18,024 1,502	20,844 1,737
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A2 8	Rental Management Specialist	4	12,624 1,052	14,976 1,248	17,328 1,444

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>SYSTEMS AND DATA PROCESSING</u>					
A1 10	Manager of Systems and Data Processing	1	18,588 1,549	22,032 1,836	25,464 2,122
7	Assistant Manager of Systems	1	15,192 1,266	18,024 1,502	20,844 1,737
5	Assistant Manager of Data Processing	1	13,224 1,102	15,696 1,308	18,168 1,514
2	Computer Operations Supervisor	1	10,824 902	12,840 1,070	14,856 1,238
-----					
A2 10	Systems Supervisor	4	14,208 1,184	16,848 1,404	19,488 1,624
9	Systems Analyst	3	13,416 1,118	15,912 1,326	18,408 1,534
9	Software Systems Analyst	5	13,416 1,118	15,912 1,326	18,408 1,534
8	Analyst/Programmer	7	12,624 1,052	14,976 1,248	17,328 1,444
5	Programmer	8	10,572 881	12,540 1,045	14,508 1,209
5	Systems and Procedures Analyst	2	10,572 881	12,540 1,045	14,508 1,209
<u>TRADE DEVELOPMENT</u>					
A1 12	Director of Trade Development	1	21,252 1,771	25,212 2,101	29,172 2,431
9	Manager, Marketing	1	17,340 1,445	20,568 1,714	23,796 1,983
7	Manager, OCP Traffic	1	15,192 1,266	18,024 1,502	20,844 1,737
6	Traffic Manager, Rates and Tariffs	1	14,220 1,185	16,848 1,404	19,476 1,623
6	Senior Traffic Coordinator	1	14,220 1,185	16,848 1,404	19,476 1,623
5	Manager, World Trade Center	1	13,224 1,102	15,696 1,308	18,168 1,514
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A2 9	Regional Manager (Washington)	3	13,416 1,118	15,912 1,326	18,408 1,534

DEPARTMENT

<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>TRADE DEVELOPMENT (Cont'd.)</u>					
A2 *	Regional Manager (Midwest)	1	15,000 1,250	19,260 1,605	23,520 1,960
*	Regional Manager (Far East)	1	10,500 875	13,008 1,084	15,516 1,293
*	Asst. Regional Manager (Midwest/ East Coast)	4	12,000 1,000	14,628 1,219	17,256 1,438
*	Asst. Regional Manager (Far East)	1	7,992 666	9,996 833	12,000 1,000
8	Manager, Inland Traffic Services	1	12,624 1,052	14,976 1,248	17,328 1,444
8	Manager, Ocean Traffic Services	1	12,624 1,052	14,976 1,248	17,328 1,444
8	Traffic Coordinator	7	12,624 1,052	14,976 1,248	17,328 1,444

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

## SCHEDULE OF AUTHORIZED POSITIONS

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

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MULTI-DEPARTMENT</u>					
B 8	Management Intern	5	639	759	878
8	Senior Secretary )	13	639	759	878
7	Secretary )				
6	Senior Stenographer )	44	562	664	767
4	Stenographer )				
8	Senior Clerk	32	639	759	878
7	Stock Room Clerk	6	600	710	820
5	Data Control Technician	30	523	620	715
5	Clerk A	84	523	620	715
2	Clerk B	24	430	509	587
<u>Executive</u>					
B 10	Assistant Claims Agent	1	733	870	1,006
<u>Public Relations</u>					
B 5	Assistant Photographer	1	523	620	715
<u>Purchasing and Office Services</u>					
B 9	Print Shop Supervisor	1	684	810	935
8	Word Processing Center Supervisor	1	639	759	878
6	Multilith Operator	2	562	664	767
5	Switchboard Operator	1	523	620	715
3	Print Shop Assistant	1	457	542	628
2	Relief Switchboard Operator	2	430	509	587
2	Messenger	2	430	509	587
1	Mail Clerk	1	386	467	547
<u>ACCOUNTING</u>					
B 5	Billing Machine Operator	1	523	620	715
<u>AVIATION</u>					
B 13	Maintenance Shift Coordinator	4	898	1,066	1,233
12	Operations Controller	9	838	994	1,150
12	Maintenance Storekeeper	1	838	994	1,150
11	Lead Waste Plant Operator	1	782	929	1,075
10	Waste Plant Operator	2	733	870	1,006

DEPARTMENT

<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>Tenure Since Progression to A*</u>	<u>Base Rate</u>	<u>Rate** with 4%</u>
<u>Police Department</u>					
B P	Captain	6		1,223	1,272
P	Sergeant	6		1,148	1,194
P	Detective	3	Under 5 years	1,093	1,137
			5 through 9 years	1,115	1,160
			10 years or more	1,137	1,182
P	Airport Police Officer A )		Under 5 years	1,066	1,109
	)		5 through 9 years	1,087	1,130
	)		10 years or more	1,109	1,153
P	Airport Police Officer B )			1,015	1,056
P	Airport Police Officer C )	83		967	1,006
P	Airport Police Officer D )			921	958
P	Airport Police Officer E )			819	852

Fire Department

B F	Captain	3		1,223	1,272
F	Inspector/Captain	1		1,223	1,272
F	Lieutenant	3		1,148	1,194
F	Inspector/Lieutenant	1		1,148	1,194
F	Driver/Mechanic	1		1,194	-
F	Firefighter A )		Under 5 years	1,066	1,109
	)		5 through 9 years	1,087	1,130
	)		10 years or more	1,109	1,153
F	Firefighter B )	26		1,015	1,056
F	Firefighter C )			967	1,006
F	Firefighter D )			921	958

\*Airport Police Officer A or Firefighter A.

\*\*These salaries include 4% differential in lieu of holiday and weekend overtime.

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>ENGINEERING</u>					
<u>Administrative</u>					
B 10	Technical Writer	1	733	870	1,006
9	Office Engineer	2	684	810	935
<u>Maintenance</u>					
12	Maintenance Storekeeper	1	838	994	1,150
8	Maintenance Supply Clerk	1	639	759	878
<u>Design</u>					
11	Designer	4	782	929	1,075
9	Senior Draftsman	5	684	810	935
8	Draftsman	2	639	759	878
6	Junior Draftsman	2	562	664	767
3	File Clerk, Drawings	1	457	542	628
<u>Construction</u>					
15	Senior Construction Inspector	10	1,025	1,217	1,407
12	Associate Construction Inspector	16	838	994	1,150
10	Assistant Construction Inspector	12	733	870	1,006
<u>Survey</u>					
14	Survey Party Chief	4	959	1,136	1,314
13	Senior Survey Technician	2	898	1,066	1,233
12	Survey Instrumentman	4	838	994	1,150
10	Survey Head Chainman	4	733	870	1,006
9	Survey Rear Chainman	4	684	810	935
<u>MARINE TERMINALS</u>					
B 12	Floor Supervisor	4	838	994	1,150
11	Chief Freight Agent	14	782	929	1,075
10	Freight Agent	12	733	870	1,006
10	Rail Car Agent	4	733	870	1,006
10	Dispatcher	4	733	870	1,006
10	Marina Maintenance Foreman	2	733	870	1,006
8	Marina Attendant II	14	639	759	878

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MARINE TERMINALS (Cont'd)</u>					
B 6	Marina Attendant I	12	562	664	767
6	Moorage Clerk	2	562	664	767
6	Freight Clerk	18	562	664	767
6	Watchman	1	562	664	767
5	Janitor	1	523	620	715
<u>PLANNING AND RESEARCH</u>					
B 9	Librarian	1	684	810	935
8	Research Specialist	1	639	759	878
8	Assistant Planner	2	639	759	878
<u>REAL ESTATE</u>					
B 9	Real Estate Assistant	1	684	810	935
8	Janitor Supervisor	1	639	759	878
7	Watchman Supervisor	1	600	710	820
6	Watchman	4	562	664	767
5	Janitor	8	523	620	715
<u>SYSTEMS AND DATA PROCESSING</u>					
B 10	Senior Computer Operator	3	733	870	1,006
9	Systems Analyst Trainee	4	684	810	935
9	Senior Control Supervisor	1	684	810	935
8	Programmer Trainee	2	639	759	878
8	Keypunch Supervisor	1	639	759	878
7	Computer Operator	6	600	710	820
6	Senior Keypunch Operator	3	562	664	767
5	Keypunch Operator	6	523	620	715
<u>TRADE DEVELOPMENT</u>					
B 9	Traffic Coordinator Trainee	2	684	810	935
8	Data Control Supervisor	1	639	759	878
5	Transportation Clerk	7	523	620	715