

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Port to provide equal opportunity for all qualified people without regard to political affiliation, race, color, religion, national origin, age, sex, marital status, veteran status, or the presence of any sensory, mental, or physical disability, except where specific job requirements constitute a true occupational qualification necessary for proper and efficient performance for the essential functions of that job.

To ensure that the Port has the most efficient employee recruitment, selection, and appointment procedures obtainable, discriminatory practices in any form will not be permitted. The full cooperation of each elected official and employee is necessary to make certain that the Port remains in fact, as well as in policy, an equal opportunity employer.

DEFINITIONS OF TERMS

Non-exempt Employee. An employee eligible to receive minimum wage and overtime pay as designated by the Fair Labor Standards Act and the state wage and hour law. Non-exempt employees may be paid on either an hourly or salaried basis.

Exempt Employee. An employee whose primary duties are professional, administrative, executive, or outside sales, or meet the criteria for another exemption, as defined by the wage and hour laws. Exempt employees are paid a regular salary and receive no additional compensation for overtime worked.

Regular Part-Time Employee. An employee who is in a position that is expected to last more than five months, has completed the new hire orientation period, and is scheduled to work less than 30 hours per week.

Regular Full-Time Employee. An employee who is in a position that is expected to last more than five months, has completed the new hire orientation period, and is scheduled to work 30 or more hours per week.

Temporary Employee. An employee whose position is expected to last less than five months.

EMPLOYMENT POLICY

HIRING PROCESS

At the Port we follow a careful, systematic process to recruit and select new employees. In fact, the selection process continues after the employee is hired through the new hire orientation period. That way we are confident we are complying with relevant laws as well as meeting our own high standards for equal employment and for hiring the best qualified applicants.

By law, employers must require all employees to present specific documents of identification as proof of US citizenship or eligibility to work in the US within three days of starting to work.

We may require all new employees in certain positions to have a pre-employment drug and alcohol test. If required, the alcohol test will be given only after a conditional job offer has been made. Drug screenings may be done prior to the job offer.

To be considered for some positions, an applicant must be at least eighteen years of age. Proof of age may be required before an applicant can be employed. Some positions may also require employees to have and maintain a valid Washington State Driver's License.

AUTHORITY TO HIRE

The Commission of the Port of Orcas shall authorize any new non-temporary positions added to those already approved. The position of Airport Manager shall be appointed by the Commission. The Airport Manager is authorized to recruit for and fill all other positions, and to set starting salaries up to the midpoint of the salary range, with Commission approval. Prior to termination of employees where overlap is clearly essential for continuity of knowledge, the Airport Manager may authorize filling an extra position for a training period not to exceed three months.

NEW HIRE ORIENTATION PERIOD

A new hire shall not be considered a regular full-time employee until after satisfactory completion of a new hire orientation period of at least six months. That date becomes the employee's anniversary date for pay purposes. New hire orientation is an extension of the selection process. Failure to perform satisfactorily during this period shall be adequate grounds for dismissal.

Upon satisfactory completion of the new hire orientation period, the employee shall be considered to have demonstrated qualification for the position, shall gain regular status, and shall be notified of such action in writing. A copy of the notification shall be retained in the personnel files.

Port employees who are promoted or transferred to another position within the Port must pass a new trial period. Vacation and other applicable benefits received before the promotion or transfer shall continue, however, as if the employee were not in the trial period.

EMPLOYMENT OF RELATIVES

A relative of an employee or a commissioner shall not be employed by the Port when the following circumstances exist:

1. Where one relative would have the authority to supervise, direct, or make or effect recommendations pertaining to salary, promotion, transfer, discipline, and related employment conditions of the other.
2. Where one relative would be responsible for auditing the work of another.
3. Where other circumstances would place the individual(s) in a situation of actual or reasonably foreseeable conflict between the interests of the Port and their own interests or loyalties, or where there would likely be a perception of conflict of interest to the detriment of the Port.

For purposes of this policy an employee's relative shall be defined as the employee's wife, husband, daughter, step-daughter, son, step-son, mother, father, sister, brother, mother-in-law, father-in-law, grandchildren, and grandparents, or where such relationships exist by virtue of shared domicile.

When the above circumstances exist, effort shall be made to transfer one of the individuals when such would resolve the situation, at the convenience of the Port. In the event that no solution can be found, one of the relatives will be required to terminate within ninety calendar days.

PERSONNEL RECORDS

The Port maintains personnel records for each employee. Employees may inspect their personnel files at reasonable times, but are not allowed to remove documents from the file or to remove the file from the office. Employees who disagree with anything in their personnel file have the right to have their own statement placed in the file.

Unless authorized by the employee in writing or required by law, no information, including an employee's address and phone number, shall be released to any individual or organization other than the employee's immediate supervisor or Port Commissioners.

HOURS AND PAY

WORK WEEK DEFINED

Administrative, salaried staff have a normal start time between 8:00 and 9:00 a.m. and a quit time nine hours later, unless other hours are arranged in advance. The work day normally includes two 15-minute paid breaks and a one-hour unpaid lunch break.

For purposes of the Wage and Hour Laws, the work week at the Port shall be from Sunday 12:01 a.m. through Saturday midnight. All regular full time Port employees shall have their salary based on a forty-hour work week, or 2080 work hours per year.

All employees shall record their hours worked on appropriate time sheets.

PAY POLICY

All positions shall be reimbursed according to differences in skill and educational requirements, responsibilities, working conditions, and experience required. Pay ranges will be influenced, but not controlled, by levels paid for comparable positions in the Port industry in the State of Washington. Compensation for regular Port employees and any annual adjustments for all positions shall be determined by the Commission.

The Commission shall evaluate new positions, and re-evaluate existing positions, taking into account any changes in the market comparisons, cost of living, working conditions, responsibilities, education, or skill requirements that would affect a position specification and/or result in an adjustment in the salary range for the position.

The Commission shall periodically review all Port administrative employees, including the Airport Manager, for a change in compensation within the salary range for the position. Bonuses or compensation are approved by vote of the Commission.

SALARY RANGE

Salary ranges for all salaried positions and hourly employees shall be set by the Commission with regard for the prevailing rates for similar positions offered by other employers for comparable jobs. The salary ranges shall have minimum and maximum compensation for an employee performing the position's duties and a current progression range.

STARTING PAY

Normally starting pay is established within the bottom 50 percent of the salary range for the position being filled, based on the experience and training of the individual hired. The Commission or Airport Manager may authorize a starting salary up to the midpoint of the range for an appointee with special qualifications or exceptional experience.

PAY ADJUSTMENTS

The Port's Pay Adjustment System has the following objectives:

1. Recruit excellent workers from the pool of workers available.
2. Encourage workers to accomplish planned objectives and achieve excellence in their jobs.
3. Encourage better employees to remain in the Port's employment.
4. Encourage employees to expand their education so their skills keep up with the needs of the Port.
5. Provide incentives for achieving goals beyond those demanded by the job.

To accomplish these objectives, the Port provides five types of pay adjustment.

Successful Completion of the New Hire Orientation Period. Employees who have shown satisfactory work performance during their new hire orientation period may receive an increase, normally 5 percent, upon receiving approval from the immediate supervisor or Port Commission.

Merit Step Salary Adjustment. Employees are eligible for merit step increases in the wage/salary scale annually, when the following conditions are met:

- a. The employee has served at least twelve continuous months in the same job/pay step. (Employment for pay purposes begins at the completion of the new hire orientation period.)
- b. The employee has maintained acceptable performance, as determined by the immediate supervisor or Port Commission.
- c. The employee has met work and educational objectives.

Merit Step adjustments may be awarded no sooner than twelve months from the previous step award, but may be delayed for the completion of critical objectives or for changes in work performance.

Incentive Program. The Port Commission may approve a budget for staff incentives based on the Port's financial performance. The amount budgeted shall be no less than .5 (five-tenths) percent and no more than 5 percent of the year's gross salary and wages budget. The incentive program shall be administered by the Commissioners and be used (1) to reward employees and work groups for extraordinary efforts that benefit the Port District and (2) to build and maintain staff morale.

General Adjustments for All Employees. The Port Commission may consider a general adjustment to compensation levels of all salaried and regular hourly employees for the purposes of achieving comparable levels of compensation for Port employees with similar positions in the Washington Public Port Industry.

Cost of Living Increases. The Port may adjust the salary and pay scale for the Cost of Living increase for the Seattle area on January 1st of each year. The January 1 adjustment is based on the previous July to June period. Cost of living adjustments may be deferred if revenues are not sufficient to fund the additional expense.

PERFORMANCE APPRAISALS

Employee performance appraisals are important to both the individual employee and to Port management. They are intended to develop a mutual understanding of individual work and Port goals. Performance appraisals are designed to motivate the good employee and to redirect the marginal performer. The performance appraisal is the foundation for promotions, disciplinary actions, all merit increases, and other personnel actions.

Employee performance shall be evaluated, at a minimum, at the end of the six month new hire period and annually thereafter. During the annual budget process, the Port Commission shall establish general goals for their staff to accomplish for the following year, which shall be reflected in objectives for Port Staff by the Supervisor or Port Commission. Meeting the objectives established by the supervisor or Port Commission shall constitute 50 per cent of the basis for the award of merit increases. Because the Port is a service organization, comments on the employee's attitude toward the public and service provided to customers must be part of every performance evaluation.