

Appraisal Procedure

A performance appraisal is an evaluation of the continually evolving relationship between a supervisor and an employee, and of how well the two are working toward accomplishing the Port's goals. Since both the employee and the supervisor are part of the relationship, both should be part of the evaluation. It is the supervisor who has the primary responsibility for the work relationship and who has the first responsibility for the evaluation.

For the position of Airport Manager, the "supervisor" will consist of two Port Commissioners assigned by the full Commission to conduct the appraisal. The appraisal completed by these two Commissioners with the Airport Manager will be presented to the full Commission for their approval.

The formal performance appraisal system is not a substitute for performance evaluation and feedback which should occur continually. The formal appraisal only documents the informal evolving supervisor/employee relationship and how effective it is in accomplishing the Port's goals.

The employee's immediate supervisor shall complete the appraisal form by the end of the six month orientation period and/or by the appraisal date which is normally six months after the anniversary of the hiring date. The performance appraisal form and review of objectives shall be reviewed and discussed with the employee in person. The employee receiving the review may add his/her comments or rebuttal to the review. After review and discussion, the form shall be signed by both the employee and the supervisor and placed in the employee's personnel file.

The two primary criteria for evaluation shall be to meet planned objectives and to maintain a positive attitude toward co-workers and customers.

All evaluations shall include a brief description of the ongoing informal evaluations that have occurred since the last formal appraisal.

Performance shall always be measured against the needs of the Port.

Employees shall be evaluated in three areas:

1. Knowledge of job skills, which includes training, and new ideas brought to the job.
2. Flexibility in adapting to changes in the workplace, skill in relating to the many sectors of the public whom the Port serves, and how well the employee works with other staff and with the supervisor.

3. Accomplishment of agreed-upon objectives that can be measured and quantified, including both work objectives and education/skill improvement goals.

OVERTIME

Overtime applies only to those positions that are non-exempt as defined by the state and federal wage and hour laws. Overtime is time worked in excess of forty hours in a work week. Calculation of overtime is based on hours actually worked and does not include other paid time such as holiday, vacation or sick leave.

Overtime shall be assigned by the employee's supervisor or the Commission, and shall not be worked unless the overtime is approved in advance or an emergency situation exists as determined by any supervisor.

Overtime work by non-exempt, including temporary, employees shall be compensated at the rate of one and one-half times the straight time hourly rate of pay, for work performed in excess of forty hours in the work week.

COMPENSATORY TIME

Compensatory time off may be approved and taken by exempt or non-exempt employees in accordance with the wage and hour laws as they apply to public employees. Hours worked must be regularly recorded and approved on time sheets. Compensatory time off must be scheduled with and approved by the employee's supervisor. Compensatory time for the Airport Manager is determined by the workload and does not require Commissioner approval.

BENEFITS

BASIC BENEFITS

The following benefits are provided for all Port employees:

1. Social Security Insurance (FICA). All Port employees are covered by law under the Federal Insurance Contribution Act.
2. Industrial Insurance. All Port employees are covered by the State Workers' Compensation Act.
3. Unemployment Compensation. All Port employees are covered for unemployment compensation under the Washington State Employment Security Act.

HOLIDAYS

All regular part time and full time employees who are regularly scheduled and work at least 15 hours per week are eligible for 10 holidays per year with pay from the date of hire. Holiday pay for part time employees is pro-rated. Where hours worked are irregular, the hours worked in the two pay periods preceding the holiday will be used to determine the pro-rated holiday pay. The following holidays are observed:

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King, Jr. Day	By schedule during the week in which January 15 occurs
Presidents' Day	By schedule during the week following the third Monday in February
Memorial Day	By schedule during the week following the last Monday in May
Independence Day	By schedule during the week in which July 4 occurs
Labor Day	By schedule during the week following the first Monday in September
Columbus Day	By schedule during the week in which October 12 occurs
Veterans' Day	By schedule during the week in which November 11 occurs
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

For non-exempt employees, all hours actually worked on the holiday are paid at time and a half.

If an employee is required to work on a holiday, an alternate day off, or portion thereof, with pay will be scheduled.

MEDICAL AND DENTAL INSURANCE

Regular employees who work at least 30 hours a week and whose positions are expected to last more than five months are covered under the Port's health care and dental care plan. The Port pays 90 per cent of the employee's premium, and the employee pays ten per cent.

Eligible employees who meet the criteria for the medical and dental plans may receive life insurance benefits.

RETIREMENT

The Port participates in the Washington State PERS (Public Employees Retirement System). See the current plan booklet for details.

SICK LEAVE

Sick leave provides regular full-time employees with a measure of financial protection by allowing time off with pay when a personal illness, accident, disability, or illness of an immediate family member occurs. Sick leave is solely intended as a form of income protection. It is not to be considered as paid time off owed to an employee, nor will unused sick leave be paid at termination. For purposes of this policy, family member is defined as spouse, parents, children (and step and in-law forms of these relationships) and spousal equivalents.

Sick leave is accrued at one day per month of continuous employment (12 days per year), pro-rated for hours regularly scheduled and worked. Sick leave may be accrued up to a maximum of 30 days.

For purposes of this policy, continuous employment includes regular hours worked, holidays, vacation, sick leave, and other paid leave, and excludes leave of absence without pay.

Sick leave starts to accrue with the first month of employment, but paid sick leave may not be taken until successful completion of the new hire orientation period. Employees

who have successfully completed the new hire orientation period may take sick leave for the following reasons:

1. Illness or injury which incapacitates the employee to the extent that the employee cannot perform the job.
2. Exposure to contagious disease that would jeopardize the health of co-workers or the public.
3. Doctor, dental, or optical appointments for the time of the appointment and travel time.
4. Temporary disability caused by or contributed to by pregnancy.
5. Illness of a family member requiring the attendance of the employee.

A doctor's verification may be required for illness resulting in more than three days' absence from work, or to verify that the employee may safely return to work.

In the event of an accident or condition that qualifies for payment under Worker's Compensation/industrial insurance, accrued sick leave shall pay the difference between the Worker's Compensation payment and the employee's regular pay. A statement of Worker's Compensation pay shall be provided to the Auditor.

Employees who use up their accrued sick leave benefits and remain unable to work must apply for an unpaid medical leave of absence. Continuing medical coverage will be offered according to law.

VACATION LEAVE

Regular employees accrue paid vacation leave according to the following schedule. Upon successful completion of the new hire orientation period, regular employees will be credited with vacation leave equal to that which would have been earned during that period; however, if they terminate for any reason before successfully completing six months of continuous employment, no vacation leave will have been earned. Regular part time employees will accrue vacation time pro-rated according to hours worked.

Annual Vacation Benefit

Continuous Employment from:

Full Time Annual Accrual:

0 to 1 year

5 days

1 year to 2 years

10 days

2 years to 3 years	11 days
3 years to 4 years	12 days
4 years to 5 years	13 days
5 years to 6 years	14 days
6 years to 7 years AND OVER	15 days
7 years to 8 years	16 days
8 years to 9 years	17 days
9 years to 10 years	18 days
10 years to 11 years	19 days
11 years to 12 years	20 days
12 years to 13 years	21 days
13 years to 14 years	22 days
14 years to 15 years	23 days
15 years to 16 years	24 days
16 years and over	25 days

Added days of vacation begin on the first month after the complete year worked by the employee.

Vacation leave accumulation shall be limited to 1.5 times the current annual rate at January 1 of each year. On January 1 any portion above an eighteen-month accrual of leave shall be forfeited. Exceptions to this must be planned with the employee's supervisor and approved by the Commission prior to January 1.

Commissioners have authority to approve requested vacation leave schedules. Factors that shall be taken into consideration in scheduling vacation include the following. Normally staff should avoid scheduling vacation between Memorial Day and Labor Day. The Airport Manager shall make sure there are arrangements to cover essential job duties and responsibilities during vacation leave. Vacation leave requests should be made as far in advance as possible.

Upon termination, employees who have successfully completed their new hire orientation period shall receive lump sum pay-off of their unused vacation up to the maximum accumulation (1.5 times their current annual accrual).

LEAVE OF ABSENCE WITHOUT PAY

Commissioners may approve leaves of absence without pay on a case-by-case basis. Employees have the responsibility to request leave in writing, and to include the reason and the length of time desired. Vacation leave and compensatory time must be used prior to the beginning of leave without pay. If a leave is approved, the following conditions will apply.