



**P. O. Box 1209**  
**Seattle, WA 98111-1209**  
[www.portseattle.org](http://www.portseattle.org)

March 29, 2018

To: Craig Watson, General Counsel, Port of Seattle

From: Steve Metruck, Executive Director, Port of Seattle *SPM 3/29/2018*

Re: Administrative Leave with Pay

Effective immediately, I am placing you on paid administrative leave pending the completion of a Workplace Responsibility investigation. The investigation is regarding alleged violation of Port of Seattle Code of Conduct Anti-Harassment policy, CC-8.

While on Administrative Leave you are directed as follows:

1. You will remain available during regular business hours while on leave.
2. You will provide a phone number where you can be reached while on leave.
3. You will be expected to be available by phone during regular business hours, in the event the Port needs to communicate with you. Unexplained absences or non-approved time off may be considered Absence without Leave, which could result in non-payment of hours and/or disciplinary action.
4. You are directed to notify the undersigned if you will be unavailable for contact.
5. Pre-scheduled vacation during your leave period will be coded as scheduled.
6. You are not to report to work or be present on Port property unless and until directed to do so, except as may be necessary for personal business.

Any failure to comply with these directives shall be cause for discipline up to and including termination.

If the investigation indicates that disciplinary action is warranted, we reserve the right to take further corrective action, up to and including termination, during the administrative leave.

As a Port of Seattle employee, you have access to the Port's Employee Assistance Program (EAP), which is administered by Wellspring Family Services (<http://www.welspringeas.org/login> , Username: Port of Seattle) and can be reached at 800-553-7798.

Acknowledgement of Receipt:

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Craig Watson

Date

cc: Cynthia Alvarez, Human Resources  
Tony Ramos, Workplace Responsibility/Legal