Date: September 28th, 2016
To: TriMet Board of Directors
From: Neil McFarlane, General Manager
Subject: General Manager Personnel Action Report
May 16th, 2016 to August 15th, 2016

The duties of TriMet's General Manager are specified in ORS 267.140. It states the General Manager has "full charge of the administration of the business affairs of the district." Those duties include ensuring appropriate staffing levels and acknowledging promotions.

TriMet is pleased to recognize the following individual salary actions and to report on other personnel actions taken during the quarter.

I. PERSONNEL ACTIONS (Grade 15 and higher)¹
   - All actions are within the current budget appropriation.
   - Actions listed in alphabetical order.

   a. Promotions

   Leann Caver – Assistant Manager, Operations Command Center; Transportation. Grade 15.
   Previous Position: Dispatcher; Operations. Grade 0836 (Union).
   3.62% Annual Salary Increase to $77,200; Effective 7/11/2016.

   Previous Position: ITS Software Systems Engineer III - Rail; Information Technology. Grade 16.
   9.53% Annual Salary Increase to $95,720; Effective 5/23/2016.
   (Thereafter, 3.00% Merit Increase to $98,591; Effective 8/14/2016)

   Grant Humphries – Software Developer; Information Technology. Grade 15
   Previous Position: Analyst; GIS Data; Public Affairs. Grade 12.
   14.32% Annual Salary Increase to $70,000; Effective 7/11/2016
   (Thereafter, 3.32% Merit Increase & 1.17% Market Increase to $73,153; Effective 8/14/2016)

   Wendy Lotman – Manager, Operations Command Center; Transportation. Grade 16.
   Previous Position: Assistant Manager, Operations Command Center; Transportation. Grade 15.
   5.90% Annual Salary Increase to $96,500; Effective 6/19/2016.
   (Thereafter, 3.41% Merit Increase & .58% Market Increase to $100,357; Effective 8/14/2016)

   Paige Schlupp – Manager, Guideway; Capital Projects. Grade 16.
   Previous Position: Project Manager, CP Construction; Capital Projects. Grade 15.
   3.98% Annual Salary Increase to $88,000; Effective 5/23/2016.
   (Thereafter, 2.18% Merit Increase & 9.09% Market Increase to $97,923; Effective 8/14/2016)

   Steven Witter – Executive Director, Capital Projects & Construction; Capital Projects. Grade 24.
   Previous Position: Program Manager; Capital Projects. Grade 17.
   50.17% Annual Salary Increase to $175,000; Effective 6/1/2016.
   (Thereafter, 1.83% Merit Increase to $178,212; Effective 8/14/2016)

¹ Grade 15 has a midpoint of $92,151 and is generally considered a department manager level.
b. **Annual Salary Program (includes Merit, Market and Promotions)**
   For all 414 non-Union employees, the average base salary increase was 2.88%.
The salary actions were effective August 14, 2016.

c. **New Hires**
Margc Moore — Director, Accessible Transportation Programs; Transportation.

Christopher Rogers — Systems Engineer II - CCTV; Information Technology.
Grade 15. Starting Annual Salary: $70,000. Start Date 8/15/2016.

Michael Shin — Deputy General Counsel; Legal.

Bonnie Waters — Analyst, Senior, HRIS; Labor Relations & Human Resources.

d. **Adder Pay**
Cynthia Deibert — Assistant Manager, Transportation Training, Transportation; Grade 14.
8% Annual Salary Increase to $84,251; Effective 7/6/2016.

e. **Separations** (Does not include employees still active in the payroll system even though they are no longer actively working.)
Robert Bartels — Manager, Powell-Division; Capital Projects.

Alan Beane — Engineer III-Office Engineer; Capital Projects.

James Cannon — Engineer IV Communications; Capital Projects.

John Free — Manager, Workers Compensation & Liability Claims; Finance & Administration.

Helen Goebel — Deputy General Counsel, Senior; Legal.

Marc Guichard — Project Manager, CP Construction; Capital Projects.

Allen Morgan — Manager, Bus Operator Training; Safety & Security.

James (Andrew) Rank — Analyst, Senior HRIS; Labor Relations & Human Resources.

Rockchild Scott — Director, Facilities Management; Maintenance.

Michael Streifel — Oracle Applications DBA; Information Technology.
John Swieck – Engineer IV Communications; Capital Projects. 

f. Other Personnel Actions
   • All actions are within the current budget appropriation.

   a. Total Union Employee Salary Step Increases: 444
   b. Total Union Positions Filled: 100
      1) Part-time Operators: 76
      2) Full-time Operators: 0
      3) Union - Other: 24
   c. Total Non-Union Positions Filled: 16 Full-time, 14 Part-time

II. 2016 ANNUALIZED NON UNION TURNOVER SUMMARY

   Please refer to the attached 2016 Non Union Turnover Summary Report for year to date information and 
   2016 & 2015 comparison.

   All actions are conducted in accordance with ORS 267.140. Any actions anticipated to exceed the budget appropriation 
   will be brought before the Board in a Budget Transfer Resolution.
## TriMet Non-Union Turnover Report

### 2016

<table>
<thead>
<tr>
<th>Month</th>
<th>Ending Headcount for Month*</th>
<th>Retirements</th>
<th>Resignations</th>
<th>Other Separations</th>
<th>Total Separations</th>
<th>Average Headcount</th>
<th>Cumulative YTD Turnover</th>
<th>Projected Year End Turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>412</td>
<td>0</td>
<td>4</td>
<td>7</td>
<td>11</td>
<td>412</td>
<td>2.67%</td>
<td>32.04%</td>
</tr>
<tr>
<td>Feb</td>
<td>412</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>412</td>
<td>3.84%</td>
<td>21.84%</td>
</tr>
<tr>
<td>Mar</td>
<td>415</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>413</td>
<td>3.87%</td>
<td>15.50%</td>
</tr>
<tr>
<td>Apr</td>
<td>418</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>414</td>
<td>4.59%</td>
<td>13.76%</td>
</tr>
<tr>
<td>May</td>
<td>424</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>416</td>
<td>4.57%</td>
<td>10.95%</td>
</tr>
<tr>
<td>Jun</td>
<td>421</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>7</td>
<td>417</td>
<td>5.24%</td>
<td>12.47%</td>
</tr>
<tr>
<td>Jul</td>
<td>425</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>8</td>
<td>418</td>
<td>7.65%</td>
<td>13.12%</td>
</tr>
<tr>
<td>Aug</td>
<td>427</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>419</td>
<td>8.35%</td>
<td>12.52%</td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
<td>16</td>
<td>10</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year Over Year Comparison

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>32.04%</td>
<td>17.10%</td>
</tr>
<tr>
<td>Feb</td>
<td>21.84%</td>
<td>15.70%</td>
</tr>
<tr>
<td>Mar</td>
<td>15.50%</td>
<td>15.19%</td>
</tr>
<tr>
<td>Apr</td>
<td>13.76%</td>
<td>14.26%</td>
</tr>
<tr>
<td>May</td>
<td>10.95%</td>
<td>14.26%</td>
</tr>
<tr>
<td>Jun</td>
<td>12.47%</td>
<td>14.21%</td>
</tr>
<tr>
<td>Jul</td>
<td>13.12%</td>
<td>13.79%</td>
</tr>
<tr>
<td>Aug</td>
<td>12.52%</td>
<td>13.83%</td>
</tr>
<tr>
<td>Sep</td>
<td>13.88%</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>13.92%</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>13.95%</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>13.49%</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Data includes separations of all regular full-time, regular part-time for non-union.
Does not include employees still active in the payroll system even though they are no longer actively working.