Date: December 13, 2017  
To: TriMet Board of Directors  
From: Neil McFarlane, General Manager  
Subject: General Manager Personnel Action Report August 16, 2017 – November 15, 2017

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


   Mary L. Hill – Assistant Manager, Transportation, Transportation. Grade 15. Previous Position: Money Room Clerk, Transportation, Grade (Union). 15.43% Annual Salary Increase to $86,000; effective 09/05/2017.

   Luanne Zoller – Manager, Facilities Management, Maintenance, Grade 16. Previous Position: Assistant Manager, Bus and Rail Operations, Maintenance, Grade 14. 7.17% Annual Salary Increase to $100,265; effective 08/22/2017.

   b. Market Adjustment

   Robert R. Romo – Manager, Rail Equipment Maintenance, Grade 16, Maintenance. 3.55% Increase. Annual Salary Increase to $99,307; effective 10/30/2017.

   c. New Hires


¹ Grade 15 has a midpoint of $93,994 and is generally considered a department manager level.
Lisa F. Colling – HR Business Partner. Labor Relations & Human Resources. 

Brian W. Grindle – Manager, Rail Transportation. Transportation. 

Todd J. Hurley – Assistant Manager, Bus & Rail Operations. Field Operations. Transportation. 

Grade 15. Starting Annual Salary: $83,000. Start Date 10/30/2017.

Grade 16. Starting Annual Salary: $94,448. Start Date 09/05/2017.

Nicholas M. Johnson – Project Manager, CP Construction. Capital Projects. 
Grade 15. Starting Annual Salary: $81,000. Start Date 08/22/2017.


Grade 15. Starting Annual Salary: $78,134. Start Date 10/02/2017.

Corey B. McManus – Project Manager, CP Construction. Capital Projects. 
Grade 15. Starting Annual Salary: $85,000. Start Date 08/28/2017.

David A. Poirier – Network Communications Engineer. Information Technology. 

Brian Siegel – Manager, Scheduling. Transportation. 

Duane S. Smith – Network Communications Engineer. Information Technology. 


d. Temporary Adder Pay
No actions to report.

e. Separations²

Don E. Allison – Manager, Rail Operations. Transportation. 

Andrew D. Dompier – Systems Engineer, Senior, Server Administration. Information Technology. 

² Does not include employees still active in the payroll system even though they are no longer actively working.
Gregory Donovan – Assistant Manager, Rail Transportation. Transportation.  


Donald R. McInnis – Manager, Rail Equipment Maintenance. Maintenance.  


Rebecca S. Tangen – Manager, Contracts. Finance.  

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

   a. Total Union Employee Salary Step Increases: 437
   b. Total Union Positions Filled: 47
      1) Part-time Operators: 46
      2) Full-time Operators: 0
      3) Union - Other: 1
   c. Total Non-Union Positions Filled: 31 Full-time and 1 Part-time

II. 2017 ANNUALIZED NON UNION TURNOVER SUMMARY

Please refer to the attached 2017 Non Union Turnover Summary Report for year to date information and 2016 for 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Ending Headcount for Month</th>
<th>Resignations</th>
<th>Other Separations</th>
<th>Sub-Total WITHOUT Retirements</th>
<th>Retirements</th>
<th>Total Separations</th>
<th>Average Headcount</th>
<th>Cumulative YTD Turnover</th>
<th>Projected Year End Turnover</th>
<th>Cumulative YTD Separations</th>
<th>Projected Year End Separations</th>
</tr>
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<tbody>
<tr>
<td>Jan</td>
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<td>1</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>434</td>
<td>0.23%</td>
<td>2.75%</td>
<td>1.38%</td>
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<td>3</td>
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<td>3</td>
<td>2</td>
<td>5</td>
<td>433</td>
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<td>5.04%</td>
<td>2.54%</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>433</td>
<td>1.16%</td>
<td>4.62%</td>
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<td>11.09%</td>
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<tr>
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<td>436</td>
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<td>3.46%</td>
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<tr>
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<td>7</td>
<td>432</td>
<td>2.31%</td>
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<tr>
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<td>432</td>
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<tr>
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<td>432</td>
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<td>4</td>
<td>8</td>
<td>4</td>
<td>10</td>
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<td>28</td>
<td>25</td>
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<td>431</td>
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*Note: Data includes separations of all regular full-time, regular part-time for non-union employees.*

## Year Over Year Comparison - Total Separations

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<thead>
<tr>
<th></th>
<th>2017</th>
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<tr>
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<td>16.59%</td>
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<tr>
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<td>9.81%</td>
</tr>
<tr>
<td>Jun</td>
<td>13.42%</td>
<td>9.11%</td>
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<tr>
<td>Jul</td>
<td>15.49%</td>
<td>12.32%</td>
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<tr>
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<td>14.92%</td>
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<tr>
<td>Dec</td>
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