Date: September 26, 2018
To: TriMet: Board of Directors
From: Doug Kelsey, General Manager
Subject: General Manager Personnel Action Report
May 16, 2018 – August 15, 2018

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

   Jon D. Bell – Senior Manager, Customer Information, Public Affairs. Grade 16.
   18.27% Annual Salary Increase to $81,816; effective 07/16/2018.

   Previous Position: Manager, Rail Operations (Transportation). Transportation. Grade 16.
   15.99% Annual Salary Increase to $98,599; effective 08/11/2018.

   Mary L. Hill – Manager, Transportation. Transportation. Grade 16.
   Previous Position: Assistant Manager, Bus Operations (Transportation). Transportation. Grade 15.
   1.33% Annual Salary Increase to $87,140; effective 08/08/2018.

   10.87% Annual Salary Increase to $89,000; effective 08/08/2018.

   12.52% Annual Salary Increase to $86,000; effective 08/08/2018.

   9.24% Annual Salary Increase to $85,000; effective 07/23/2018.

   11.62% Annual Salary Increase to $90,000; effective 07/23/2018.

   21.35% Annual Salary Increase to $108,000; effective 07/02/2018.

¹ Grade 15 has a midpoint of $95,874 and is generally considered a department manager level.


b. Annual Salary Program (includes Merit, Predicted Compensation Model (PCM), Market, and Promotions Increases)

For all 475 Non-Union employees, the overall base salary increase was 4.33%. The overall budget was 4.5%, of which 3.5% was for merit; 1% was for PCM adjustments; and 0.5% was for market adjustments.

As a result of the annual salary program increases, the aggregate PCM gap of $975,485 that included 44.4% of non-union employees has been reduced to $336,097 that includes 18.9% of non-union employees, a substantial improvement.

c. Market Adjustment

No Market Adjustments for this period.

d. New Hires


Peter Villareal, Jr. – Senior Human Resources Generalist. Labor Relations & Human Resources. Grade 15. Starting Annual Salary: $82,500. Start Date 05/21/2018.

e. Temporary Adder Pay

Steven C. Callas – Director, Operations Command Center & Field Operations. Transportation. Grade 18. 6.00% Temporary Annual Salary Increase to $127,200; effective 06/25/2018.

Lonnie J. Jones – Manager, Payroll. Finance. Grade 15. 8.00% Temporary Annual Salary Increase to $101,084; effective 07/12/2018.

f. Separations²


² Does not include employees still active in the payroll system even though they are no longer actively working.
g. Other Personnel Actions

- All actions are within the current budget appropriation.

a. Total Union Employee Salary Step Increases: 486
b. Total Union Positions Filled: 127
   1) Part-time Operators: 82
   2) Full-time Operators: 0
   3) Union - Other: 45
c. Total Non-Union Positions Filled: 20 Full-time and 1 Part-time

II. 2018 ANNUALIZED NON UNION TURNOVER SUMMARY

Please refer to the attached 2017 Non Union Turnover Summary Report for year to date information and 2017 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.
### Tram Non-Union Turnover Report

#### 2018

<table>
<thead>
<tr>
<th>Months</th>
<th>Ending Headcount for Month*</th>
<th>Resignations</th>
<th>Other Separations</th>
<th>Sub-Total WITHOUT Retirements</th>
<th>Total Separations</th>
<th>Average Headcount</th>
<th>Cumulative YTD Turnover</th>
<th>Projected Year End Turnover</th>
<th>Cumulative YTD Turnover</th>
<th>Projected Year End Turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>441</td>
<td>6</td>
<td>1</td>
<td>7</td>
<td>2</td>
<td>9</td>
<td>441</td>
<td>1.5%</td>
<td>19.05%</td>
<td>2.44%</td>
</tr>
<tr>
<td>Feb</td>
<td>443</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>442</td>
<td>1.58%</td>
<td>9.5%</td>
<td>2.49%</td>
</tr>
<tr>
<td>Mar</td>
<td>445</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>443</td>
<td>2.26%</td>
<td>9.03%</td>
<td>3.61%</td>
</tr>
<tr>
<td>Apr</td>
<td>453</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>446</td>
<td>2.47%</td>
<td>7.49%</td>
<td>4.64%</td>
</tr>
<tr>
<td>May</td>
<td>455</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>448</td>
<td>3.13%</td>
<td>7.50%</td>
<td>4.69%</td>
</tr>
<tr>
<td>Jun</td>
<td>449</td>
<td>6</td>
<td>1</td>
<td>7</td>
<td>4</td>
<td>11</td>
<td>448</td>
<td>4.69%</td>
<td>9.38%</td>
<td>7.14%</td>
</tr>
<tr>
<td>Jul</td>
<td>458</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>449</td>
<td>4.90%</td>
<td>9.79%</td>
<td>7.34%</td>
</tr>
</tbody>
</table>

**Total** | 19 | 3 | 22 | 11 | 33 |

#### Prior Year Comparison

<table>
<thead>
<tr>
<th>Months</th>
<th>Without Retirements 2017 (Cumulative YTD)</th>
<th>Projected Year End Turnover 2017</th>
<th>Total Separations 2017 (Cumulative YTD)</th>
<th>Projected Year End Turnover 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>0.23%</td>
<td>2.75%</td>
<td>1.38%</td>
<td>16.59%</td>
</tr>
<tr>
<td>Feb</td>
<td>0.92%</td>
<td>5.54%</td>
<td>2.54%</td>
<td>15.24%</td>
</tr>
<tr>
<td>Mar</td>
<td>1.16%</td>
<td>4.62%</td>
<td>2.77%</td>
<td>11.09%</td>
</tr>
<tr>
<td>Apr</td>
<td>1.15%</td>
<td>3.46%</td>
<td>3.23%</td>
<td>9.70%</td>
</tr>
<tr>
<td>May</td>
<td>2.31%</td>
<td>5.55%</td>
<td>4.86%</td>
<td>11.66%</td>
</tr>
<tr>
<td>Jun</td>
<td>3.24%</td>
<td>6.48%</td>
<td>6.71%</td>
<td>13.42%</td>
</tr>
<tr>
<td>Jul</td>
<td>4.63%</td>
<td>7.94%</td>
<td>9.03%</td>
<td>15.49%</td>
</tr>
<tr>
<td>Aug</td>
<td>4.64%</td>
<td>6.96%</td>
<td>9.74%</td>
<td>14.62%</td>
</tr>
<tr>
<td>Sep</td>
<td>6.27%</td>
<td>8.35%</td>
<td>11.60%</td>
<td>15.47%</td>
</tr>
<tr>
<td>Oct</td>
<td>6.49%</td>
<td>7.78%</td>
<td>12.51%</td>
<td>15.01%</td>
</tr>
<tr>
<td>Nov</td>
<td>6.93%</td>
<td>7.56%</td>
<td>13.41%</td>
<td>14.62%</td>
</tr>
<tr>
<td>Dec</td>
<td>8.08%</td>
<td>8.08%</td>
<td>14.77%</td>
<td>14.77%</td>
</tr>
</tbody>
</table>

*Note: Data includes separations of all regular full-time, regular part-time for non-union*