Date: March 27, 2019
To: TriMet Board of Directors
From: Doug Kelsey, General Manager
Subject: General Manager Personnel Action Report
November 16, 2018 – February 15, 2019

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

   Thomas James Boyd – Software Engineer, Senior. Information Technology. Grade 18.
   Previous Position: Systems Engineer, Senior. Information Technology. Grade 16.
   1.98% Annual Salary Increase to $101,193; effective 12/17/2018.

   Zachary A Cooper – Manager, Contracts. Finance. Grade 16.
   12.72% Annual Salary Increase to $86,000; effective 12/03/2018.

   Previous Position: Director, Transit Equity, Inclusion, and Community Affairs. General Manager. Grade 17.
   13.53% Annual Salary Increase to $123,411; effective 12/03/2018.

   Scott Robertson – Manager, Design-Southwest Corridor. Engineering & Construction. Grade 19.
   12.35% Annual Salary Increase to $104,143; effective 01/02/2019.

b. Market Adjustments

   Lora A Francis – Manager, Scheduling Systems & Production. Transportation. Grade 15.
   1.00% Annual Salary Increase to $92,526; effective 12/03/2018.

   Brian Siegel – Manager, Bus & Rail Operations (Schedule Making, Systems, & Production). Grade 16.
   Transportation.
   1.41% Increase Annual Salary Increase to $94,304; effective 12/03/2018.

c. New Hires

   Fiona Cundy – Project Manager, Engineering & Construction. Engineering & Construction.

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


d. Temporary Adder Pay

Corey Edmonds – Representative, Sr, Labor Relations. Labor Relations & Human Resources. Grade 15. 8.00% Temporary Annual Salary Increase to $102,076; effective 12/03/2018.

Danielle C Huck – Deputy General Counsel. Legal. Grade 18. 5.96% Temporary Annual Salary Increase to $106,718; effective 01/02/2019.

Michael S Shin – Deputy General Counsel, Senior. Legal. Grade 20. 4.48% Temporary Annual Salary Increase to $134,000; effective 01/02/2019.

e. Separations


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

f. Other Personnel Actions

- All actions are within the current budget appropriation.

a. Total Union Employee Salary Step Increases: 457
b. Total Union Positions Filled: 109
   1) Part-time Operators: 76
   2) Full-time Operators: 0
   3) Union - Other: 33
c. Total Non-Union Positions Filled: 24 Full-time and 0 Part-time

II. 2019 ANNUALIZED NON UNION TURNOVER SUMMARY

Please refer to the attached 2019 Non Union Turnover Summary Report for year to date information and 2018 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.
### Trillium 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>
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<th>Total Separations</th>
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| Total  | 501                         | 1            | 0                 | 1                           | 1           | 2                 |                   |                        |                          |                        |                        |                       |

*Note: Data includes separations of all regular full-time, regular part-time for non-union. (Does NOT include limited term or temporary position terminations/separations. For this reason, totals may differ from those on the HR Employment Data report.*