



ITEM ID: 2026-273-0

TRANSMITTAL DATE: July 17, 2026

MEETING DATE: July 24, 2026

TO: Board of Directors

FROM: Alberto Lara, Chief People Officer

SUBJECT: Quarterly Compensation Report - 4th Quarter of Fiscal Year 2026 - April 1, 2026, through June 30, 2026

Issue

In compliance with HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, staff is required to make quarterly and annual reports to the Board on compensation matters.

Recommendation

Receive and file.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. As required by the HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, staff is required to make quarterly reports to the Board on all compensation matters to maintain transparency.

Background

In accordance with the HR Policy No. 2.1, Wage and Salary Administration – Salary Program Administration, the Board requires the Chief People Officer to report all salary placements for

new hires, promotions, demotions, reclassifications, and other changes in employee compensation to the Board on a quarterly basis.

Discussion

There were 18 compensation transactions that occurred during the fourth quarter of fiscal year 2026, April 1, 2026, through June 30, 2026. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B:

New Hires	7
Promotions	2
Acting Pay	1
Additional Pay Temporary	1
ATU Salary Increase	4
Return from Acting Pay	3
TOTAL	18

In addition, there were 6 Separations (attrition rate - 2.1%), and the position vacancy rate was 6.7%.

Promotions

In accordance with the HR Policy No. 2.1, Section 1.5 – Promotions:

A promotion is awarded when an employee moves from his/her current job classification to another when the new job classification is at least one salary grade higher than the previous job classification. The following factors may be taken into consideration in determining a promotional increase:

The employee's new salary shall not be less than the minimum of the new salary range. The salaries and qualifications of employees in the same or similar positions and/or the same grade shall be taken into consideration to ensure internal equity. Demonstrated past performance and strength of experience and qualifications shall be considered in relation to the salary placement.

An internal promotion to the position of Communications Coordinator was affected and the selected candidate received a 38.89% increase in compensation. The minimum qualification for this position is a High School diploma and five (5) years of related experience. The employee possesses a High School diploma and over 15 years of related experience. Additionally, this is a classified position represented by Amalgamated Transit Union per the Collective Bargaining Agreement (CBA) dated January 1, 2023, through June 30, 2026. The promotion salary rate is based on set contract rate; hence the salary offered of \$34.73 reflects a reasonable and appropriate increase for the employee.

Please see the table below for salary details.

Effective May 24, 2026:

Type of Change	Current Information	Promotion Information
Job Title:	Customer Relations Representative	Communications Coordinator
Salary Grade / Range:	Grade / Per ATU Contract	Grade / Per ATU Contract
Hourly Salary Rate:	\$24.99	\$34.73

Next Steps

Human Resources will continue reporting compensation transactions on a quarterly basis. The next quarterly compensation report for the first quarter of the fiscal year 2027 will be presented at the October Board Meeting.

Prepared by: Alberto Lara, Chief People Officer
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Approved by: Alberto Lara, Chief People Officer

Attachment(s)

[Attachment A - Board Compensation Summary Q4 FY26](#)
[Attachment B - Board Compensation Report Q4 FY26](#)
[Presentation - Compensation Report Q4 FY26](#)