



ITEM ID: 2025-297-0

TRANSMITTAL DATE: September 19, 2025

MEETING DATE: September 26, 2025

TO: Board of Directors

FROM: Alberto Lara, Chief People Officer

SUBJECT: Quarterly Compensation Report - 4th Quarter of Fiscal Year 2025 - April 1, 2025 through June 30, 2025

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 19 compensation transactions that occurred during the fourth quarter of fiscal year 2025, April 1, 2025 through June 30, 2025. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B:

New Hires	8
Promotions	2
Additional Pay - Temporary	6
Job Reclassification	2
Return from Acting Pay	1
TOTAL	19

In addition, there were 13 separations (attrition rate - 4.6%), and the position vacancy rate was 6.8%.

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.

A salary increase of 20.08% was authorized by the CEO to maintain internal equity within the salary grade for the position. The minimum qualification for this position is six (6) years of related experience. The employee has 23 years of related experience. Additionally, the average salary for employees in a similar classification is \$106,447; hence the annual salary offered of \$100,000 reflects a reasonable and appropriate increase for the employee. Please see the table below for salary details.

Effective April 20, 2025:

Type of Change	Current Information	Promotion Information
Job Title:	Sr. Maintenance Technician	Supervisor, Facilities Maintenance

Salary Grade / Range: Grade 4 / \$57,006 - \$88,360 Grade 8 / \$85,746 - \$132,906

Annual Salary: \$83,277 \$100,000

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 2026 will be presented at the November Board Meeting.

Prepared by: Agavni Bagdasarian, Senior Human Resources Analyst
Alberto Lara, Chief People Officer

Approved by: Alberto Lara, Chief People Officer

Attachment(s)

[Attachment A - Board Compensation Summary - Q4 FY25](#)

[Attachment B - Board Compensation Report - Q4 FY25](#)