



ITEM ID: 2023-286-0

TRANSMITTAL DATE: September 15, 2023

MEETING DATE: September 22, 2023

TO: Board of Directors

FROM: Ilyssa DeCasperis, Chief People Officer

SUBJECT: Quarterly Compensation Report - 4th Quarter FY23 - April 1, 2023 through June 30, 2023

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 commitments 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 25 compensation transactions during the fourth quarter of fiscal year 2023, April 1, 2023 through June 30, 2023. The compensation transactions are summarized below and in Attachment A, and described in detail in Attachment B.

New Hires*	7
Promotions**	5
Acting Pay	1
Additional Pay – Temporary	5
Additional Pay - Permanent	2
Board Decision	1
Return from Acting/Additional Pay	4
TOTAL	25

***New Hires**

All of the positions are designated as mission critical.

****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 23.73% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is six (6) years of related experience. The selected candidate possesses 16 years of experience. Additionally, the average salary for employees in a similar classification is \$138,960; hence the annual salary offered of \$136,000 reflects a reasonable and appropriate increase for the selected

employee. Please see table below for salary details.

Effective April 17, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Business Administrator	Operations Administrator
Salary Grade / Range:	Grade K / \$83,231 - \$130,064	Grade L / \$92,665 - \$144,779
Annual Salary:	\$109,915.52	\$136,000.00

A salary increase of 40.13% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is six (6) years of related experience. The selected candidate possesses 21 years of experience. Additionally, the average salary for employees in a similar classification is \$138,960; hence the annual salary offered of \$132,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective April 17, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Business Analyst II	Manager II (Various)
Salary Grade / Range:	Grade I / \$70,930- \$110,836	Grade L / \$92,665 - \$144,779
Annual Salary:	\$94,201.64	\$132,000.18

A salary increase of 19.33% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is five (5) years of related experience. The selected candidate possesses 8 years of experience. Additionally, the average salary for employees in a similar classification is \$144,778; hence the annual salary offered of \$136,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective May 1, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Compliance Officer II	Field Operations Manager
Salary Grade / Range:	Grade J / \$77,124 - \$120,511	Grade L / \$92,665 - \$144,779
Annual Salary:	\$113,969.96	\$136,000.00

A salary increase of 40.30% was authorized by the CEO to maintain the internal equity within the salary grade for the position. The minimum qualification for this position is five (5) years of related experience. The selected candidate possesses 21 years of experience. Additionally, the average salary for employees in a similar classification is \$120,826; hence the annual salary offered of \$100,000 reflects a reasonable and appropriate increase for the selected employee. Please see table below for salary details.

Effective May 22, 2023:

Type of Change	Current Information	Promotion Information
Job Title:	Inventory Control Operator II	Supervisor Inventory Control
Salary Grade / Range:	Grade E / \$45,607 - \$71,274	Grade K / \$83,231 - \$130,064

