



Metro

December 13, 2004

TO: BOARD OF DIRECTORS

THROUGH: ROGER SNOBLE 
CHIEF EXECUTIVE OFFICER

FROM: MARIA A. GUERRA 
CHIEF OF STAFF

SUBJECT: CLARIFICATION OF ITEM #49

The Board of Directors adopted the Position Authorization and Compensation Policy (Policy) on February 26, 2004. The policy states that the Chief Executive Officer is responsible for ensuring that the policy is budgeted and implemented by staff, and in compliance with the Board's established policy. The staff implemented the policy with the specifics for each fiscal year as outlined below.

FY04 Fiscal Year:

Salaries/benefit costs were approved at the fund level with a specific number of Full Time Equivalents (FTE's).

Staff approved personnel changes, within the approved FTE levels and the budgeted total for each Strategic Business Unit within the previously approved salary ranges.

The Board of Directors approved several upgrades and new classifications since the adoption of the above policy.

Rewarded individual performance with base pay increases.

Individual salary levels within a pay grade were based upon on an employee's experience, knowledge, skills and contributions.

Ensured external competitiveness by establishing pay levels that relate to practices in MTA's competitive labor markets.

The Board of Directors adopted the FY05 budget on June 27, 2004, which included the budgeted number of positions and estimated average salary/benefits costs for each classification by department. Staff implemented the policy in the following manner:

The FY05 Proposed FTE and Average Salary & Fringe Benefits (List) were used as an estimate of the salary for that position not as the ceiling.

Ensure external competitiveness by establishing pay levels that relate to practices in MTA's competitive labor markets.

Support organizational flexibility and encourage employees to develop competencies and skills that will enable them to grow within the organization.

Individual salary levels within a pay grade will be based upon on an employee's experience, knowledge, skills and contributions.