

MTA Chief Executive Officer Franklin E. White's

CEO

REPORT

A weekly report  
from the office  
of the CEO

March 14, 1994



"What's going on with the class./comp. study?" That's the question many of you are asking of my office this month. This is what's happening. We hope to have in place by August a new classification and compensation structure. In the meantime, this agency and its consultant, William M. Mercer, have developed a timetable that outlines key implementation dates.

**W**e're now in the midst of reviewing job classifications and gathering information on new class specifications for every employee. In the next several weeks, we'll be distributing to department heads, for review, job specs for the newly created classifications. Department heads will get a chance to comment on the recommendations.

Soon after, we'll update the recommendations for classification systems and salary structure. The consultant, the executive officers, and I will develop the agency's compensation philosophy. We'll also prepare recommended salary ranges and classification allocations by department. By the beginning of May, I will meet with the deputy CEO and executive officers to achieve a consensus on classifications and salary placements.

Later in June, I will present the final classification, compensation, and salary administration recommendations to the executive management committee, then to the Board.

In July after approval by the Board, we will coordinate with MIS/Payroll the implementation of new titles and salary placements. All employees will, of course, be notified of changes in jobs and salary placement.

A communications program is being developed to

provide information about the methodology used in the study, goals and objectives of our pay program, and other related matters.

#### **Seniority Credit Granted**

Good news! I just signed a policy to combine seniority credit for employees who went directly from SCRTD to LACTC. This is a one-time only policy which applies only to those non-represented employees — many of whom work on the rail projects — who left the SCRTD and were rehired by the LACTC between January 1, 1989 and April 1, 1993. You will recall in December, 1989 when responsibility for design and construction management of the Red Line was formally transferred from the SCRTD to the LACTC, the Commission hired a number of technical and clerical people from the RTD to support its new responsibility. As a result of this, more than 60 current MTA employees lost their seniority with regard to sick leave and vacation accrual rates.

I hope you'll be pleased with the new policy, which will become effective at the end of July (the exact date will coincide with the date our Time Off With Pay (TOWP) program goes into effect.) Here are the details:

- Vacation accrual rates will reflect the combined years of employment at the two organizations. For example, an employee with three years of

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service at LACTC and two years of service at the SCRTD would now accrue at a five year rate.

- Sick leave balances left at the SCRTD will be added to affected employee's current balance. If this balance was zero, no adjustment will be made.
- Affected employees must be currently on the MTA payroll and actively working as of the effective date of the policy.
- The accrual rate adjustment will apply to vacation time benefits only.
- No more than 100% of sick leave accrued as of the transfer date from SCRTD to LACTC will be credited.

If you are affected by this policy, expect to be contacted individually very shortly and briefed on the specific effect this policy will have on you. Julie Austin is the contact person.

#### MTA to Offer Telecommuting Option

In other matters, some of you have wondered if the agency will pursue a policy to allow employees to telecommute from home or a remote work station. I'm all for it. As you are well aware, the Jan. 17 earthquake heightened regional interest in telecommuting as a mobility strategy.

I believe the agency must be among those leading the charge to encourage regional businesses to adopt telecommuting — not only as a mobility strategy but just as "good business." The potential benefits are large.

I expect to sign off on a telecommuting policy this week. Already our staff, under the direction of Dan Wright, is preparing the necessary training and considering the technological issues to support telecommuting. As you might expect, the program will be small, at first.

Telecommuting experts advise that the largest barrier to implementing such a program is middle management's concern over organization change and loss of control. I encourage our managers to approach this with an open mind and to attend the training when it is offered. I also caution employees that telecommuting is not for everyone. Participating employees will be carefully selected for the program based on job tasks, their past performance and the comfort of their manager in supervising them in such an arrangement.

Remember, telecommuting is not an employee right or benefit. It is a voluntary method of managing employees when the MTA and employee might mutually benefit. This will be the fundamental philosophy behind our MTA telecommuting program. Stay tuned.

#### Tunnel Panel Follow-Up

In other news, I've accepted Parsons-Dillingham (PD) and Tutor Saliba's offer to bear the cost of work recommended by the panel of tunnel experts. Tutor will perform the work which PD will inspect, with quality assurance to be provided by Wiss Janney, a firm that performed work for the panel. Hence, the tunnel panel's recommendations will be implemented promptly and at no cost to the taxpayer. This weekend, work crews from the two firms began filling some 300 plus core holes drilled at the direction of the panel, which were the entry points for water and gases into the tunnel. This repair work will be scheduled on weekends so as to minimize the affect on the Red Line service.

#### Blue Line Pat on the Back

Finally, much congratulations are in order to the men and women of Operations. On March 7, lightning struck the Florence station, knocking out electrical power, and halting rush hour service between the Washington and Imperial stations. A total of 36 buses — the largest bus bridge in memory — was initiated to provide service every 30 minutes. Thank you for your fabulous response!

Next week, I'll announce the members of my new CEO Advisory Group.

*Franklin White*

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*I welcome your comments and questions in response to CEO Report, which is designed to provide employees with direct communication with my office. Please contact either of my Special Assistants, Michael Gonzalez at 244-7476, or Phyllis Tucker at 244-6191. Also, employees can fax comments to 244-6014.*

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#### A publication of the MTA CEO's Office

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