

CEO REPORT

A weekly report
from the office
of the CEO

February 20, 1995



Some of you, I know, are unhappy with the results of the classification study. I can't emphasize enough that this is the *first* in a series of changes designed to bring equity to employees within the organization.

Be aware, too, that the administrative review process continues this week. Here's how it works: Employees have five working days from the time they receive their classification notice to file a review request with their department head. The department head will then forward it to the executive officer overseeing that unit. He or she will then decide whether the request has merit. If it does, in your boss' opinion, then it will be forwarded to the Human Resources Department for further action. If the executive officer concurs with the designation, however, it will go no further.

If, for some reason, you missed the 5-day deadline, we will work with you to see that your request gets to your executive officer. Executive officers have until Feb. 28 to forward employees' appeals to Vera Mae Walsh, acting director of human resources.

Nearly 2,000 Employees' Positions Classified

Approximately 1,758 non-contract positions were studied, classified and processed by the consultant, William M. Mercer, and Human Resources. The grade to which a specific job was assigned was arrived at by using a point-factor methodology. The salary ranges were developed with external competitiveness strongly in mind. According to Vera, only a handful of employees have yet to receive their classification notice. Those involve employees in positions that need further study, and in some cases, were the subject of concern by

executive officers. All employees should receive their notification by the end of this week.

Pay Inequities to be Ironed Out Next

As I told you in an earlier *CEO Report*, I'm hoping that all non-contract employees will receive some kind of pay increase this next fiscal year. I understand very well that morale is directly linked to the lack of raises, and I commit to you to do what I can to see that every consideration is given to an increase next year.

There are now some people who have worked for either of the former agencies who now find themselves making considerably less than some of their peers. The Human Resources and Equal Opportunity departments have begun examining the pay inequities that exist in the various classifications. *Please give this process a chance to work.*

Pay Grumbles

I want you to know up front that, yes, some non-contract employees received an increase in pay, retroactive to the first of January. These increases were provided to employees whose current pay fell below their new salary band. You should know, too, there are some employees who were reclassified into lower positions. Although they've exceeded the maximum salary offered in their band, they will not have to take a cut in pay. But their salaries will be frozen. Additionally, policies are being

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developed to cover all of the aspects of administering our classification and compensation program.

Be Patient

I know that when you are personally involved and your situation does not seem to be resolving, it doesn't matter what happens to others. Please keep in mind the purpose of the administrative review process is to ensure that we have each employee placed in the most appropriate classification.

Employee Information Sheet Past Due

By now, all employees should have filled out and returned to your payroll person the employee information sheet. It was distributed agency-wide about 10 days ago and was due last Friday.

This is the 1995 ID/transportation pass information sheet, and you will not get your pass or your dependents' passes until it is completed.

The reason we are issuing a new pass is threefold:

- The last mass distribution of passes expired in '92.
- The passes had the RTD logo on them.
- There was a lot of fraud with the old pass. People would give the pass to their friends and neighbors, and our farebox revenues suffered as a result of it.

We plan on issuing about 30,000 passes. If you haven't returned yours, do so immediately! Photo sessions have begun.

Random Drug and Alcohol Testing Update

The random drug and alcohol testing program has been in full swing since the first of the year. We've administered 292 random drug tests and only one employee tested positive for drugs, which makes it three thousandths of a percent. Also, we gave 154 random alcohol tests in January, and had zero positives. Each month we expect to randomly test about four to five operators per division, and one to two maintenance employees in each division.

We're asking division managers to stagger the testing times of employees who have been chosen for random testing. Not only does this reduce clinic crowding, but also it reduces the costs associated with employees being away from their jobs.

Keep up the great job! We are pleased that our commitment to a drug-free workplace is so evident.

Tunneling Begins in North Hollywood

Last week, the agency began digging one of two

twin tunnels that will link the future subway stations at North Hollywood and Universal City. The tunnel excavation began near the site of the North Hollywood Station at the intersection of Lankershim Boulevard and Weddington Street, where ground was broken on Segment 3 last March. The parallel tunnels will proceed south beneath Lankershim for a total distance of 10,541 feet to the site of the Universal City Station.

The \$65.4 million project has a number of precautionary measures designed to prevent the settlement problems that occurred beneath Hollywood Boulevard. Surveys will be conducted and remote sensor readings will be taken frequently during excavation operations.

Changes in Design to Ensure Quality

We're also using metal struts in the expansion gaps of the tunnel's initial liner segments instead of wood wedges. We're also conducting a thorough survey of all underground utilities in the area, and will maintain an aggressive monitoring program.

The tunnel project's estimated completion date is February 1997. It will join a tunnel that will be dug from Universal City south to the Hollywood/Highland Station. The North Hollywood segment is scheduled to open in the fall of 2000.

Bus and Equipment Maintenance Employee of the Year

I'm proud to announce that 22-year MTA veteran Elton Ford has been selected the Bus and Equipment Maintenance Employee of the Year. Elton is an assignment coordinator, which means he provides the divisions with adequate staffing. He signed on on Sept. 6, 1972 and, from what I've been told, has always done a tremendous job.

Recently he took on the task of changing the offices around at the Central Maintenance Facility. That involved physically moving furniture and getting everything in place, which I can only imagine was a sizable job. Elton is married with five children and makes his home in Rancho Cucamonga. His hobbies are softball and camping. Congratulations!

-Franklin White

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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