

EXHIBIT 3a(i)

Ethics Manual Draft Dated 11-14-13



ETHICS MANUAL
For All Metra Employees
(without appendix)*

REVISED 2013

DRAFT 11.14.13

* To view a copy of the Ethics Manual with the appendix, please refer to the Ethics Manual available on Metra's intranet. You may also request a hard copy from Human Resources.

1.0 INTRODUCTION

Metra is committed to establishing a culture of integrity and ethics in the work place. Although Metra has always maintained ordinances and policies governing the ethical conduct of Employees, this Ethics Policy Manual (“Manual”) has been developed to better assist Employees in understanding the importance of ethics by bringing all ethics related guidelines into one source. Ethical conduct by Metra Employees is governed by multiple sources, including federal law (Federal Transit Administration regulations, the Federal Hatch Act, etc.), state law (the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 *et seq.* (“Ethics Act”), etc.), and Metra ordinances and policies. All Employees should familiarize themselves with the rules and laws provided in this Manual.

There may be incidents where some Metra policies overlap with the Ethics Act or other state or federal laws. In the event of such overlap, the strictest provision shall apply. For example, the Ethics Act contains a Gift ban prohibition allowing for \$75 a day for food and less than \$100 for Gifts in one calendar year from a Prohibited Source. Even though Metra Employees are subject to the state Gift ban, they are also subject to Metra’s Gift ban, which contains a stricter provision that allows for food and/or Gifts valued at less than \$25 a year from all sources combined. In this instance, Metra Employees must follow the stricter provision of the Gift ban, which is Metra’s Gift ban policy. Additional information about the Gift ban can be found in section 12.0 of this Manual.

It is the responsibility of Metra Employees to become familiar with and obey all applicable laws, rules, policies and regulations on ethics. Any Employee in violation of any portion of this Manual will be subject to discipline, up to and including termination. Further, Employees are also subject to the penalties as stated in the Ethics Act. More information on the penalties can be found in section 16.0 of this Manual.

While some of the policies contained in this Manual are complete statements of the applicable statute, many others are simply summaries. Where applicable, please familiarize yourself with the complete statutes, copies of which are provided in the Appendix. If you are viewing a copy of the Ethics Manual without the Appendix included, please refer to the Ethics Manual with Appendix, which is provided on Metra’s intranet. You may also request a paper copy from Human Resources. Further, any amendments to the statutes cited in this Manual shall be deemed to be incorporated into the Manual without formal action. While Metra will seek to keep Employees informed of any statutory changes affecting this Manual, it is the Employee’s responsibility to ensure that they are following all current statutory requirements.

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3.0 Definitions

For purposes of this Ethics Policy Manual, the following terms shall be given these definitions whether or not capitalized:

“**Affiliated Entity**” means (i) any corporate parent and each operating subsidiary of the Contractor or Bidding Entity, (ii) each operating subsidiary of the corporate parent of the Contractor or Bidding Entity, (iii) any organization recognized by the United States Internal Revenue Service as a tax-exempt organization described in Section 501(c) of the Internal Revenue Code of 1986 (or any successor provision of federal tax law) established by the Contractor or Bidding Entity, any Affiliated Entity of that business entity, or any Affiliated Person of that business entity, or (iv) any political committee for which the Contractor or Bidding Entity, or any 501(c) organization described in item (iii) related to that business entity, is the sponsoring entity.

“**Affiliated Person**” means (i) any Person with any ownership interest or distributive share of the Contractor or Bidding Entity in excess of 7.5%, (ii) Officers and board directors of the Contractor or Bidding Entity, and (iii) the spouse, domestic partner, or minor child of, or any immediate family member living with, any such Persons.

“**Bidding Entity**” means any Person (including, but not limited to, a bidder, proposer, or sole source) seeking to become a Contractor.

“**Commuter Rail Board**” or “**Board**” means the governing body of the Commuter Rail Division.

“**Board Member**” means any Person appointed to the Commuter Rail Board.

"**Campaign for Elective Office**" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a Political Organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to Collective Bargaining, or (iii) that are otherwise in furtherance of the Person's official duties.

"**Candidate**" means a Person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3), as amended.

"**Collective Bargaining**" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3), as amended.

"**Compensated Time**" means, with respect to an Employee, any time worked by or credited to the Employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, Compensatory Time Off or any period when the Employee is on a Leave of Absence. With respect to Officers or Employees whose hours are not

fixed, "Compensated Time" includes any period of time when the Officer is on premises under the control of the Employer and any other time when the Officer or Employee is executing his or her official duties, regardless of location.

"**Compensatory Time Off**" means authorized time off earned by or awarded to an Employee to compensate in whole or in part for time worked in excess of the minimum work time required of that Employee as a condition of his or her employment.

"**Contractor**" means any Person who has contracts with the Division, or who is paid for goods or services from funds of the Division, regardless of the nature of the relationship of such Person to the Division for purposes other than this Ordinance. Contractor does not mean Board Members, Officers or Employees of the Division unless they meet the definition of a "Contractor" in a capacity separate from their capacity as a Board Member, Officer or Employee of the Division.

"**Contribution**" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4)¹, as amended from time to time.

"**Division**" means the Commuter Rail Division.

"**Employee**" means a Person employed by Metra, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an Employer with regard to the material details of how the work is to be performed, but does not include an independent Contractor.

"**Employer**" or "**Metra**" means the Northeast Illinois Regional Commuter Railroad Corporation and the Commuter Rail Division of the Regional Transportation Authority.

"**Gift**" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an Officer or Employee.

¹ "Contribution" is currently defined as:(1) a gift, subscription, donation, dues, loan, advance, deposit of money, or anything of value, knowingly received in connection with the nomination for election, election, or retention of any candidate or person to or in public office or in connection with any question of public policy; (1.5) a gift, subscription, donation, dues, loan, advance, deposit of money, or anything of value that constitutes an electioneering communication made in concert or cooperation with or at the request, suggestion, or knowledge of a candidate, a political committee, or any of their agents; (2) the purchase of tickets for fund-raising events, including but not limited to dinners, luncheons, cocktail parties, and rallies made in connection with the nomination for election, election, or retention of any person in or to public office, or in connection with any question of public policy; (3) a transfer of funds received by a political committee from another political committee; (4) the services of an employee donated by an employer, in which case the contribution shall be listed in the name of the employer, except that any individual services provided voluntarily and without promise or expectation of compensation from any source shall not be deemed a contribution; and (5) an expenditure by a political committee made in cooperation, consultation, or concert with another political committee. 10 ILCS 5/9-1.4.

"Leave of Absence" means any period during which an Employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the Employer.

"Officer" means a Person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the Officer is compensated for service in his or her official capacity.

"Metra Affiliated Person" means the spouse, domestic partner, or minor child of, or any immediate family member living with, any Board Member, Officer or Employee of the Division.

"Person" means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, whether or not operated for profit.

"Political Activity" means any activity in support of or in connection with any Campaign for Elective Office or any Political Organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to Collective Bargaining, or (iii) that are otherwise in furtherance of the Person's official duties.

"Political Organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited Political Activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting Contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign Contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a Campaign for Elective Office or on behalf of a Political Organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a Campaign for Elective Office or on behalf of a Political Organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any Political Organization or Candidate for elective office or for or against any referendum question.

- (7) Soliciting votes on behalf of a Candidate for elective office or a Political Organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a Candidate for elective office or for or against any referendum question.
- (9) Making Contributions on behalf of any Candidate for elective office in that capacity or in connection with a Campaign for Elective Office.
- (10) Preparing or reviewing responses to Candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any Candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a Campaign for Elective Office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited Source" means any Person or entity who:

- (1) is seeking official action (i) by an Officer or (ii) in the case of an Employee, by an Employee, or by the Officer, Metra, or another Employee directing the Employee;
- (2) does business or seeks to do business (i) with the Officer or (ii) in the case of an Employee, with an Employee, or with the Officer, Metra, or another Employee directing the Employee;
- (3) conducts activities regulated (i) by the Officer or (ii) in the case of an Employee, by an Employee, or by the Officer, Metra, or another Employee directing the Employee;
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the Officer or Employee;
- (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a Prohibited Source does not become a Prohibited Source merely because a registered lobbyist is one of its members or serves on its board of directors; or
- (6) is an agent of, a spouse of, or an immediate family member who is living with a "Prohibited Source."

4.0 Ethics Officer (5 ILCS 430/20-23)

Metra has designated an Ethics Officer. The Ethics Officer is responsible for the following:

- (1) Acting as a liaison between Metra and the Office of the Executive Inspector General (“OEIG”) and the Executive Ethics Commission (“EEC”);
- (2) Reviewing statements of economic interest and disclosure forms of officers, senior employees, and contract monitors before they are filed with the Secretary of State; and
- (2) Providing guidance to Officers and Employees in the interpretation and implementation of the Ethics Act, which the Officer or Employee may in good faith rely upon.

Ethics Officer’s contact information is as follows:

Ethics Officer
Metra Law Department
547 W. Jackson Blvd., 15th Floor
Chicago, IL 60661
(312) 322-7446
ethicsofficer@metrarr.com

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5.0 Ethics Training (5 ILCS 430/5-10)

The Ethics Act requires Metra Employees to complete, at least annually, an ethics training program. It also requires that new Employees complete ethics training within 30 days of their initial employment or appointment. To assist Employees in completing this requirement, Metra administers annual ethics training. By law, Metra must report to the OEIG and the EEC those individuals who fail to complete this training as required by law.

Failure to complete training when directed to do so expose Employees to disciplinary action, up to and including termination of employment. Additionally, the failure to complete ethics training and to submit a signed certification of completion of the training, in accordance with the training's instructions and the requirements of the Ethics Act, may constitute a violation of the Ethics Act. This could result in possible administrative action by the Executive Ethics Commission, including its levy of a fine of up to \$5,000.

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6.0 Political Activities

6.1 Prohibited Political Activities (5 ILCS 430/5-15, Metra Ordinance MET 04-05, NIRC 04-01)

- (a) No Officer or Employee shall intentionally perform any Prohibited Political Activity during any Compensated Time, as defined in section 3.0 above. No Officer or Employee shall intentionally misappropriate any property or resources of Metra to engage in any Prohibited Political Activity for the benefit of any Campaign for Elective Office or any Political Organization.
- (b) At no time shall any Officer or Employee intentionally misappropriate the services of any other Officer or Employee by requiring that Officer or Employee to perform any Prohibited Political Activity (i) as part of that Officer or Employee's duties, (ii) as a condition of employment, or (iii) during any Compensated Time off (such as holidays, vacation or personal time off).
- (c) No Officer or Employee shall be required at any time to participate in any Prohibited Political Activity in consideration for that Officer or Employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, Compensatory Time Off, continued employment or otherwise, nor shall any Officer or Employee be awarded additional compensation or any benefit in consideration for his or her participation in any Prohibited Political Activity.
- (d) Nothing in this Section prohibits activities that are permissible for an Officer or Employee to engage in as part of his or her official duties, or activities that are undertaken by an Officer or Employee on a voluntary basis which are not prohibited by this Ordinance.
- (e) No Person shall be denied or deprived of employment solely because he or she is a member or an Officer of a political committee, of a political party, or of a Political Organization or club.

6.2 Metra's Prohibited Political Contributions Policy (Metra Ordinance MET 12-05, NIRC 04-01)

- (a) Contractors, Bidding Entities, and Affiliated Persons or Affiliated Entities of Contractors and Bidding Entities, are prohibited from making any Contributions to any Candidate or Candidate political committee (as those terms are defined in the Illinois Election Code) or to any principal campaign committee or authorized committee (as those terms are defined in the Federal Election Campaign Act), which committees are established to promote the candidacy of any Employee of Metra, or an Affiliated Person of such Employee, for any political office. Any Employee of Metra is prohibited from knowingly soliciting or accepting from any Contractor, Bidding Entity, or any Affiliated Person or Affiliated Entity of such Contractor or Bidding Entity, any Contributions, including those

Contributions made to any political committees established to promote the candidacy of that Employee.

- (b) With respect to Contributions by Contractors and their Affiliated Persons and Affiliated Entities, these prohibitions shall be effective for a period of three (3) years following the expiration or termination of the contracts with the Contractor.
- (c) With respect to Contributions by Bidding Entities who do not become Contractors, and their Affiliated Persons and Affiliated Entities, these prohibitions shall be effective until the opportunity to become a Contractor has been terminated by Metra through the awarding of a contract to another entity, or until the Bidding Entity provides written notice to Metra that it is no longer seeking to become a Contractor.
- (d) Upon written request of any Metra Employee who is a Candidate for political office, Metra shall inform the requestor whether a particular business entity is a Contractor or a Bidding Entity.
- (e) Any contract between Metra and a Contractor that violates this Section shall be voidable.
- (f) A Board Member, Officer or Employee, or an Affiliated Person thereto, does not violate this Section if the recipient promptly takes reasonable action to return a Contribution prohibited hereby to its source or gives an amount equal to the Contribution to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.
- (g) Any Employee who is found to knowingly solicit or receive Contributions in violation of this policy is subject to discipline, up to and including termination. However, an Employee shall not be discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against in the terms and conditions of employment because of lawful acts done by the Employee or on behalf of the Employee or others in furtherance of the enforcement of this policy.

6.3 Prohibited Offer or Promise (5 ILCS 430/5-30)

Employees may not promise anything of value related to Metra, including but not limited to positions, promotions, salary increases, other employment benefits, the awarding of any Metra contract, in consideration for a Contribution to a political committee, political party, or other entity that has as one of its purposes the financial support of a Candidate for elective office.

7.0 Political Activity of State or Local Officers or Employees (“Hatch Act”) (5 CFR 151.101 *et seq.*)

The Hatch Act prohibits state and local government employees whose principal employment is in connection with an activity financed in whole or part by loans or grants made by the United States or a Federal agency, from being a Candidate for elective office. Elective office means any office which is voted upon at a primary, special, or general election. It does not include political party office, delegate to a political party convention, member of a National, State or local committee of a political party, or any similar position. Further, elective office does not include a nonpartisan election where none of the Candidates is nominated or elected as representatives of political parties whose presidential Candidates received electoral votes at the last preceding presidential election.

Metra is covered by this Act as a unit of local government in receipt of grants from a number of federal agencies, primarily from the Federal Transit Administration, for both operating and capital funding.

The U.S. Office of Special Counsel (OSC) is authorized to issue advisory opinions under the Hatch Act. OSC issues advisory opinions to Persons seeking advice about Political Activity under the Hatch Act. Such a request for advice can be made by phone, fax, mail or email to:

Hatch Act Unit
U.S. Office of Special Counsel
1730 M Street, N.W., Suite 218
Washington D.C. 20036-4505
Tel: (800) 85-HATCH or (800) 854-2824
(202) 254-3650
Fax: (202) 254-3700
hatchact@osc.gov

Additional information on the Hatch Act and the OSC can be found on the following website:
<http://www.osc.gov/hatchact.htm>

8.0 Official Misconduct (Criminal Code of 1961)

8.1 Bribery and Failure to Report a Bribe (720 ILCS 5/33-1 and 33-2)

A Metra Employee commits bribery when:

- (a) With intent to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness, the Employee promises or tenders to that Person any property or personal advantage which the Employee is not authorized by law to accept;
- (b) With intent to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness, the Employee promises or tenders to one whom the Employee believes to be a public officer, public employee, juror or witness, any property or personal advantage which a public officer, public employee, juror or witness would not be authorized by law to accept;
- (c) With intent to cause any Person to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness, the Employee promises or tenders to that Person any property or personal advantage which the Employee is not authorized by law to accept;
- (d) Employee receives, retains or agrees to accept any property or personal advantage which the Employee is not authorized by law to accept knowing that such property or personal advantage was promised or tendered with intent to cause the Employee to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness; or
- (e) Employee solicits, receives, retains, or agrees to accept any property or personal advantage pursuant to an understanding that the Employee shall improperly influence or attempt to influence the performance of any act related to the employment or function of any public officer, public employee, juror or witness.

Bribery is a Class 2 felony.

Any Metra Employee who fails to immediately report to the local State's Attorney any offer made to the Employee in violation of this section commits a Class A misdemeanor.

8.2 Official Misconduct (720 ILCS 5/33-3)

A Metra Employee commits misconduct when, in his/her official capacity, he/she commits any of the following acts:

- (a) Intentionally or recklessly fails to perform any mandatory duty as required by law;
- (b) Knowingly performs an act which he/she knows he/she is forbidden by law to perform;
- (c) With intent to obtain a personal advantage for himself/herself or another, he/she performs an act in excess of his/her lawful authority; or
- (d) Solicits or knowingly accepts for the performance of any act a fee or reward which he/she knows is not authorized by law.

A Metra Employee convicted of violating any provision of this Section forfeits his/her office or employment. In addition, he/she commits a Class 3 felony.

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9.0 Conflict of Interest

9.1 Metra's Bidding Regulations (MET 12-03 and NIRC 12-01, Federal Transit Administration ("FTA") Master Agreement, and Federal Regulations, 49 CFR 18.36(b)(3))

Employees of Metra, their spouses, their children, their parents, their brothers, sisters and their children (collectively referred to as the "Immediate Family"), are prohibited from having or acquiring any contract or any direct pecuniary interest in any contract that will be wholly or partially performed by the payment of funds or the transfer of property of Metra. Any firm, partnership, association or corporation, from which any Employee of Metra is entitled to receive more than seven and one-half percent (7.5%) of the total distributable income, is prohibited from having or acquiring any contract or direct pecuniary interest in any contract that will be performed in whole or in part by payment of funds or the transfer of property of Metra.

Any firm, partnership, association or corporation, from which Employees of Metra and their Immediate Family are entitled to receive in the aggregate more than fifteen percent (15%) of the total distributable income, is prohibited from having or acquiring any contract that will be performed in whole or in part by the payment of funds or the transfer of property of Metra.

Employees are prohibited from participating in the selection, award, or administration of a contract supported by Metra funds, federal funds, or any other grant funds if a real conflict of interest or, to his or her knowledge, an apparent conflict of interest, would be involved. A real or apparent conflict of interest would arise when any of the following has an interest in the entity selected for award:

- The participating Employee, Officer, Board Member, or agent;
- any member of the participating Employee's Immediate Family;
- the participating Employee's business partner; or
- an organization that employs, or intends to employ, any of the above.

Further, Metra Employees should not solicit or accept gratuities, favors or anything of monetary value from Contractors, potential Contractors, or parties to subagreements. For more information on this, please refer to section 12.0 Gift Ban.

Once it has been determined that an Employee has a conflict of interest, or the Employee feels he has a conflict of interest, the Employee's department must contact the Ethics Officer.

9.2 Guidance on Conflict of Interest

The following principles will apply, but are not exhaustive, when determining whether a conflict of interest exists:

- (1) If an Employee were an Officer or director of another entity, such as a business or not-for-profit organization that has a contract with Metra, that Employee would have an apparent conflict of interest.
- (2) Generally, owning mutual funds that hold shares of stock in a company doing business with Metra would not be a conflict of interest.
- (3) Because of grant restrictions, Employees should not administer, evaluate, or award a contract when a spouse or immediate family member would be working on that particular contract. To avoid the conflict, the spouse or immediate family member should not work on Metra projects.

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10.0 Revolving Door

10.1 Revolving Door Policy (5 ILCS 430/5-45)

No former Employee, or spouse or immediate family member living with the Employee, shall, within a period of one year immediately after termination of employment with Metra, knowingly accept employment or receive compensation or fees for services from a Person or entity if the Employee, during the year immediately preceding termination of employment with Metra, participated personally and substantially in the award of Metra contracts, or the issuance of Metra contract change orders, with a cumulative value of \$25,000 or more to the Person or entity, or its parent or subsidiary.

These restrictions do not apply to offers of employment or compensation from the United States government, the State of Illinois, or an Illinois municipality, unit of local government, or school district.

10.2 Additional Revolving Door Restrictions – C List (5 ILCS 430/5-45(c) and (f))

A limited number of Metra Employees or Board Members may be subject to subsection (c) of the revolving door prohibition of the Ethics Act. These individuals are often called “C-list” individuals. C-list individuals are those, by the nature of their duties, who have been identified as potentially having the authority to participate personally and substantially in the award of Metra contracts. C-list individuals must adhere to the reporting requirements found in subsection (f) of the Revolving Door Prohibition. Subsection (f) requires C-list individuals, who are offered a new employment during Metra employment or within a period of one year immediately after termination of Metra employment, to notify the OEIG prior to accepting the new offer of employment. Within 10 calendar days after receiving the notification, the OEIG shall make a determination as to whether the employee is restricted from accepting such employment under subsection (a). A determination by the OEIG must be in writing, signed and dated by the OEIG, and delivered to the subject of the determination within 10 calendar days or the person is deemed eligible for the employment opportunity. By statute, All C-list individuals are to be provided written notification that the restrictions apply to their position.

These restrictions do not apply to offers of employment or compensation from the United States government, the State of Illinois, or an Illinois municipality, unit of local government, or school district.

10.3 Additional Revolving Door Restrictions – H List (5 ILCS 430/5-45(h))

A limited number of Metra Officers, Employees, or Appointees, in certain positions, are strictly prohibited from knowingly accepting employment or receiving compensation or fees for services

from a Person or entity if the Person or entity or its parent or subsidiary, during the year immediately preceding termination of Metra employment, was a party to a Metra contract or contracts with a cumulative value of \$25,000 or more involving the Officer, Employee, or Metra. Persons affected by these restrictions are commonly referred to as being on the “H-list,” in reference to subsection (h) of the revolving door prohibition of the Ethics Act, which contains these employment restrictions.

H-list restrictions apply to:

- (1) members or officers;
- (2) members of a commission or board created by the Illinois Constitution;
- (3) persons whose appointment to office is subject to the advice and consent of the Senate;
- (4) the head of a department, commission, board, division, bureau, authority, or other administrative unit within the government of this State;
- (5) chief procurement officers, State purchasing officers, and their designees whose duties are directly related to State procurement; and
- (6) chiefs of staff, deputy chiefs of staff, associate chiefs of staff, assistant chiefs of staff, and deputy governors.

These restrictions do not apply to offers of employment or compensation from the United States government, the State of Illinois, or an Illinois municipality, unit of local government, or school district.

11.0 Statement of Economic Interest (5 ILCS 420/4A-101 and 102)

All Employees of Metra whose positions meet the criteria for filing established by the Illinois Governmental Ethics Act are required to file a Statement of Economic Interest each year on or before May 1st with the Clerk of Cook County, Illinois, regardless of where they reside.

Employees will be notified by the Human Resources Department if their jobs require them to file a Statement of Economic Interest form.

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12.0 Gift Ban

12.1 Gift Ban (5 ILCS 430/10-10, MET 04-05, NIRC 04-01, 49 CFR 18.36(b)(4), FTA Circular 4220.1F)

In concert with the State Gift Ban, 5 ILCS 430/10-10, the Code of Federal Regulations, 49 CFR 18.36(b)(3), and FTA Circular 4220.1F, and except as otherwise provided in this Manual, no Metra Employee, and no Metra Affiliated Person (collectively referred to herein as "recipients"), shall intentionally solicit or accept any Gift from any Prohibited Source, as defined in Section 3.0 (Definitions) of this Manual, or which is otherwise prohibited by law or ordinance. No Prohibited Source shall intentionally offer or make a Gift that violates this Section.

12.2 Gift Ban Exceptions (5 ILCS 430/10-15, MET 04-05, NIRC 04-01)

The Gift Ban restrictions do not apply to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the Employee, or Metra Affiliated Person, pays the fair market value.
- (3) Any (i) Contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a Political Organization or Candidate. However, any such Contributions or activities are still subject to Section 6.2 (Metra's Prohibited Political Contributions Policy).
- (4) Educational materials and missions².
- (5) Travel expenses for a meeting to discuss business³.
- (6) A Gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law,

² Illinois Administrative Code 1620.700 states that educational materials and missions are those that have a close connection to the recipient's employment; predominately benefit the public and not the employee; and are approved by the employee's Ethics Officer in advance of the mission or receipt of the materials. If advance approval is not practicable, the missions and materials must be reported to the ethics officer as soon as practicable and must contain a detailed explanation of why approval could not be obtained in advance.

³ Illinois Administrative Code 1620.700 also states that travel expenses of a meeting to discuss Metra business are those that have a close connection to the recipient's employment; predominately benefit the public and not the employee; are for travel in a style and manner in character with the conduct of Metra business; and are approved by the employee's Ethics Officer in advance of the travel, if practicable. If advance approval is not practicable, the travel must be reported to the Ethics Officer as soon as practicable and shall contain a detailed explanation of why approval could not be obtained in advance.

mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the Gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a Gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the Gift was offered, such as: (i) the history of the relationship between the individual giving the Gift and the recipient of the Gift, including any previous exchange of Gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the Gift personally paid for the Gift or sought a tax deduction or business reimbursement for the Gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the Gift also at the same time gave the same or similar Gifts to other Employees, or their spouses or immediate family members.
- (8) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an Officer or Employee), if the benefits have not been offered or enhanced because of the official position or employment of the Employee, and are customarily provided to others in similar circumstances.
- (9) Intra-governmental and inter-governmental gifts. For these purposes, "intra-governmental gift" means any gift given to an Employee from an Officer or another Employee of Metra, and "inter-governmental gift" means any gift given to an Employee by an Officer or Employee of another governmental entity.
- (10) Bequests, inheritances, and other transfers at death.
- (11) Food, refreshments, or any item or items not exceeding a cumulative total of \$25 per person in value in one calendar year from all prohibited sources combined.⁴

Each of the exceptions listed in this Section is mutually exclusive and independent of each other.

12.3 Prohibited Source Sponsored Events, Receptions, and Meals

In general, Employees are prohibited from accepting a meal from a Prohibited Source unless it is within the annual \$25 limit for gifts. However, the following is an exception to Metra's more restrictive gift ban and does not count toward the annual \$25 limit. These exceptions should

⁴ The Ethics Act allows for food or refreshments not exceeding \$75 per person in value on a single calendar day and any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. 5 ILCS 430/10-15. However, Metra employees must follow Metra's more restrictive standard of \$25 a year from all Prohibited Sources combined.

never surpass the limits set forth in the Ethics Act. An Employee may accept free *modest*⁵ meals or non-alcoholic refreshments from a Prohibited Source under the following circumstances:

- (1) Business meals. Employees may accept free modest meals or non-alcoholic refreshments from a Prohibited Source under the following circumstances:
 - i. The meal is offered in a manner consistent with the conduct of Metra business;
 - ii. The meal is offered during a business meeting for Metra business that the Employee is attending for official reasons and it is impractical for Employees to procure their own lunch; and
 - iii. The meal is brought to the business meeting.
- (2) Holidays. Departments may accept modest meals or other food items (such as fruit baskets or popcorn tins) that are delivered to the department and not attributed to specific employees, and the occurrence is infrequent and limited to certain times like the holiday season. The food items must be consumed on the premises and they must have nominal value once divided among all shared employees.
- (3) Conferences and Seminars. Employees may accept free modest meals or non-alcoholic refreshments when attending a seminar or conference in their official capacity as a Metra Employee and the meals or non-alcoholic refreshments are provided to all participants.
- (4) Educational Seminars. Employees may attend and accept modest meals or non-alcoholic refreshments at educational seminars if attendance would further the interests of Metra, the event relates to the Employee's official duties, and the invitation does not involve recreational activities such as golf, tennis, or cruises.
- (5) Sponsored Events. Employees may attend functions sponsored and paid for by Prohibited Sources, and accept modest meals or non-alcoholic refreshments at such functions that are provided to all participants, when attending on behalf of Metra and the attendance is related and appropriate to the Employee's official duties.⁶ Employee must provide advance written notice of such invitation to the Ethics Officer and receive pre-approval before accepting the invitation. In the event that an Employee receives an award or plaque in recognition of the Employee's service to Metra, Employee may accept the award as long as

⁵ Meals are "modest" under this Policy if they are minimal, moderate, and appropriate to the occasion. The combined cost of modest meals and non-alcoholic beverages should never exceed the State Ethics Act's limit of \$75 a day for food and refreshments. In general, business meals shall have an estimated cost well below the State Gift Ban Act limit, currently at \$75 per employee per day.

⁶ The "ticket" cost of attending a sponsored event (excluding food) should never exceed the Ethics Act's current limit, which is \$100 in cumulative value for any item or items from any one prohibited source during any calendar year.

the Employee informs the Ethics Officer as soon as practicable. If the award or plaque is greater than \$100 in value, it becomes the property of Metra.

12.4 Honoraria (Metra Non-Contract Employees Handbook)

If a Metra employee is asked to speak on company time, or as a representative of Metra, and is given Honoraria, this money must be turned over to the Corporation.

If an employee speaks as a private citizen, on his or her own time, and without conflict of interest, the employee may keep the Honoraria. However, if the employee knows in advance that Honoraria are to be given, the employee should submit a secondary employment request to the Human Resources Department.

12.5 Gift Ban; Disposition of Gifts (5 ILCS 430/10-30)

An Officer or Employee, or Metra Affiliated Person, does not violate the Gift Ban if the recipient promptly takes reasonable action to return a Gift from a Prohibited Source to its source or gives the Gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

13.0 Metra's Nepotism Policy (MET 10-16 and NIRC 10-02)

Metra is committed to ensuring that all job opportunities are based solely on individual merit and qualifications. Employees and applicants for employment shall not be denied employment or advancement opportunities because of their status as a family or household member of another Employee. However, the relatives of Employees must not receive any preferential treatment in the employment process. Relatives must follow the same employment procedures as other candidates and will only be considered if they meet the job qualifications of the position for which they are applying, or when being considered for promotion, reclassification, etc. Relatives must not be hired, promoted, or transferred to a permanent position or department where they would be the immediate supervisor or receive direct supervision from a related Person, unless the circumstances are extenuating and approval is secured from the Executive Director/CEO ("CEO") and the Board. Examples of such circumstances are: the requirement for a special or unique skill that the relative has acquired, lack of other available or appropriate supervisory personnel, union labor agreements that guarantee job placements based upon seniority, and other extraordinary situations.

In such cases, the CEO will re-assign the reporting relationship and the Human Resources Department will monitor all employment actions involving these Employees in order to avoid favoritism or the appearance of same.

No relatives of the Board of Directors, CEO or any Employee that has received the level of Senior Director and above will be hired without the consent of the CEO and the Board.

Definitions

Relatives are defined as: spouses, domestic partners, co-habitants, children, step-children, brothers, sisters, parents, step-parents, grandparents, grandchildren, nieces, nephews, in-laws (husband, wife, brother, sister, mother, father), guardians and wards, fiancés, fiancées, any other member of the immediate household, whether or not related by blood, any other relatives not defined, or Persons involved in dating relationship. In the case of an "other" relative or "Person involved in a dating relationship" to be considered for a position, the Human Resources Department will determine if the relationship is distant enough to be excluded from this definition.

Notification of Covered Relationships

Any supervisor, manager, director, department head, or superintendent, etc., who becomes involved in a relationship covered by this policy must notify the Human Resources Department immediately. The Human Resources Department will secure the appropriate approvals and facilitate the handling of the matter.

14.0 Whistleblower Policy

14.1 Illinois Whistleblower Act (740 ILCS 174/1 *et seq.*)

Metra complies with the Illinois Whistleblower Act.

14.2 Certain Policies Prohibited (740 ILCS 174/10)

Metra may not make, adopt, or enforce any rule, regulation, or policy preventing an Employee from disclosing information to a government or law enforcement agency if the Employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.

14.3 Retaliation for Certain Disclosures Prohibited (740 ILCS 174/15 and 174/35)

Metra may not retaliate against an Employee who discloses information to a government or law enforcement agency, or in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the Employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.

The Whistleblower Act does not apply to disclosures that would constitute a violation of the attorney-client privilege.

14.4 Retaliation for Certain Refusals Prohibited (740 ILCS 174/20)

Metra may not retaliate against anyone for refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act.

14.5 Other Retaliation and Threatening Retaliation (740 ILCS 174/20.1 and 20.2)

Any other act or omission not otherwise specifically set forth in the Whistleblower Act, whether within or without the workplace, also constitutes retaliation by Metra under the Whistleblower Act if the act or omission would be materially adverse to a reasonable Employee and is because of the Employee disclosing or attempting to disclose public corruption or wrongdoing.

Metra may not threaten any Employee with an act or omission if that act or omission would constitute retaliation against the Employee under the Whistleblower Act.

14.6 Civil Penalty and Damages (740 ILCS 174/25 and 30)

Violation of the Whistleblower Act is a Class A misdemeanor.

If Metra takes any action against an Employee in violation of sections 12.2 and 12.3 above, the Employee may bring a civil action against Metra for all relief necessary to make the Employee whole, including but not limited to the following, as appropriate:

- (1) Reinstatement with the same seniority status that the Employee would have had, but for the violation;
- (2) Back pay, with interest; and
- (3) Compensation for any damages sustained as a result of the violation, including litigation costs, expert witness fees, and reasonable attorney's fees.

14.7 Metra's Whistleblower Policy (MET 10-17 and NIRC 10-03)

In addition to and in compliance with the Illinois Whistleblower Act as stated in section 12.1 to 12.7 above, Metra has enacted a Whistleblower Policy to reinforce Metra's strong commitment to the conduct of its business in a lawful and ethical manner.

Metra's Whistleblower policy applies to all Metra Employees and Board Members, as well as all Contractors, subcontractors, consultants, and suppliers (vendors) that do business with Metra.

Metra encourages the reporting of all suspected wrongful conduct, including, but not limited to, the following:

- (1) Violations of state and/or federal laws and regulations applicable to Metra;
- (2) Contract and procurement fraud, or collusion involving contracts with Metra Contractors, subcontractors, suppliers, or vendors;
- (3) Misuse, embezzlement, or theft of Metra property or funds;
- (4) Bribery or acceptance of gratuities in connection with Metra operations or transactions with vendors;
- (5) Employee misconduct, such as misuse of official position, or unauthorized use of Metra property for personal gain;
- (6) Conflicts of interest; and
- (7) Other unethical or illegal activities involving Metra property, Employees, or vendors.

14.8 Reporting of Wrongdoing

Employees are expected and encouraged to report any alleged wrongdoing. Employees can communicate complaints of wrongdoing directly to Metra's Ethics Officer or contact Metra's compliance hotline by calling 312-COMPLY1 (312-266-7591) or emailing compliancecounts@metrarr.com. Anonymous reporting is allowed.

Employees may also report alleged wrongdoing directly to the appropriate outside agencies, such as the OEIG, or state, local, or federal law enforcement agencies. Those Employees wishing to report complaints to the OEIG can visit the OEIG website at www.inspectorgeneral.illinois.gov for instructions on reporting misconduct, fraud, or abuse related to Metra.

14.09 Prohibition Against Retaliation (MET 10-17 and NIRC 10-03)

It is essential that Metra Employees and vendors are able to report suspected violations of Metra policies or illegal activities that they become aware of without fear that they will lose their position, hinder advancement, or be subject to retaliation by co-workers or supervisors. For purposes of Metra's Whistleblower Policy, retaliation includes any action that results in reprimand, discharge, suspension, demotion, denial of promotion, or transfer that occurs as the result of any Employee's exercise of his or her rights under this Policy. Retaliation also includes any action that results in the refusal to award contracts as the result of a vendor exercising its rights under this Policy.

14.10 Filing False Reports (MET 10-17 and NIRC 10-03)

An Employee or vendor must make a reasonable attempt to ascertain the correctness of any information that the Employee or vendor reports. It is the practice of Metra not to allow retaliation for good faith reports of wrongful conduct, fraud, corruption or waste. It is at the same time unacceptable to knowingly file a false report. Any Employee who knowingly violates this prohibition will be subject to discipline in accordance with Metra policies up to and including termination. Any vendor who knowingly violates this prohibition will be subject to discipline in accordance with Metra policies up to and including debarment.

15.0 OEIG Investigations

The Ethics Act designates the OEIG to serve as Executive Inspector General for Metra. The OEIG will accept all complaints of misconduct relating to Metra, and when appropriate, will open and conduct investigations.

15.1 Employees' Responses to OEIG's Request for Documents

As part of an investigation, the OEIG investigators may, to the extent permitted by applicable laws and rules governing the conduct of Executive Inspectors General, request for production or viewing documents or physical objects under Metra's control. Such requests must be made in writing by the OEIG. OEIG requests may potentially ask for documents or physical objects that are protected from disclosure by the attorney-client privilege or other applicable privileges.

To promote cooperation with the OEIG in its investigations while preserving Metra's rights, it is the policy of Metra that Employees who receive such a written request from the OEIG for the production or viewing of any documents or physical objects under Metra's control or otherwise owned by Metra, must consult with Metra's Ethics Officer regarding such a request. This is to ensure that Metra can make a determination whether any applicable privileges might apply. As such, Employees receiving any requests from the OEIG for Metra documents or physical objects must immediately inform Metra's Ethics Officer or an attorney in Metra's Law Department about the request. No Metra Employee shall disseminate or otherwise make available any such requested documents or physical objects to the OEIG directly. All requests for documents or physical objects by the OEIG must be handled by Metra's Ethics Officer or an attorney in Metra's Law Department.

This requirement does not prohibit an Employee from speaking with the OEIG directly without the Ethics Officer involvement. Further, this requirement does not inhibit an Employee's ability to report or discuss any wrongdoing. Employees are expected and encouraged to report any alleged wrongdoing with the appropriate internal party or external government agencies, including the OEIG.

Questions regarding OEIG investigations can be referred to Metra's Ethics Officer.

16.0 Penalties

Violation of any portion of this Manual subjects Employees to discipline, up to and including termination. Employees are also subject to any penalties as mandated by law for violations of any state, local, or federal laws. Please note that certain statutes have particular penalties that apply.

16.1 Ethics Act Penalties (5 ILCS 430/50-5)

In addition to discipline by Metra, or penalties as mandated by state, local, or federal laws, the Ethics Act also provides the below penalties for violation of the provisions of the Ethics Act.

- (a) A Person is guilty of a Class A misdemeanor if that Person intentionally violates any provision of Section 5-15 (Prohibited Political Activities), 5-30 (Prohibited Offer or Promise), 5-45 (Procurement; Revolving Door) or Article 15 (Whistle Blower Protection).
- (b) An ethics commission may levy an administrative fine for a violation of Section 5-45 of the Ethics Act (Procurement; Revolving Door) of up to 3 times the total annual compensation that would have been obtained in violation of the Revolving Door Prohibition.
- (c) A Person who intentionally violates any provision of Article 10 (Gift Ban) is guilty of a business offense and subject to a fine of at least \$1,001 and up to \$5,000.
- (d) Any Person who intentionally makes a false report alleging a violation of any provision of the Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor.
- (e) An ethics commission may levy an administrative fine of up to \$5,000 against any Person who violates this Act, who intentionally obstructs or interferes with an investigation conducted under this Act by an inspector general, or who intentionally makes a false, frivolous, or bad faith allegation.
- (f) In addition to any other penalty that may apply, whether criminal or civil, intentional violation of the ethics act subjects the Person to discipline or discharge by Metra.

Appendix to start here

DRAFT

EXHIBIT 3a(ii)

New Board Member Binder Material

NEW BOARD MEMBER BINDER AND BRIEFING

10/4/2013

- 1) Background of Metra and NIRCRC (Orseno/Law)- time: 10 minutes
 - a) Eleven lines – What Metra owns and operates
 - b) Transportation Agencies/PSA Carriers
 - i) Fast Facts to Know

- 2) Metra Board By-Laws, Committees and the RTA Act (Law) – time: One Hour
 - a) Jurisdiction of Commuter Rail Division & CRD Committees
 - b) Open Meetings Act (OMA) Requirements
 - c) Board's Role and Voting
 - i) The Chairman's Role
 - ii) Ordinances/Resolutions – How many votes need to pass
 - iii) Board Calendar
 - iv) Response to RTA June 2013 Audit
 - d) The CEO/Executive Director Role at METRA
 - e) Employment Issues
 - f) RTA's Role – Oversight
 - g) Basic FOIA/OMA and Robert's Rules (Law)
 - i) Short Primer on the Illinois Open Meetings Act
 - ii) OEIG & Ethics Officer (Law/Ethics Officer)

- 3) Chief Auditor and compliance Officer's Role (Capra) – time: 10 min.
 - a) Audit Function
 - i) Internal Audit Department Charter
 - ii) Internal Audit Policies and Procedures Manual
 - b) Compliance Function
 - i) Compliance Counts Hotline
 - ii) Compliance and Corporate Governance Plan

- 4) Board Member Liability: Immunity, Indemnification & Insurance (Rosen/Anderson) – time: 15 minutes

- 5) Annual Budget, Financial Plan and Capital Program (Orseno, Wiggins, Farmer, Ciavarella, Smith) – time: 30 minutes
 - a) Annual Budget and Financial Plan
 - i) Current budget/financials

- ii) Budget Process & Recovery Ratio
 - b) Capital Program
 - i) Current Capital Program
 - ii) Federal Funding Sources
 - iii) Illinois Funding
 - c) Other Funding Issues (no insert)
 - d) Other Topics raised by Board Members
 - i) Positive Train Control (no insert)
 - ii) Wi-Fi (no insert)
- 6) Organizational Structure – ORG Chart and METRA’s Organizational Units
(Executive Director/CEO & Deputies)
- a) Organization Chart
 - b) Board Staff time: 5 minutes
 - c) Executive Director/CEO Reports
 - i) Financial Affairs (CFO Farmer) – time: 10 minutes
 - (1) Information Systems (Doughty) – time: (?)
 - ii) In-House Legal/Risk (FAQs) (Rosen/Law) – time: 10 minutes (EMPTY)
 - (1) Org Chart
 - iii) Government Affairs (Smith/Corraro) – time: 10 minutes
 - iv) Customer Affairs & Communications (Carlton) – time: 15 minutes
 - v) Business Diversity & Civil Rights (Thomas) – time: 15 minutes
 - vi) Human Resources (B. Smith) – time: 10 minutes
 - vii) Operations (Deputy Executive Director)
 - (1) Engineering (Marcheschi) – time: 10 minutes
 - (2) Mechanical (Ryan) – time: 10 minutes
 - (3) Transportation (Zwolfer) – time: 10 minutes
 - (4) Safety (Konczal) – time: 10 minutes
 - (5) Workforce Education-Training (Fitts) – time: 10 minutes
 - (6) Labor Relations (Barton) – time: 10 minutes
 - viii) Administration (Deputy Executive Director) (Wiggins) time: 5 minutes
 - (1) Strategic Capital Planning (Ciavarella) – time: 15 minutes
 - (2) EEOC/Diversity Initiatives (Cary) – time: 10 minutes
 - (3) Procurement & Materials (Kisielius) – time: 15 minutes
 - (4) Police & Emergency Preparedness (Sanford) – time 10 minutes
 - (5) Real Estate and Contracts (Ognibene) – time 10 minutes
- 7) Senior Staff Resumes

Employment Issues

MEMORANDUM

Date October 18, 2006

Julie A. Tappendorf
312 578 6651
julie.tappendorf@hklaw.com

To Michael Noland, Metra General Counsel

From Julie A. Tappendorf
Holland & Knight LLP

Re Legal Issues Relating to Board of Director Hiring Referrals

CONFIDENTIAL – ATTORNEY/CLIENT PRIVILEGE

You asked us to summarize the legal issues that may arise when a member of Metra's Board of Directors refers or recommends a candidate for employment with Metra. This memorandum summarizes the applicable hiring laws, identifies the possible penalties for violation of one or more of these laws, and discusses the applicability of these laws to a situation involving a Director's recommendation or referral of a candidate for employment at Metra.

I. Executive Summary.

A member of Metra's Board of Directors can legally recommend or refer candidates for positions with Metra. If that candidate is ultimately hired for a position at Metra, however, the decision of all those responsible for the particular hiring decision, as well as the actions of the referring Director, could be subject to scrutiny. In any investigation or action challenging a hiring decision that follows a Director recommendation or referral, Metra will be required to establish that the hiring decision was handled appropriately at each stage of the hiring process and that the hiring decision was based on merit and not on political affiliation or other improper considerations. In the event that a particular hiring decision is found to violate constitutional, statutory, or local hiring restrictions, penalties might include injunctive relief against Metra and criminal penalties for Metra officials or employees. As a result, great care should be taken in making any recommendations for hire or otherwise having Directors involved in the routine hiring decisions.

II. Summary of Law.

As a unit of local government, Metra's hiring practices are subject to constitutional, statutory, and local hiring restrictions.

In *Rutan et al v. Republican Party of Illinois et al*, 497 U.S. 62 (1990), the U.S. Supreme Court held that the First Amendment to the U.S. Constitution forbids public employers from basing certain employment decisions, including hiring, on party affiliation or support. The case was brought as a Section 1983 civil rights action and involved a challenge to the patronage

IV. Application of Hiring Restrictions to Metra Board of Directors.

If Metra hired a candidate who was referred or recommended by a Director, and that decision was challenged as violating constitutional, statutory, or local hiring restrictions, Metra would need to defend its decision by establishing that the hiring decision was (i) based on merit and (ii) not based on political affiliation, membership, or support.

An Illinois appellate court interpreted the term "merit" as it applied to public employment decisions by referring to certain basic principles of a merit system of public employment, including the following:

- (1) The best qualified person receives appointment.
- (2) Open access for those seeking employment or promotion with some form of competition to determine the relative merit of all applicants.
- (3) After relative merit has been determined, employment or promotion is given to the one person or persons having nearly equivalent merit.

See Burns v. Sheriff's Dept. Merit Comm'n of Piatt County, 407 N.E.2d 1134 (4th Dist. 1980). The court also stated that "merit" means a system of employment where "there are no arbitrary forms of systematic bias." In the *Burns* case, the court held that a promotion process that required a "pre-qualification" recommendation by the county sheriff to initiate a candidate's consideration for promotion to a deputy position violated the statutory requirement that the promotions be based on "merit." The court emphasized the importance of a process that is open to all applicants, which was lacking in the *Burns* case because no candidate could move forward without the county sheriff's recommendation.

The defense of a hiring decision is likely to require inquiries into each decision-making stage of the employment process, from the initial recommendation or referral from the Director to the final hiring decision. Metra would have to establish that, at every step of the hiring process, each individual decision was based on merit and not on political affiliation.

For example, if a Director sends a letter of recommendation to the Executive Director for a candidate who is later hired by Metra, and the hiring decision is challenged, Metra would have to establish that each step in the hiring process complied with constitutional, statutory, and local hiring restrictions. First, the language in the letter of recommendation would be scrutinized to ensure that it was not intended to induce anyone to make a hiring decision illegally, i.e., based on political affiliation or not based on merit. Second, the Director would likely have to testify that he or she did not intend that the letter of recommendation be used to induce someone to make a hiring decision based on an improper reason. Third, the Executive Director would likely have to testify that the letter of recommendation from the Director (or for that matter, anything the Director did or said relating to the recommendation) did not induce him to make a hiring decision based on politics or considerations unrelated to merit. Fourth, if the Executive Director sent the letter to the Director of Employment Services, that individual would likely have to testify that neither the letter of recommendation nor anything the Executive Director said or did induce him or her to make any hiring decision based on politics or considerations unrelated to merit. If the letter of recommendation were sent to any other persons, the decisions made by those persons would also be reviewed until all of the relevant hiring decisions had been examined, and it was

70 ILCS 3615/3B.05 OF THE RTA ACT

Sec. 3B.05. Appointment of officers and employees.

The Commuter Rail Board shall appoint an Executive Director who shall be the chief executive officer of the Division, appointed, retained or dismissed with the concurrence of 8 of the directors of the Commuter Rail Board. The Executive Director shall appoint, retain and employ officers, attorneys, agents, engineers, employees and shall organize the staff, shall allocate their functions and duties, fix compensation and conditions of employment, and consistent with the policies of and direction from the Commuter Rail Board take all actions necessary to achieve its purposes, fulfill its responsibilities and carry out its powers, and shall have such other powers and responsibilities as the Commuter Rail Board shall determine. The Executive Director shall be an individual of proven transportation and management skills and may not be a member of the Commuter Rail Board. The Division may employ its own professional management personnel to provide professional and technical expertise concerning its purposes and powers and to assist it in assessing the performance of transportation agencies in the metropolitan region.

No unlawful discrimination, as defined and prohibited in the Illinois Human Rights Act, shall be made in any term or aspect of employment nor shall there be discrimination based upon political reasons or factors. The Commuter Rail Board shall establish regulations to insure that its discharges shall not be arbitrary and that hiring and promotion are based on merit.

The Division shall be subject to the "Illinois Human Rights Act", as now or hereafter amended, and the remedies and procedure established thereunder. The Commuter Rail Board shall file an affirmative action program for employment by it with the Department of Human Rights to ensure that applicants are employed and that employees are treated during employment, without regard to unlawful discrimination. Such affirmative action program shall include provisions relating to hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, selection for training and rates of pay or other forms of compensation.

(Source: P.A. 95-708, eff. 1-18-08.)

EXHIBIT 3a(iii)

Title VI Notice of Protection

NOTICE OF

TITLE VI PROTECTION



PROTECTING YOUR RIGHTS

Metra is committed to ensuring that no one is denied participation in, or denied the benefits of, or is otherwise discriminated against in the provision of public transportation by commuter rail because of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964, and pursuant to 49 CFR 21.9 (d).

Any person who believes he or she has been subject to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with Metra.

For additional information or to file a written complaint please contact:

Metra's Office of Business Diversity & Civil Rights

Attn: Title VI Manager
547 W. Jackson Blvd., 5 West
Chicago, IL 60661
metradbe@metrarr.com
312.322.8093 fax or
Visit our website at www.metrarail.com

If you need information in another language, contact 312-322-6323.

Si necesita información en otro idioma, comuníquese al 312-322-6323.

Aby uzyskać więcej informacji w innym języku, prosimy o kontakt pod numerem telefonu 312-322-6323.

如果您需要以英语以外的语言提供的信息, 请联系 312-322-6323.

다른 언어로 작성된 정보가 필요한 경우 312-322-6323으로 연락하시기 바랍니다.

Kung kailangan ninyo ng impormasyon sa ibang wika, tumawag sa 312-322-6323.

Если вам необходимо получить сведения на другом языке, позвоните 312-322-6323.



EXHIBIT 3b

Reports Pursuant to MET 10-07

Memorandum

TO: Metra Board of Directors

DATE: July 16, 2010

FROM: Bill Tupper 
Acting Executive Director

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for June 2010, that will be discussed at the July Board meeting.

MONTHLY MANAGEMENT PERSONNEL REPORT
June 2010

NEW HIRES

None

PROMOTIONS

Promo Date	Employee	Position	New Salary	% Increase	Prev Salary
06/18/10	Martin Yock	Trainmaster	\$65,000	N/A	Union
06/16/10	Joseph Ott	Director, Construction	\$75,208	12.06%	\$67,112
06/01/10	David Opilka	Maintenance Systems Administrator	\$44,040	10.10%	\$40,000

ADJUSTMENTS

Eff Date	Employee	Position	New Salary	% Increase	Promo Salary	Comments
06/01/10	Douglas Knott	Police Operations Commander	\$68,680	3.00%	\$66,680	Successfully completed 90-day trial
06/01/10	Frank Magallon	District Commander	\$71,199	3.00%	\$69,125	Successfully completed 90-day trial

RETIREMENTS

Promo Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
06/01/10	James Wilhelms	Sr Director, Capital Projects	\$120,000	\$10,846	\$0	2010 Vacation: 88 hours 2011 Vacation: 100 hours Total Payout: 188 hours
06/01/10	William Archer	Director, Construction	\$103,753	\$16,960	\$5,706	2010 Vacation: 240 hours 2011 Vacation: 100 hours 30% Sick Reserve Bank: 14.40 hours 25% Sick Reserve Bank: 100 hours Total Payout: 454.40 hours

MONTHLY MANAGEMENT PERSONNEL REPORT
June 2010

RETIREMENTS

Promo Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
06/01/10	Thomas Dorsey	Police Operations Commander	\$89,536	\$14,636	\$5,751	2010 Vacation: 240 hours 2011 Vacation: 100 hours 30% Sick Reserve Bank: 33.60 hours 25% Sick Reserve Bank: 100 hours Total Payout: 473.60 hours
06/01/10	Richard Duffield	Chief Project Manager	\$78,941	\$8,350	\$486	2010 Vacation: 160 hours 2011 Vacation: 60 hours 20% Sick Reserve Bank: 12.80 hours Total Payout: 232.80 hours
06/01/10	Donald Carroll	District Commander	\$75,011	\$12,261	\$7,501	2010 Vacation: 240 hours 2011 Vacation: 100 hours 30% Sick Reserve Bank: 108 hours 25% Sick Reserve Bank: 100 hours Total Payout: 548 hours
06/01/10	Robert Proper	Communications Engineer	\$69,985	\$8,142	\$1,344	2010 Vacation: 142 hours 2011 Vacation: 100 hours 25% Sick Reserve Bank: 39.93 hours Total Payout: 281.93 hours

Memorandum

TO: Metra Board of Directors

DATE: August 13, 2010

FROM: Bill Tupper 
Acting Executive Director

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for July 2010.

MONTHLY MANAGEMENT PERSONNEL REPORT
July 2010

NEW HIRES

Promo Date	Employee	Position	Salary
07/19/10	Piotr Jedraszczak	CG - Asst Electrical Engineer	\$54,000
07/23/10	Fernando Bustamante	Senior Attorney	\$82,500

PROMOTIONS

Promo Date	Employee	Position	New Salary	% Increase	Prev Salary
07/01/10	Glenford Peters	Sr Director, Eng Capital Projects	\$100,000	6.38%	\$94,000
07/01/10	Gina Drinkwater	General Foreman	\$66,000	-1.31%	\$66,878
07/07/10	Michael Kubiak	Assistant Supv, Loco Engineers	\$72,275	7.30%	\$67,356

ADJUSTMENTS

None

RETIREMENTS

Promo Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
07/16/10	Robert Clanin	Police Captain	\$67,182	\$11,520	\$5,090	2010 Vacation: 240 hours 2011 Vacation: 116.67 hours 30% Sick Reserve Bank: 57.60 hours 25% Sick Reserve Bank: 100 hours Total Payout: 514.27 hours

MONTHLY MANAGEMENT PERSONNEL REPORT
August 2010

NEW HIRES

Date	Employee	Position	Salary
08/23/10	Alejandro Reyes	CG - Mech Systems Associate	\$40,000
08/02/10	Tajuana Jefferson	CG - Asst Electrical Engineer	\$54,000

PROMOTIONS

Date	Employee	Position	New Salary	% Increase	Prev Salary
08/24/10	Thomas Rossi	Communications Engineer	\$67,726	1.33%	\$66,838
08/23/10	David Mason	Freight/Off-Road Equipment Administrator	\$51,380	6.00%	\$48,472
08/16/10	Nathanael Morriss	Manager, Civil & Structural Design	\$84,272	6.00%	\$79,502
08/16/10	Andrew Roth	Manager, Designs, Stations & Parking	\$76,808	6.00%	\$72,461
08/02/10	Shamonda Jones	Chief Train Dispatcher	\$68,000	-8.24%	\$74,110

ADJUSTMENTS

None

RETIREMENTS

Date	Employee	Position	Annual Salary	Payout	Bank Payout	Benefits Total
08/09/10	John Tallyn	Senior Program Manager	\$78,163	\$10,572	\$0	2010 Vacation: 148 hours 2011 Vacation: 133.33 hours

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
08/13/10	Jerome Hurckes	Grant Coordinator III	\$60,000	\$702	\$0	2010 Vacation: 24 hours 2011 Vacation: 10 hours

Memorandum

TO: Metra Board of Directors **DATE:** October 15, 2010
FROM: William Tupper 
Acting Executive Director
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for September 2010.

MONTHLY MANAGEMENT PERSONNEL REPORT
September 2010

NEW HIRES

Date	Employee	Position	Salary
09/01/10	David Simmons	Department Head, Capital Grants	\$85,000

PROMOTIONS

Date	Employee	Position	New Salary	% Increase	Prev Salary
09/16/10	Kennith Castille	Trainmaster	\$69,000	-2.49%	\$70,764
09/01/10	Kevin McCann	Superintendent, Car Rehab Projects	\$71,200	5.94%	\$67,206
09/01/10	Robert Carroll	Signal Project Engineer	\$73,000	2.88%	\$70,952

ADJUSTMENTS

09/18/10	Martin Yock	Trainmaster	\$69,000	6.15%	\$65,000
09/01/10	David Opilka	Equipment Maintenance Administrator	\$47,610	8.11%	\$44,040

RETIREMENTS

None

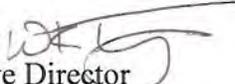
SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
09/23/10	Brendan Reilly	CG Professional Services Coordinator	\$40,000	\$1,404	\$0	2010 Vacation: 33 hours 2011 Vacation: 40 hours
09/21/10	Karen Lucas	CG Paralegal Associate	\$41,400	\$2,597	\$0	2010 Vacation: 40.5 hours 2011 Vacation: 90 hours
09/08/10	Lisa Davis	Comm/Customer Service Supervisor	\$51,983	\$2,245	\$37	2010 Vacation: 0 hours 2011 Vacation: 90 hours 20% Sick Reserve Bank: 1.48 hours

Memorandum

TO: Metra Board of Directors

DATE: November 12, 2010

FROM: William Tupper 
Acting Executive Director

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for October 2010.

MONTHLY MANAGEMENT PERSONNEL REPORT
October 2010

NEW HIRES

NONE

PROMOTIONS

NONE

ADJUSTMENTS

10/01/10	Glenford Peters	Sr Director, Engineering Capital Projects	\$105,000	5.00%	\$100,000
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RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
10/08/10	W. Kerry Brunette	Insurance Specialist II	\$59,242	\$6,863	\$666	2010 Vacation: 74.5 hours 2011 Vacation: 166.67 hours 25% Sick Reserve Bank: 23.38 hours

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
10/22/10	Kimberly Hirchack	Safety Officer	\$56,773	\$4,549	\$0	2010 Vacation: 0 hours 2011 Vacation: 166.67 hours

Memorandum

TO: Metra Board of Directors

DATE: December 17, 2010

FROM: William Tupper 
Acting Executive Director

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for November 2010.

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2010

NEW HIRES

None

PROMOTIONS

Date	Employee	Position	New Salary	% Increase	Prev Salary
11/01/10	David Bayo	Car Project Manager	\$63,375	6.00%	\$59,788

ADJUSTMENTS

None

RETIREMENTS

None

SEPARATIONS

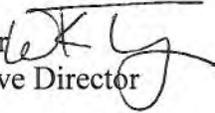
Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
11/14/10	Nancy Kimme	Legislative Affairs Administrator	\$75,000	\$2,885	\$0	2010 Vacation: 0 hours 2011 Vacation: 80 hours
11/05/10	Alberto Chiquito	CG Financial Analyst	\$42,240	\$2,289	\$67	2010 Vacation: 2.70 hours 2011 Vacation: 110 hours 20% Sick Reserve Bank: 3.30 hours
11/03/10	Angelica Carlson	Asst Department Head, HR Benefits	\$87,125	\$7,582	\$0	2010 Vacation: 72 hours 2011 Vacation: 109 hours

Memorandum

TO: Metra Board of Directors

DATE: January 14, 2011

FROM: William Tupper
Acting Executive Director



SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for December 2010.

MONTHLY MANAGEMENT PERSONNEL REPORT

December 2010

NEW HIRES

Date	Employee	Position	Salary
12/20/10	Nicole Both	Corporate Paralegal	\$45,100
12/13/10	Janice Thomas	Director, DBE	\$90,000

PROMOTIONS

Date	Employee	Position	New Salary	% Increase	Prev Salary
12/27/10	Benjamin Watson	Safety Officer	\$46,000	15.00%	\$40,000
12/16/10	Thomas Stuebner	Attorney I	\$60,000	32.18%	\$45,393
12/01/10	Mary Baker	Insurance Specialist II	\$48,979	6.00%	\$46,207
12/01/10	Lindsay Gohman	Claims Specialist	\$48,943	6.00%	\$46,173

ADJUSTMENTS

None

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
12/29/10	Michael Noland	Sr Director, Labor Relations	\$132,000	\$34,491	\$12,504	2010 Vacation: 343.50 hours 2011 Vacation: 200 hours 30% Sick Reserve Bank: 97.03 hours 25% Sick Reserve Bank: 100 hours Total Payout: 740.53 hours

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
12/30/10	Jack Groner	Sr Div Director, Capital & Strategic Planning	\$140,000	\$26,923	\$10,769	2010 Vacation: 200 hours 2011 Vacation: 200 hours 30% Sick Reserve Bank: 60 hours 25% Sick Reserve Bank: 100 hours Total Payout: 560 hours
12/29/10	Frank Racibozynski	Sr Corporate Director, Financial Affairs	\$155,000	\$27,021	\$11,085	2010 Vacation: 162.60 hours 2011 Vacation: 200 hours 30% Sick Reserve Bank: 48.75 hours 25% Sick Reserve Bank: 100 hours Total Payout: 511.35 hours
12/29/10	Sandra Llano	Director, DBE	\$105,000	\$19,688	\$7,955	2010 Vacation: 190 hours 2011 Vacation: 200 hours 30% Sick Reserve Bank: 57.58 hours 25% Sick Reserve Bank: 100 hours Total Payout: 547.58 hours
12/29/10	F. Thomas Blum	Department Head, Employment Services	\$90,000	\$11,769	\$5,690	2010 Vacation: 72 hours 2011 Vacation: 200 hours 30% Sick Reserve Bank: 31.50 hours 25% Sick Reserve Bank: 100 hours Total Payout: 403.50 hours

MONTHLY MANAGEMENT PERSONNEL REPORT
January 2011

NEW HIRES

Date	Employee	Position	Salary
01/18/11	Rajan Mahadevia	Senior Network Engineer	\$92,000
01/03/11	John Henriksen	Senior Project Engineer	\$67,000

PROMOTIONS

Date	Employee	Position	New Salary	% Increase	Prev Salary
01/04/11	Iliana Rodriguez	Communication Customer Service Supervisor	\$47,200	-21.38%	\$57,295
01/03/11	Diana Peyton	Department Head, Employment Services	\$85,000	9.76%	\$77,438

ADJUSTMENTS

Date	Employee	Position	New Salary	% Increase	Prev Salary
Retro 9/1/2010	Lynne Corrao	Director, Community & Legislative Affairs	\$98,000	17.14%	\$83,657
Retro 8/1/2010	Charles Berry	CG Assistant Civil Engineer	\$55,755	7.73%	\$51,753

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
01/03/11	Craig Kalck	Senior Insurance Specialist	\$61,330	\$4,084	\$192	2011 Vacation: 128.50 hours 2012 Vacation: 10 hours 20% Sick Reserve Bank: 6.50 hours Total Payout: 145 hours

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
01/28/11	Joseph Riley	Engineering Quality & Standards	\$97,056	\$10,763	\$720	2011 Vacation: 214 hours 2012 Vacation: 16.66 hours 30% Sick Reserve Bank: 5.43 hours 25% Sick Reserve Bank: 100 hours Total Payout: 336.09 hours

Memorandum

TO: Metra Board of Directors

DATE: March 11, 2011

FROM: Alex Clifford 
Executive Director/CEO

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for February 2011.

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
February 2011

NEW HIRES

Date	Employee	Position	Salary
02/11/11	Alexander Clifford	Executive Director/CEO	\$252,500
01/03/11	John Henriksen	Senior Project Engineer	\$67,000

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary
02/01/11	Minya Coleman	Litigation Paralegal	\$47,176	0.00%	\$47,176

ADJUSTMENTS

Date	Employee	Position	New Salary	% Increase	Prev Salary
02/01/11	William Tupper	Deputy Executive Director	\$235,000	19.29%	\$197,000

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
02/18/11	Jeffrey Downey	Site Administrator	\$56,614	\$5,081	\$354	2011 Vacation: 160 hours 2012 Vacation: 26.66 hours 25% Sick Reserve Bank: 13 hours Total Payout: 199.66 hours
02/09/11	John Bullock	Roadmaster	\$75,739	\$5,098	\$1,398	2011 Vacation: 120 hours 2012 Vacation: 20 hours 20% Sick Reserve Bank: 38.40 hours Total Payout: 178.40 hours

RETIREMENTS

None

Memorandum

TO: Metra Board of Directors

DATE: April 15, 2011

FROM: Alex Clifford
Executive Director/CEO

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for March 2011.

MONTHLY MANAGEMENT PERSONNEL REPORT
March 2011

NEW HIRES

Date	Employee	Position	Salary
03/01/11	Ann Marie Di Prima	Professional Services Associate	\$40,000

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary
03/11/11	Kevin McCann	Director, Rock Island Mechanical	\$85,000	19.38%	\$71,200
03/14/11	Edward Harris	Carman, Rock Island Mechanical	Union Rate of Pay \$26.68/hour	N/A	\$58,523
03/21/11	Nicole Lang	Safety Associate	\$44,505	0.00%	\$44,505

ADJUSTMENTS

Date	Employee	Position	New Salary	% Increase	Prev Salary
None					

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
None						

RETIREMENTS

None						
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BOARD DIRECTOR SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
03/18/11	Edward Paesel					Board Director resigned; no compensation payout

MONTHLY MANAGEMENT PERSONNEL REPORT
****Inadvertent Exceptions Report**

NON-CONTRACT TO CONTRACT

Date	Employee	Non-Contract Position	Non-Contract Salary	Contract Wages and Position	Vacation Payout	Reserve Sick Bank Payout	Comments
06/30/10	Anthony Williams, Sr.	Road Foreman, Engines	\$71,426	Minimum \$6,344.40/month Engineer	\$6,593.16	\$0.00	2010 Vacation: 192 hours
09/24/10	Portland Lukes	Technical Support Specialist	\$51,943	\$26.56/hour plus overtime Revenue Clerk	\$0.00	\$0.00	No Payouts
09/07/10	James Stinson Jr.	Mgr, Locomotive & Car Projects	\$88,561	\$26.68/hour plus overtime Machinist	\$6,812.80	\$894.13	2010 Vacation: 160 hours 25% Sick Reserve Bank: 21 hours Total Payout: 181 hours

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
06/21/10	Patrick O'Rourke	Project Signal Engineer	\$72,500	\$3,485.59	\$0.00	2010 Vacation: 8 hours 2011 Vacation: 60 hours Total Payout: 68 hours

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Benefits Total
06/02/10	Jonathan Gottlieb	Mgr, Spec Transportation Svc	\$73,665	\$4,674.90	\$2,638.48	2010 Vacation: 32 hours 2011 Vacation: 100 hours 25% Sick Reserve Bank: 74.50 hours Total Payout: 206.50 hours

401(k)

2nd Quarter Employer Match to 401(k) Plan Paid in September 2010

****Items were inadvertently omitted from previous reports for various reasons. However, actions have been implemented to better ensure that all transactions of interest to the Board of Directors will be included on future reports.**

Memorandum

TO: Metra Board of Directors

DATE: May 13, 2011

FROM: Alex Clifford
Executive Director/CEO

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for April 2011.

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
April 2011

NEW HIRES

Date	Employee	Position	Salary	Comments
04/04/11	James Bafia	Sr Manager, HR Administration Services	\$74,800	
04/04/11	Michele Mussatto	Executive Secretary III	\$60,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary
04/04/11	*Delores Ellison	Executive Secretary III	\$64,036	0.00%	\$64,036
04/04/11	*Eric Thompson	Site Administration	\$56,614	0.00%	\$56,614

ADJUSTMENTS

Date	Employee	Position	New Salary	% Increase	Prev Salary
04/04/11	Diana Peyton	Department Head, Employment Services	\$90,000	5.88%	\$85,000

CURRENT ACTING ASSIGNMENTS

Date	Employee	Position	New Salary	% Increase	Prev Salary
04/20/11	**Peter Zwolfer	Acting Chief Transportation Officer	\$117,600	5.00%	\$112,000
04/18/11	**George Hardwidge	Acting Deputy Executive Director, Operations	\$147,000	5.00%	\$140,000
04/18/11	**Martin Ryan	Acting Chief Mechanical Officer	\$120,750	5.00%	\$115,000

*Lateral Transfers

**Salary adjustment will be made after one month, in accordance with Acting Assignment Policy

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
April 2011

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
04/08/11	***Timothy Morgan	Communication/Customer Service Supervisor				
04/08/11	Michael Pollaro	Shop Superintendent	\$72,000	\$6,923	\$0	2011 Vacation: 160 hours 2012 Vacation: 40 hours Total Payout: 200 hours

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	
04/30/11	Carole Doris	Chairman, Metra Board of Directors	\$0	\$0	\$0	

RETIREMENTS

None

RETRO ACTIVE ACTING ASSIGNMENTS APPROVED BY BOARD ORDINANCE IN APRIL

Date	Employee	Position	New Salary	% Increase	Prev Salary
Retro 2/2/2011	Jeffrey Barton	Acting Sr Director, Labor Relations	\$108,150	5.00%	\$103,000
Retro 2/2/2011	Lynnette Ciavarella	Asst Sr Div Director, Capital & Strategic Planning	\$115,500	5.00%	\$110,000
Retro 2/2/2011	Thomas Less	Acting Sr Corp Director, Financial Affairs	\$131,250	5.00%	\$125,000
Retro 7/28/2010	Theresa Barnett	Acting General Counsel	\$138,600	5.00%	\$132,000

***Payout pending reconciliation in Payroll & will be reported next month



Memorandum

DATE: June 10, 2011
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for May 2011

METRA BOARD
MONTHLY MANAGEMENT PERSONNEL REPORT
May 2011

NEW HIRES

None

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
05/23/11	Richard Keating	Superintendent, Car Rehab Projects	\$72,000	7.66%	\$66,878	
05/23/11	Allen DeBaal	Project Quality Control Specialist	\$60,000	7.97%	\$55,569	
05/02/11	Cornell Smith	Site Administration	\$56,000	0.52%	\$55,708	

ADJUSTMENTS

None

BOARD OF DIRECTORS APPOINTMENTS

Date	Employee	Position	Salary	Comments
05/02/11	Don De Graff	Metra Board of Directors	\$15,000	
04/26/11	Paul Darley	Metra Board of Directors	\$15,000	

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
May 2011

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
05/13/11	Roman Gold	College Grad Attorney I	\$61,950	\$4,587	\$0	2011 Vacation: 104 hours 2012 Vacation: 50 hours Total Payout: 154 hours
04/14/11	Timothy Morgan	Communication/Customer Service Supervisor	\$51,893	\$499	\$0	2011 Vacation: 0 hours 2012 Vacation: 20 hours Total Payout: 20 hours

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
05/20/11	William K. Tupper	Deputy Executive Director, Operations	\$235,000	\$36,530	\$21,466	2010 Vacation: 240 hours 2011 Vacation: 83.33 hours 30% Sick Reserve Bank: 90 hours 25% Sick Reserve Bank: 100 hours Total Payout: 513.33 hours
05/20/11	Richard Soukup	Chief Mechanical Officer	\$140,000	\$7,628	\$5,267	2011 Vacation: 30 hours 2012 Vacation: 83.33 hours 25% Sick Reserve Bank: 78.25 hours Total Payout: 191.58 hours

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after May 25th will be reported the following month.



Memorandum

DATE: July 15, 2011
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for June 2011

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
June 2011

NEW HIRES

Date	Employee	Position	Salary	Comments
06/20/11	Suzy Choi Lee	Senior Attorney	\$83,000	
06/01/11	Nancy McIntosh	Manager, Commercial Insurance	\$75,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
06/28/11	Nicole Both	Senior Corporate Paralegal	\$50,000	10.86%	\$45,100	
06/16/11	George Hardwidge	Deputy Executive Director, Operations	\$185,000	32.14%	\$140,000	
06/16/11	Lynnette Ciavarella	Sr. Division Director, Capital Strategic Planning & Grants	\$125,000	13.64%	\$110,000	
06/16/11	Donald Orseno	Chief Transportation Officer	\$130,000	0.00%	\$130,000	

ADJUSTMENTS

None

TERMED ACTING ASSIGNMENTS

Date	Employee	Position	New Salary	% Decrease	Prev Salary	Comments
06/16/11	Peter Zwolfer	Sr Director, Suburban Operations	\$112,000	5.00%	\$117,600	

*Salary adjustment will be made after one month, in accordance with Acting Assignment Policy

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
June 2011

UNION TO MANAGEMENT

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
06/27/11	Francisco Rojas	Shop Superintendent/Locomotives	\$72,000	7.66%	\$66,877	

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
06/23/11	Gina Drinkwater	General Foreman	\$66,000	\$2,538	\$0	2011 Vacation: 10 days Total Payout: 10 days
06/13/11	Rocio Bear	Legal Secretary	\$44,563	\$2,163	\$0	2011 Vacation: 12.62 days Total Payout: 12.62 days
06/06/11	Edna Flores	DBE Administrator	\$51,481	\$5,049	\$0	2011 Vacation: 25.50 days Total Payout: 25.50 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
05/27/11	Zainab Adio-Saka	DBE Specialist	\$41,623	\$983	\$0	2011 Vacation: 0 days 2012 Vacation: 6.13 days Total Payout: 6.13 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
06/13/11	Moses Lacy	Manager, Safety	\$76,335	\$11,891	\$1,596	2011 Vacation: 28 days 2012 Vacation: 12.5 days 25% Sick Reserve Bank: 5.44 days Total Payout: 45.94 days
06/01/11	George Loper	Director, Electrical Maintenance	\$93,972	\$13,283	\$113	2011 Vacation: 24.25 days 2012 Vacation: 12.5 days 25% Sick Reserve Bank: .31 days Total Payout: 37.06 days
05/31/11	Darlene Gannon	Insurance Specialist I	\$51,606	\$5,963	\$12	2011 Vacation: 19.63 days 2012 Vacation: 10.41 days 25% Sick Reserve Bank: .06 days Total Payout: 30.10 days
05/31/11	Daniel Vanginder	Chief Dispatcher	\$73,309	\$11,394	\$4,285	2011 Vacation: 30 days 2012 Vacation: 10.41 days 30% Sick Reserve Bank: 2.70 days 25% Sick Reserve Bank: 12.5 days Total Payout: 55.61 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

TO: Metra Board of Directors

DATE: August 12, 2011

FROM: Alex Clifford
CEO

SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for July 2011..

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
July 2011

NEW HIRES

Date	Employee	Position	Salary	Comments
07/05/11	Alvin Terry	Corporate Paralegal	\$45,100	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
07/18/11	Martin Ryan	Chief Mechanical Officer	\$130,000	13.00%	\$115,000	

UNION TO MANAGEMENT

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
07/06/11	Christopher Dorsey	Trainmaster	\$69,000	-19.54%	\$85,761	

BOARD OF DIRECTORS APPOINTMENTS

Date	Employee	Position	Salary	Comments
07/12/11	Michael W. McCoy	Metra Board of Directors	\$15,000	Kane County appointment; replacing Caryl Van Overmeiren
07/01/11	Brad S. O'Halloran	Metra Board of Directors	\$15,000	Suburban Cook County appointment; replacing James Dodge

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
July 2011

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/12/11	Caryl Van Overmeiren	Metra Board of Directors	\$0	\$0	\$0	

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/08/11	David Raso	CG Program Coordinator	\$41,400	\$2,229	\$1,393	2011 Vacation: 14 days 2012 Vacation: 8.75 days Total Payout: 22.75 days
07/05/11	Cyromia Love-Hughes	Trainmaster	\$69,178	\$5,765	\$798	2011 Vacation: 10 days 2012 Vacation: 11.66 days 25% Sick Reserve Bank: 3 days Total Payout: 24.66 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/20/11	Phyllis Remer	Benefits Administrator	\$58,053	\$6,168	\$0	2011 Vacation: 18.875 days 2012 Vacation: 8.75 days Total Payout: 27.625 days
07/15/11	George Szatkowski	Senior Network Engineer	\$93,202	\$5,922	\$3,008	2011 Vacation: 1.9375 days 2012 Vacation: 14.5825 days 25% Sick Reserve Bank: 8.39 days Total Payout: 24.91 days
07/01/11	Jerome Bailey	B&B Supervisor	\$86,790	\$14,882	\$10,181	2011 Vacation: 30 days 2012 Vacation: 14.5825 days 30% Sick Reserve Bank: 12.5 days 25% Sick Reserve Bank: 18 days Total Payout: 75.0825 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Memorandum

DATE: September 16, 2011
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for August 2011.

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
August 2011

NEW HIRES

NONE

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
08/22/11	James Derwinski	Senior Director, Mechanical Operations	\$105,000	16.67%	\$90,000	
08/01/11	*Theresa Barnett	General Counsel	\$170,000	28.78%	\$132,000	

UNION TO MANAGEMENT

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
08/17/11	John Homolka	General Foreman	\$66,000	15.02%	\$57,378	
08/16/11	Darin Crouch	General Foreman	\$66,000	-4.19%	\$68,884	
08/08/11	Jamison Weed	Communication/Customer Service Supervisor	\$47,261	N/A	80% of various jobs	

*Percentage based on wages before acting pay

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
August 2011

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/23/11	Antara Murdock	Training Instructor	\$55,755	\$3,646	\$0	2011 Vacation: 17 days Total Payout: 17 days
07/29/11	James Steinbeiss	Senior Car Inspector	\$60,000	\$1,384	\$0	2011 Vacation: 6 days Total Payout: 6 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/29/11	James Bafia	Senior Manager, HR Benefits Administration	\$74,800	\$719	\$0	2011 Vacation: 2.50 days Total Payout: 2.50 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/29/11	Daniel Harrell	Claims Specialist	\$59,307	\$6,767	\$513	2011 Vacation: 18 days 2012 Vacation: 11.66 days 25% Sick Reserve Bank: 2.25 days Total Payout: 31.91 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Memorandum

DATE: October 14, 2011
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for September 2011.

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
September 2011

NEW HIRES

Date	Employee	Position	Salary	Comments
09/26/11	Kathleen Haton	Corporate Paralegal	\$45,100	
09/18/11	Karen Hullinger	Legal Secretary	\$44,500	
09/13/11	Samuel Smith	Legislative Affairs Officer	\$115,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
09/21/11	Ronald Mnichowski	Director, Milwaukee Mechanical	\$85,000	16.43%	\$73,005	
09/12/11	Paul Polivka	Director, Electrical Maintenance	\$85,000	14.45%	\$74,267	
09/16/11	Justin Vonashek	Director, Regulatory Compliance	\$75,208	21.40%	\$61,950	
09/01/11	Elisabeth Murphy	Assistant Secretary to Board	\$64,036	0.00%	\$64,036	
09/01/11	Rima Krutulis	Graphics Specialist	\$65,218	0.00%	\$65,218	

UNION TO MANAGEMENT

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
09/21/11	Shon George	Shop Superintendent	\$72,000	4.52%	\$68,884	
09/16/11	Carlos Del Toro	Training Instructor	\$52,500	-22.27%	\$67,542	
09/16/11	Adam Farence	Road Foreman of Engines	\$72,000	0.66%	\$71,526	
09/01/11	Joseph Bratta	Chief Dispatcher	\$68,000	-7.32%	\$73,372	

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
September 2011

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/26/11	Earl Hettman	Shop Foreman	\$81,586	\$9,257	\$0	2011 Vacation: 29.5 days Total Payout: 29.5 days
08/15/11	Chad Cravatta	Engineer	\$71,426	\$3,571	\$0	2011 Vacation: 13 days Total Payout: 13 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
09/01/11	Carlos Ardila	Corp Communications Associate	\$42,500	\$2,983	\$0	2011 Vacation: 18.25 days Total Payout: 18.25 days
08/26/11	Collin Kochman	Shop Superintendent	\$68,000	\$5,100	\$0	2011 Vacation: 19.49 days Total Payout: 19.49 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
09/06/11	Laura Jones	Administrative Secretary III	\$39,332	\$5,645	\$117	2011 Vacation: 22.31 days 2012 Vacation: 15.0 days 25% Sick Reserve Bank: .77 days Total Payout: 38.08 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Memorandum

DATE: November 11, 2011
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for October 2011.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
October 2011

NEW HIRES

Date	Employee	Position	Salary
10/31/11	Thomas Farmer	Chief Financial Officer	\$165,000
10/24/11	Shanta Williams	DBE Compliance Analyst	\$55,000
10/17/11	Stephanie Anderson	Management Coordinator I	\$45,500
10/17/11	Ralph Lozano	Senior Car Inspector	\$60,000
10/10/11	Michele Sutton	DBE Specialist	\$47,328
10/03/11	Melissa Phillips	Senior Car Inspector	\$60,000
10/03/11	Michaelynn Rogers	Claims Specialist	\$48,500

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary
10/17/11	Glen Mushinski	Manager, PSA Budgets	\$77,909	19.77%	\$65,051
10/10/11	Elizabeth Flood	Senior Associate General Counsel	\$128,881	0.00%	\$128,881
10/06/11	Maxwell Johnson	Senior Network Engineer	\$80,000	29.03%	\$62,000
10/05/11	John Milano	Assistant General Counsel	\$140,000	6.06%	\$132,000
10/03/11	Warren Ginsberg	Manager, Budget & Forecasting	\$77,909	19.86%	\$65,000
10/03/11	Joselino Gonzalez	Architect III	\$72,500	16.32%	\$62,327
10/03/11	Ashley Rekar	Budget Analyst II	\$46,575	16.44%	\$40,000
10/03/11	Lindsay Gohmann	Insurance Specialist II	\$48,943	0.00%	\$48,943

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT

October 2011

RECLASS/DOWNGRADE

Date	Employee	Position	New Salary	% Increase	Prev Salary
10/17/11	Orest Chryniwsky	Railroad Administrator	\$60,000	-30.23%	\$86,000
09/12/11	Jon Patrick McAtee	Director, Fleet & Administrative Services	\$128,133	-11.33%	\$144,506

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
10/17/11	Iliana Rodriguez	General Clerk/Timekeeper	\$47,200	\$0	\$0	2011 Vacation: 0 days Total Payout: 0 days
*8/30/2011	Earl Hettman	Signal Supervisor				

*Corrected transaction date from September report which showed it as 8/26/11.

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
10/07/11	Michael Rowe	Civil Engineer	\$60,918	\$6,677	\$287	2011 Vacation: 16.0 days 2012 Vacation: 12.495 days 20% Reserve Bank: 1.225 days Total Payout: 29.72 days
09/23/11	Chris Gall	Project Manager, Locomotives	\$87,882	\$13,098	\$11,830	2011 Vacation: 20.0 days 2012 Vacation: 18.75 days 25% Reserve Bank: 12.50 days 30% Reserve Bank: 22.50 days Total Payout: 73.75 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
09/30/11	Jon Patrick McAtee	Director, Fleet & Administrative Services	\$128,133	\$17,495	\$8,230	2011 Vacation: 16.75 days 2012 Vacation: 18.75 days 25% Reserve Bank: 12.50 days 30% Reserve Bank: 4.20 days Total Payout: 52.20 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Memorandum

DATE: December 16, 2011
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for November 2011.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2011

NEW HIRES

Date	Employee	Position	Salary	Comments
11/28/11	Kevin Neir	Department Head, HR Administration/IT	\$90,000	
11/28/11	Susan Laya	Benefits Administrator	\$60,000	
11/21/11	Marilyn Schlismann	Claims Specialist	\$48,500	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
11/21/11	Jack Bauer	Director, Real Estate & Contract Management	\$95,000	15.12%	\$82,525	
11/01/11	Jeffrey Brantz	Manager, Schedules & Services	\$54,276	35.69%	\$40,000	

RECLASS/DOWNGRADE

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
11/03/11	Holly Lown	Manager, Grants Research & Development	\$82,600	-33.92%	\$125,000	

MANAGEMENT TO UNION

None

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
11/01/11	Ronny Roger	Fleet Maintenance Administrator	\$33,421	\$3,181	\$423	2011 Vacation: 11.0 days 2012 Vacation: 13.749 days 25% Reserve Bank: 3.287 days Total Payout: 28.036 days
10/20/11	Isidro Vargas	Fleet Maintenance Administrator	\$41,438	\$2,656	\$0	2011 Vacation: 00.0 days 2012 Vacation: 16.666 days Total Payout: 16.666 days

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2011

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
11/01/11	Thomas Less	Acting Senior Corporate Director, Financial Affairs	\$131,250	\$26,713	\$21,172	2011 Vacation: 30.0 days 2012 Vacation: 22.916 days 30% Reserve Bank: 29.441 days 25% Reserve Bank: 12.50 days Total Payout: 94.857 days
11/01/11	Thomas Keifer	Manager, Budget & Forecasting	\$84,265	\$10,344	\$6,363	2011 Vacation: 9.0 days 2012 Vacation: 22.916 days 30% Reserve Bank: 7.132 days 25% Reserve Bank: 12.50 days Total Payout: 51.548 days
11/01/11	Victor Vaca	Senior Materials Management Coordinator	\$67,010	\$8,741	\$121	2011 Vacation: 11.0 days 2012 Vacation: 22.916 days 25% Reserve Bank: .469 days Total Payout: 34.385 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Memorandum

DATE: January 20, 2012
TO: Metra Board of Directors
FROM: Alex Clifford
Executive Director/CEO
SUBJECT: Monthly Management Personnel Report

Attached is the monthly management personnel report for December 2011.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
December 2011

NEW HIRES

Date	Employee	Position	Salary	Comments
12/05/11	Roger Peden	Manager, Employment Services	\$67,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
12/21/12	Victoria Chang	Project Leader	\$75,142	6.59%	\$70,493	
12/12/11	*William Bauer Jr	Department Head, Contract & Energy Management	\$82,525	-13.13%	\$95,000	
12/12/11	Shirl Pearson	Senior Manager, Medical HR Services	\$75,000	11.67%	\$67,162	
12/06/11	Darrin Crouch	Shop Superintendent	\$72,000	9.09%	\$66,000	
12/05/11	Elizabeth Flood	Senior Associate General Counsel	\$132,000	2.42%	\$128,881	
12/05/11	Mary Ellen Brady	Senior Manager, Operations Projects	\$68,357	9.90%	\$62,200	

*Voluntarily transferred back to his former position.

MANAGEMENT TO UNION

None

UNION TO MANAGEMENT

None

SEPARATIONS

None

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
12/01/11	Frederick Smalarz	Senior Director, Materials Management	\$110,000	\$11,635	\$3,292	2011 Vacation: 2.50 days 2012 Vacation: 25.0 days 25% Reserve Bank: 7.78 days Total Payout: 35.28 days
12/01/11	Moses Richardson	Director, Rock Island Engineering	\$103,753	\$21,948	\$7,158	2011 Vacation: 30.0 days 2012 Vacation: 25.0 days 30% Reserve Bank: 5.44 days 25% Reserve Bank: 12.50 days Total Payout: 72.9375 days

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
December 2011

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Memorandum

TO: Metra Board of Directors **DATE:** February 17, 2012
FROM: Alex Clifford
Chief Executive Officer
SUBJECT: Monthly Management Personnel Report for January 2012

ACTION: Receive and File

RECOMMENDATION:

N/A

BACKGROUND OR ISSUE:

Attached for your review, please find the Monthly Management Personnel Report for January 2012.

DISCUSSION:

N/A

ATTACHMENTS:

A. Monthly Management Personnel Report for January 2012

Prepared by: Gail Washington, Senior Corporate Director of Human Resources
Gwenetta Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
January 2012

NEW HIRES

Date	Employee	Position	Salary	Comments
01/23/12	Marta Perales	Legislative Affairs Administrator	\$72,000	
01/18/12	Robert Carlton	Chief Communications & Marketing Officer	\$145,000	
01/03/12	Robert Kelleher	Senior Attorney	\$82,500	
01/03/12	Tiesheia Brown	Litigation Paralegal	\$45,100	
01/03/12	Christine Murphy	Labor Compliance Specialist	\$60,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
01/23/12	David Mason	Manager, Fleet Maintenance	\$66,000	28.45%	\$51,380	
01/20/12	Richard Capra	Chief Audit & Compliance Officer	\$150,000	29.48%	\$115,851	
01/20/12	*Jeffrey Barton	Senior Director, Labor Relations	\$115,000	11.65%	\$103,000	
01/17/12	Rene Venegas	Signal Supervisor	\$80,000	9.05%	\$73,359	
01/11/12	Habib Ismail	Manager, Property & Capital Accounting	\$57,000	34.94%	\$42,240	
01/03/12	Larry Lewis	Senior Auditor	\$54,569	8.54%	\$50,274	

UNION TO MANAGEMENT

Date	Employee	Position	New Salary	% Increase	Prev Salary	Comments
01/17/12	Holly Bratanick	Communications/ Customer Service Supervisor	\$47,261	N/A	various rates	

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
01/09/12	Mayra Davila	Assistant Conductor	\$47,610	\$2,815	\$0	2012 Vacation: 15.37 days Total Payout: 15.37 days

*Percentage based on wages before acting pay

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
January 2012

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
01/13/12	Elaine Belobradic	Technical Training Specialist	\$53,000	\$2,905	\$0	2012 Vacation: 13.0 days 2013 Vacation: 1.24 days Total Payout: 14.24 days
01/06/12	Brian Johnson	CG Program Administrator	\$41,623	\$2,601	\$0	2012 Vacation: 15.0 days 2013 Vacation: 1.24 days Total Payout: 16.24 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
01/06/12	James Syke	Senior DBE Specialist	\$73,773	\$7,472	\$75	2012 Vacation: 24.25 days 2013 Vacation: 2.08 days 25% Sick Reserve Bank: .26 days Total Payout: 26.59 days
12/29/11	Robert Fisher	Marketing Specialist	\$76,631	\$6,926	\$0	2011 Vacation: 0.00 days 2012 Vacation: 23.50 days Total Payout: 23.50 days
12/15/11	Paul Bailey	District Commander South	\$74,340	\$7,148	\$3,831	2012 Vacation: 25.0 days 30% Sick Reserve Bank: 12.50 days 25% Sick Reserve Bank: .90 days Total Payout: 38.40 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: March 16, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for February 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for February 2012.

Prepared by: Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
February 2012

NEW HIRES

Date	Employee	Position	Annual Salary	Comments
02/13/12	Michael Haskins	Project Manager, Locomotives	\$85,000	
02/13/12	Marcia Kittler	Senior Management Coordinator	\$67,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
02/23/12	Steven Oganovich	DBE Compliance Specialist	P12	\$55,000	10.79%	P11	\$49,644	
02/22/12	Joel Winchester	Director, Metra Electric Engineering	M07	\$90,000	20.91%	M02	\$74,433	
02/16/12	Steven Vargas	Senior Materials Coordinator	P15	\$60,000	6.94%	P13	\$56,104	
02/13/12	Vanessa Guzman	Manager, Billing & Accounts Receivable	M01	\$51,358	28.40%	P09	\$40,000	
02/01/12	Jose Cervantes	Roadmaster	M03	\$72,089	6.01%	M02	\$68,000	

UNION TO MANAGEMENT

None

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
02/16/12	Jennifer Soto	Technical Communications Specialist	\$47,200	\$2,723	\$0	2012 Vacation: 15.00 days Total Payout: 15.00 days
02/01/12	Susan Ally	Senior Fleet Maintenance Administrator	\$53,605	\$6,185	\$0	2012 Vacation: 30.00 days Total Payout: 30.00 days

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
February 2012

BOARD OF DIRECTORS APPOINTMENTS

Date	Employee	Position	Salary	Comments
02/01/12	Stanley Rakestraw	Metra Board of Directors	\$15,000	

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
02/01/12	Willis Pennington Jr.	Metra Board of Directors	\$15,000	\$0	\$0	No payout.

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
02/08/12	Judith Pardonnet	Senior Division Director, Media Relations & Website Management	\$125,000	\$8,414	\$619	2012 Vacation: 15.0 days 2013 Vacation: 2.5days 20% Sick Reserve Bank: 1.28 days Total Payout: 18.78 days
02/01/12	Raymond Hooker Jr.	Work Equipment Supervisor	\$75,739	\$8,788	\$1,457	2012 Vacation: 26.0 days 2013 Vacation: 4.16days 25% Sick Reserve Bank: 5.0 days Total Payout: 35.16 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
02/01/12	Steven Wojtkiewicz	Director, Information Systems	\$110,000	\$12,762	\$0	2012 Vacation: 26.0 days 2013 Vacation: 4.16 days Total Payout: 30.16 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: April 13, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for March 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for March 2012.

Prepared by Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
March 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
03/26/12	Geoffrey Urban	Senior Director, Materials Management	M09	\$105,000	
03/12/12	Parrish Hicks	General Foreman	M01	\$66,000	
03/12/12	Keith Philpot	Senior Fleet Administrator	P15	\$60,000	
03/05/12	Monique Howard	Transportation Specialist	P11	\$46,575	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
03/26/12	Diane Harvath	Senior Project Administrator	P15	\$60,000	13.24%	P13	\$52,983	
03/15/12	Scott Schiemann	Civil Engineer	P12	\$54,000	8.00%	P10	\$50,000	
03/01/12	Pawel Sikora	Supervisor, Electrical Maintenance	M03	\$77,000	11.31%	M02	\$69,178	
03/01/12	Christopher Lynch	Programmer Analyst	P11	\$50,000	25.00%	P09	\$40,000	

UNION TO MANAGEMENT

None

MANAGEMENT TO UNION

None

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
March 2012

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
03/16/12	Benjamin Watson	Safety Officer	\$46,000	\$3,317	\$177	2012 Vacation: 15.0 days 2013 Vacation: 3.75 days Total Payout: 18.75 days
03/09/12	Chris Signator	Trainmaster	\$72,275	\$10,424	\$1,459	2012 Vacation: 30.0 days 2013 Vacation: 7.50 days 25% Sick Reserve Bank: 5.25 days Total Payout: 42.75 days
03/09/12	Michael Condei	Electrical Engineer	\$60,912	\$4,393	\$551	2012 Vacation: 15.0 days 2013 Vacation: 3.75 days 20% Sick Reserve Bank: 2.35 days Total Payout: 21.10 days
03/02/12	John Dietrick	Contract Administrator	\$51,000	\$3,678	\$0	2012 Vacation: 15.0 days 2013 Vacation: 3.75 days Total Payout: 18.75 days

RETIREMENTS

None

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: May 11, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for April 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for April 2012.

Prepared by Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
April 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
04/30/12	Alex Wiggins	Deputy Executive Director, Administration	M15	\$175,000	
04/30/12	Douglas Doughty	Chief Information Officer	M11	\$130,000	
04/09/12	Danielle Ellis	Senior Budget Analyst	P14	\$60,000	
04/09/12	Amy Baumgart	Communication/Customer Service Supervisor	P14	\$47,261	
04/09/12	Caitlyn Costello	Program Administrator	P11	\$45,540	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
04/23/12	Barbara Brannan	Technical Writer	P15	\$65,000	16.97%	P13	\$55,569	
04/17/12	Jacqueline Watkins	Corporate Trainmaster	M01	\$54,884	0.00%	M01	\$54,884	
04/16/12	Brittany Waters	DBE Compliance Specialist	P12	\$48,000	15.32%	P09	\$41,623	
04/02/12	Mohammed Alimirah	Manager, Quality Assurance & Materials	M01	\$66,000	12.15%	P10	\$58,852	
04/02/12	Mark O'Donnell	Manager, Budget & Analysis	M01	\$57,000	25.16%	P11	\$45,540	

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
04/20/12	Anicia Henley	Communication/Customer Service Supervisor	P14	\$47,261	N/A	Union	\$21.73 per hour	

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT
April 2012

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
04/16/12	Michael Kirgis	Maintenance Analyst	\$53,999	\$6,231	\$0	2012 Vacation: 30.0 days Total Payout: 30.0 days
03/27/12	Darin Crouch	Shop Superintendent	\$72,000	\$5,538	\$0	2012 Vacation: 20.0 days Total Payout: 20.0 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
04/20/12	Scott Schiemann	Civil Engineer	\$54,000	\$4,154	\$0	2012 Vacation: 15.0 days 2013 Vacation: 4.99 days Total Payout: 19.99 days
04/19/12	Angela Frazier	Supervisor, B & A Receivable	\$51,418	\$3,559	\$0	2012 Vacation: 13.0 days 2013 Vacation: 4.99 days Total Payout: 17.99 days
03/30/12	Monique Howard	Transportation Specialist	\$46,575	\$0	\$0	2012 Vacation: 0.00 days Total Payout: 0.00 days
03/28/12	Raymond Scarbrough III	General Yardmaster	\$56,547	\$6,797	\$0	2012 Vacation: 25.0 days 2013 Vacation: 6.25 days Total Payout: 31.25 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
03/30/12	Greggory Lorenz	Foreman/Mechanical/NC	\$64,719	\$9,023	\$996	2012 Vacation: 30.0 days 2013 Vacation: 6.25 days 25% Sick Reserve Bank: 4.00 days Total Payout: 40.25 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: June 8, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for May 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for May 1 – 22, 2012.

Prepared by Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT

Data for May 1 - 22, 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
05/22/12	Barbara Buhai	Associate General Counsel	M07	\$120,000	
05/14/12	Kenneth Schultz	Architect III	P15	\$70,000	
05/01/12	Veronica Johnson	Accounting Associate	P09	\$40,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
05/22/12	Michael Darnell	Materials Management Coordinator	P13	\$48,000	20.00%	P09	\$40,000	
05/16/12	Jorge Andrade	Database Administrator	P14	\$52,323	9.90%	P13	\$47,610	
05/14/12	Lawrence Powell	Senior Director, Engineering Maintenance	M09	\$110,000	18.28%	M07	\$93,000	
05/09/12	Russal John Anderson	Director, Risk Management	M07	\$110,000	33.33%	M03	\$82,500	
05/08/12	Teron Haynes	GPS Center Administrator	M01	\$54,884	16.13%	P14	\$47,261	
05/01/12	Ashley Moscato	Manager, Financial Reporting	M01	\$51,358	10.27%	P11	\$46,575	
05/01/12	Amy Luksic	Manager, Electronic Commerce	M01	\$51,358	28.40%	P09	\$40,000	

CURRENT ACTING ASSIGNMENTS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
02/01/12	*Harry Kamer	Acting Chief Information Officer	M05	\$99,658	5.00%	M05	\$94,912	

*Salary adjustment will be made after one month, in accordance with Acting Assignment Policy

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT

Data for May 1 - 22, 2012

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
05/08/12	Ernesto Hernandez Jr.	Trainmaster	M02	\$69,000	N/A	Union	Various	

MANAGEMENT TO UNION

None

SEPARATIONS

None

RETIREMENTS

None

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: July 13, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for May 23 – June 18, 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for May 23 – June 18, 2012.

Prepared by Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
Data for May 23 - June 18, 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
06/18/12	Khondkar Farid	Project Administrator	P11	\$45,540	
06/11/12	Joseph Onesto	Senior Buyer	P13	\$54,500	
06/11/12	Ka Ho Hui	Project Administrator	P11	\$45,540	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
06/18/12	Habib Ismail	Manager, Grant Accounting	M03	\$70,000	22.81%	M01	\$57,000	
06/11/12	Anthony Ognibene	Senior Manager, Real Estate	M02	\$72,000	12.57%	P14	\$63,963	
05/25/12	John Homolka	Shop Superintendent	M02	\$72,000	9.09%	M01	\$66,000	

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
06/18/12	Deborah Pinkney	Transportation Administrative Specialist	P12	\$55,000	N/A	Union	Various	
06/05/12	Richard Sanchez	General Yardmaster	P12	\$64,000	N/A	Union	Various	
05/29/12	Bruno Zawisza	Shop Superintendent	M02	\$72,000	N/A	Union	\$5,740.34/month	

MANAGEMENT TO UNION

None

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT

Data for May 23 - June 18, 2012

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
05/04/12	Daniel Denton	Rules Examiner	\$61,158	\$9,507	\$662	2012 Vacation: 30.0 days 2013 Vacation: 10.41 days 25% Sick Reserve Bank: 2.81 days Total Payout: 43.22 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
06/01/12	Robert Schuster	Senior Director, Engineering Maintenance	\$125,000	\$20,432	\$6,298	2011 Vacation: 30.0 days 2012 Vacation: 12.49 days 30% Reserve Bank: .60 days 25% Reserve Bank: 12.50 days Total Payout: 55.59 days
06/01/12	Marcia Fuhr	Corporate Communication Specialist	\$55,730	\$9,109	\$2,896	2011 Vacation: 30.0 days 2012 Vacation: 12.49 days 30% Reserve Bank: 1.01 days 25% Reserve Bank: 12.50 days Total Payout: 56.00 days
05/21/12	Glenn Gavril	Maintenance Supervisor	\$84,882	\$4,081	\$0	*2012 Vacation: 12.50 days 2013 Vacation: 0.00 days Total Payout: 12.50 days

*1/13/12: Pro-rated payout of 2012 vacation at the time of employee's qualification for Long Term Disability (LTD) benefits.

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: September 14, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for June 19 – July 31, 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for June 19 – July 31, 2012.

Prepared by Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
Data for June 19 - July 31, 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
07/30/12	Barbara Manning	Department Head, Audit	M05	\$90,000	
07/30/12	Sonya Williams	Auditor II	P11	\$47,000	
07/30/12	Lyudmyla Androsuk	Accounting Associate	P09	\$40,000	
07/02/12	James Newman	Section Chief, Grant Administration	P17	\$60,000	
07/02/12	Natalia Lidwin	Accounting Associate	P09	\$40,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
07/26/12	Lawrence Bubel	Senior Director, Grant Management & Accounting	M09	\$110,000	14.86%	P17	\$95,769	
07/16/12	David Cook	Director, Suburban Operations Rock Island	M07	\$90,000	3.71%	M04	\$86,782	
07/16/12	Nancy Bigall	Department Head, Management Development	M04	\$84,665	0.00%	M04	\$84,665	
07/16/12	Marko Neskovic	Work Equipment Supervisor	M03	\$57,886	23.73%	P13	\$46,783	
07/16/12	Allen DeBraal	Project Manager, ETMS/PTC	M01	\$72,000	20.00%	P15	\$60,000	
07/16/12	Nicole McGann	Safety Compliance Analyst	P14	\$50,000	12.35%	P09	\$44,505	

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
07/23/12	Ronald Azarkiewicz	Assistant Supervisor, Electrical Maintenance	M02	\$72,000	N/A	Union	\$5908.64/month	

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
06/25/12	Mary Baker	Insurance Specialist II	\$48,979	\$3,579	N/A	2012 Vacation: 19.0 days Total Payout: 19.0 days

METRA BOARD

MONTHLY MANAGEMENT PERSONNEL REPORT

Data for June 19 - July 31, 2012

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/20/12	Ronald Coupet	Industrial Hygiene Engineer	\$72,688	\$7,758	\$0	2012 Vacation: 19.00 days 2013 Vacation: 8.74 days Total Payout: 27.74 days
07/17/12	Mark O'Donnell	Manager, Budget & Analysis	\$57,000	\$1,918	\$0	2012 Vacation: 0.00 days 2013 Vacation: 8.74 days Total Payout: 8.74 days
06/21/12	Lindsey Gohmann	Insurance Specialist II	\$48,943	\$1,412	\$0	2012 Vacation: 0.00 days 2013 Vacation: 7.50 days Total Payout: 7.50 days
06/01/12	Beth McCluskey	Department Head, Program Development	\$80,000	\$6,000	\$0	2012 Vacation: 12.0 days 2013 Vacation: 7.50 days Total Payout: 19.50 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/31/12	George Hardwidge	Deputy Executive Director, Operations	\$185,000	\$26,030	\$12,416	2012 Vacation: 22.0 days 2013 Vacation: 14.58 days 30% Reserve Bank: 4.95 days 25% Reserve Bank: 12.50 days Total Payout: 54.03 days
06/29/12	Matthew Husar	Director, Suburban Operations Rock Island	\$98,301	\$16,068	\$14,310	2012 Vacation: 30.0 days 2013 Vacation: 12.50 days 30% Reserve Bank: 25.35 days 25% Reserve Bank: 12.50 days Total Payout: 80.35 days
06/29/12	James Finn	Manager, Labor Relations	\$86,328	\$10,957	\$7,413	2012 Vacation: 23.0 days 2013 Vacation: 10.0 days 30% Reserve Bank: 9.825 days 25% Reserve Bank: 12.50 days Total Payout: 55.325 days
06/01/12	Steven Holuj	Grant Administrator III	\$64,038	\$10,467	\$249	2012 Vacation: 30.0 days 2013 Vacation: 12.4987 days 25% Reserve Bank: .0218 days Total Payout: 42.52 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

Note: Correction to years on the May / June report used for vacation payout to R. Schuster & M. Fuhr; should be 2012 & 2013 respectively, not 2011 & 2012 as reported.



TO: Board of Directors

DATE: October 12, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for August 1 – September 30, 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for August 1 – September 30, 2012.

Prepared by Gail M. Washington, Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
August / September, 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
09/24/12	Tim Hort	Director, Labor Relations	M07	\$100,000	
09/24/12	Sarah Rubino	Budget Associate	P09	\$40,000	
09/04/12	Kenneth Jones	Senior Attorney	M03	\$82,500	
09/10/12	Brian Giblin	Project Administrator III	P13	\$54,500	
09/10/12	Barbara Smith	Grant Coordinator	P11	\$45,540	
08/27/12	Allen Mahler	Project Quality Control Specialist	P15	\$60,000	
08/27/12	Dan Priestas	General Foreman	M01	\$66,000	
08/27/12	Christopher Upshaw	Electrical Engineer	P14	\$60,000	
08/13/12	Brian Stepp	Grant Coordinator	P11	\$45,540	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
09/10/12	Donald Orseno	Chief Operations Officer	M15	\$175,000	34.62%	M11	\$130,000	
08/27/12	Arun Saxena	Controller	M11	\$125,000	38.89%	M07	\$90,000	
08/13/12	Robert Farnesi	Director, Milwaukee Engineering	M07	\$90,000	9.23%	M03	\$82,394	
09/10/12	Dan Priestas	Shop Superintendent	M02	\$72,000	9.09%	M01	\$66,000	
08/16/12	Eva LaCour	Benefits Analyst	P11	\$45,540	13.62%	P08	\$40,080	
08/01/12	Peter Sakyi	Auditor II	P11	\$47,000	11.90%	P09	\$42,000	

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
August / September, 2012

RECLASS/DOWNGRADE

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
08/27/12	Eric Fernandes	Senior Auditor	P13	\$71,139	-32.25%	M07	\$105,000	

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
09/17/12	Roberto Saldivar	Supervisor, AC Electrical Maintenance	M03	\$75,000	N/A	Union	\$68,871	
08/20/12	Martin DeVito	B & B Supervisor	M03	\$72,000	N/A	Union	\$58,526	

ACTING ASSIGNMENTS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
09/14/12	Peter Zwolfer	Acting Chief Transportation Officer	M09	\$117,600	5.00%	M09	\$112,000	

*Salary adjustment will be made after one month, in accordance with Acting Assignment Policy.

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/20/12	Patrick Cola	Senior HR Recruiter	\$60,000	\$1,846	N/A	2012 Vacation: 8.0 days Total Payout: 8.0 days

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
August / September, 2012

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/10/12	John Day	Claims Specialist	\$52,000	\$2,000	\$0	2012 Vacation: 0.00 days 2013 Vacation: 9.99 days Total Payout: 9.99 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/08/12	Albert Hooker	Senior Field Engineer	\$86,535	\$15,532	\$11,899	2012 Vacation: 30.0 days 2013 Vacation: 16.666 days 30% Reserve Bank: 23.25 days 25% Reserve Bank: 12.50 days Total Payout: 82.416 days
*8/1/2012	Sharon Cheeseman	Ticket Distribution Clerk	\$48,853	\$5,017	\$0	2010 Vacation: 20.45 days 2011 Vacation: 6.25 days Total Payout: 26.70 days

*08/07/2010: Pro-rated payout of 2010 and 2011 vacation at the time of employee's qualification for Long Term Disability (LTD) benefits.

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: November 16, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for October 1 – October 31, 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for October 1 – October 31, 2012.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
October 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
10/22/12	Steven Mannella	Service Analyst	P11	\$45,540	
10/22/12	Jerry Stoick	General Foreman	M01	\$66,000	
10/01/12	Richard Osborne	Compliance Analyst	P11	\$47,000	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
10/16/12	Kevin Neir	Senior Director, HR Operations	M09	\$110,000	22.22%	M05	\$90,000	
10/09/12	Victor Flores	Assistant Superintendent	M04	\$86,500	2.93%	M03	\$84,040	
10/02/12	Cedric Smith	Assistant Superintendent	M04	\$86,500	7.41%	M03	\$80,535	
10/01/12	Shanta Williams	Manager, DBE Compliance & Title VII	P16	\$65,000	18.18%	P12	\$55,000	
10/01/12	Marilyn Schlismann	Insurance Specialist II	P11	\$52,000	7.22%	P10	\$48,500	

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
10/16/12	Christopher Blanford	Supervisor, Signal Training & Project Engineer	M02	\$77,917	N/A	Union	\$77,917	
10/16/12	John Totos	Project Signal Engineer	M02	\$77,900	N/A	Union	\$76,775	

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
October 2012

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
10/17/12	Ashley Moscato	Manager, Financial Reporting	\$51,358	\$3,654	\$0	2012 Vacation: 6.00 days 2013 Vacation: 12.498 days Total Payout: 18.498 days
10/05/12	Christopher Lacina	Tech Support Associate	\$47,000	\$3,232	\$0	2012 Vacation: 5.375 days 2013 Vacation: 12.498 days Total Payout: 17.873 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
10/01/12	Delores Ellison	Executive Secretary III	\$64,036	\$8,087	\$3,555	2012 Vacation: 12.0 days 2013 Vacation: 20.832 days 30% Reserve Bank: 1.931 days 25% Reserve Bank: 12.50 days Total Payout: 47.263 days
10/01/12	Carlos Gamboa	Department Head, Professional Services	\$65,872	\$6,714	\$236	2012 Vacation: 14.00 days 2013 Vacation: 12.498 days 20% Reserve Bank: .931 days Total Payout: 27.429 days
10/01/12	Maria Puisis-Massel	Manager, Internal Audit	\$76,881	\$6,051	\$2	2012 Vacation: 14.0 days 2013 Vacation: 12.498 days 25% Reserve Bank: .931 days Total Payout: 27.429 days
10/01/12	William Kaminski	Director, Signal Engineering	\$99,725	\$14,557	\$1,702	2012 Vacation: 17.125 days 2013 Vacation: 20.832 days 25% Reserve Bank: 4.437 days Total Payout: 42.395 days
*10/8/2012	Steven Holuj	Grant Administrator III	\$64,038		\$364	20% Sick Bank: 2.95 days Total Payout: 2.95 days

*10/8/12 Union Sick Bank Payout

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: December 14, 2012

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for November 1 - 30, 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for November 1 - 30, 2012.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2012

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	Comments
11/26/12	Jeffrey Jensen	Director, Financial Accounting	M07	\$97,000	
11/19/12	Alma Cervantes	Budget Associate	P09	\$40,000	
11/05/12	Michaela Iosello	Department Head, Operations Training	M05	\$84,000	
11/05/12	Daniel Miodonski	Transportation Specialist	P11	\$45,540	

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
11/01/12	James Mickus	Senior Director, Budget, Management Analysis & Contracts	M09	\$110,000	22.22%	M07	\$90,000	
11/01/12	Karen Hullinger	Insurance Specialist II	P11	\$48,000	7.87%	P08	\$44,500	

ACTING ASSIGNMENTS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
*11/1/2012	Brenda Smith	Acting Senior Corporate Director, Human Resources	M09	\$115,500	5.00%	M09	\$110,000	

*Salary adjustment will be made after one month, in accordance with Acting Assignment Policy.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2012

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
10/30/12	Marcos Hernandez	Technical Training Specialist	\$55,569	\$3,527	\$0	2012 Vacation: 17.50 days Total Payout: 17.50 days
10/24/12	James Renfrow	Director, Rock Island Engineering	\$98,258	\$378	\$0	2012 Vacation: 1.00 day Total Payout: 1.00 day
10/22/12	James McCarthy	Technical Training Specialist	\$53,000	\$1,223	\$0	2012 Vacation: 6.00 days Total Payout: 6.00 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
11/13/12	Nancy McIntosh	Manager, Commercial Insurance	\$75,000	\$4,074	\$0	2012 Vacation: .375 days 2013 Vacation: 13.748 days Total Payout: 14.123 days
11/13/12	Louis Krawczyk	Senior Auditor	\$51,358	\$3,654	\$0	2012 Vacation: 6.00 days 2013 Vacation: 12.498 days Total Payout: 18.498 days
10/26/12	Michael Haskins	Project Manager, Locomotives	\$85,000	\$1,853	\$0	2012 Vacation: 4.00 days 2013 Vacation: 1.666 days Total Payout: 5.666 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
11/01/12	Gail Washington	Senior Corporate Director, Human Resources	\$155,000	\$29,013	\$15,149	2012 Vacation: 25.75 days 2013 Vacation: 22.91 days 30% Reserve Bank: 12.91 days 25% Reserve Bank: 12.50 days Total Payout: 74.07 days
10/31/12	Stephanie Pryor	Office Services Coordinator	\$48,111	\$8,041	\$413	2012 Vacation: 22.625 days 2013 Vacation: 20.832 days 25% Reserve Bank: 2.23 days Total Payout: 45.687 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

FROM: Alex Clifford
Chief Executive Officer

DATE: January 17, 2013

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for December 1 - 31, 2012. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A).

ATTACHMENTS

A. Monthly Management Personnel Report for December 1 - 31, 2012.

Prepared by: Brenda Smith, Acting Senior Corporate Director, Human Resources
Susan Adams, HRIS Coordinator

MONTHLY MANAGEMENT PERSONNEL REPORT
December 2012

New Hires

<i>Date</i>	<i>Employee</i>	<i>Position</i>	<i>Grade</i>	<i>Salary</i>	<i>Comments</i>
12/10/2012	Noel, Ena L	Legal Secretary	P.08	\$44,500	
12/17/2012	Musto, Daniel J	Contract/Compliance Analyst	P.16	\$65,000	

Promotions and Transfers

<i>Date</i>	<i>Employee</i>	<i>Position</i>	<i>New Grade</i>	<i>New Salary</i>	<i>Increase</i>	<i>Prev Grade</i>	<i>Prior Salary</i>	<i>Comments</i>
12/1/2012	Smith, Brenda H	Acting Sr Corp Dir, HR	M.09	\$115,500	5.00%	M.09	\$110,000	
12/3/2012	Brannan, Barbara J	Technical Writer	P.15	\$65,000	0.00%	P.15	\$65,000	
12/3/2012	Sieben, Richard F	Mgr, Energy Analysis	M.01	\$68,000	6.87%	P.13	\$63,631	
12/4/2012	Austin, Darrin D	Senior Trainmaster	M.03	\$75,000	5.00%	M.02	\$71,426	
12/12/2012	Oppenheim, Richard P	Senior Trainmaster	M.03	\$75,000	1.49%	M.02	\$73,896	
12/17/2012	Ayala, Joel	Network Engineer	P.13	\$57,000	21.28%	P.11	\$47,000	
12/17/2012	Perez, Adriana Alaniz	Sr HR Recruiter	P.15	\$60,000	7.58%	P.12	\$55,773	

Management to Union

<i>Date</i>	<i>Employee</i>	<i>Position</i>	<i>Annual Salary</i>	<i>Vacation Payout</i>	<i>Reserve Sick Bank Payout</i>	<i>Comments</i>
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NO CHANGES

Retirements

<i>Date</i>	<i>Employee</i>	<i>Position</i>	<i>Annual Salary</i>	<i>Vacation Payout</i>	<i>Reserve Sick Bank Payout</i>	<i>Comments</i>
12/7/2012	Bobby, Albert	Director, Track Constr	\$106,851	\$20,959	\$16,110	
12/14/2012	Young, Shirley	Executive Sec II	\$57,916	\$6,682	\$1,173	

MONTHLY MANAGEMENT PERSONNEL REPORT
December 2012

Separations

<i>Date</i>	<i>Employee</i>	<i>Position</i>	<i>Annual Salary</i>	<i>Vacation Payout</i>	<i>Reserve Sick Bank Payout</i>	<i>Comments</i>
12/3/2012	LeMay, Ronald C	Mgr, Labor Relations	\$79,955	\$6,150	\$35	
12/6/2012	Ward, Patrick J	Labor Relations Specialist	\$57,000	\$7,015	\$0	
12/18/2012	Iosello, Michaela A	Dept Hd, Operations Training	\$84,000	\$269	\$0	



TO: Board of Directors

DATE: February 15, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for January 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for January 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
January 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
01/28/13	Kazyuki Yamauchi	Project Quality Control Specialist	P15	\$60,000	
01/28/13	LaKendra Crowder	Auditor I	P09	\$40,000	
01/14/13	Brian Hacker	Strategic Capital Planning Associate	P10	\$45,000	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
01/16/13	Mark Simos	Sr Dir., Mechanical Capital Projects	M09	\$105,000	12.90%	M07	\$93,000	
01/16/13	James Walsh	Project Signal Engineer/PTC	M02	\$77,900	27.88%	P13	\$60,918	
01/09/13	Peter Zwolfer	Chief Transportation Officer	M11	\$130,000	16.07%	M09	\$112,000	
01/02/13	Alvin Terry	Real Estate Administrator	P15	\$55,000	21.95%	P09	\$45,100	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

RECLASS/DOWNGRADE

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
01/15/13	Peter Sakyi	Auditor I	P09	\$40,000	-14.89%	P11	\$47,000	
01/07/13	Roger Peden	Senior HR Recruiter	P15	\$60,000	-10.45%	P16	\$67,000	

METRA EXECUTIVE DIRECTOR/CEO
MONTHLY MANAGEMENT PERSONNEL REPORT
January 2013

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
01/02/13	Tony Sims	Office Services Coordinator II	P11	\$38,343	N/A	Union	Various	

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
12/19/12	Joycelyn Thomas	Financial Secretary	\$45,751	\$0	\$0	2012 Vacation: 0.00 days Total Payout: 0.00 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
01/28/13	Marta Perales	Legislative Affairs Administrator	\$73,440	\$1,765	\$0	2013 Vacation: 5.0 days 2014 Vacation: 1.248 days Total Payout: 6.248 days
01/23/13	Michael Geary	Senior Auditor/EDP	\$72,562	\$7,586	\$0	2013 Vacation: 25.10 days 2014 Vacation: 2.082 days Total Payout: 27.182 days
12/28/13	Catherine Kannenberg	Department Head, Systems Performance & Data	\$85,000	\$11,442	\$2,380	2012 Vacation: 15.0 days 2013 Vacation: 20.0 days 25% Reserve Bank: 7.281 days Total Payout: 42.28 days
12/19/12	Christopher Lynch	Programmer Analyst	\$50,000	\$3,630	\$0	2012 Vacation: 10.875 days 2013 Vacation: 15.0 days Total Payout: 25.875 days
11/30/12	Michael Howard	Industrial Hygiene Associate	\$50,000	\$3,990	\$0	2012 Vacation: 7.0 days 2013 Vacation: 13.748 days Total Payout: 20.748 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
01/02/13	Joseph Kransdorf	Manager, EEO	\$67,112	\$6,991	\$0	2012 Vacation: 25.0 days 2013 Vacation: 2.082 days Total Payout: 27.082 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: March 15, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for February 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for February 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
February 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
02/18/13	William Mokrzycki	Materials Analyst	P09 / 04	\$40,000	
02/04/13	Danielle Farley	Director, Labor Relations	M07 / 16	\$100,000	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

None

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
02/01/13	Rocio Bear	Senior Contract Administrator	P15 / 09	\$57,932	N/A	Union	\$25.62/HR	

REINSTATEMENTS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
01/18/13	James Hines	Comm/Cust Service Supervisor	P14 / 08	\$53,450	0.00%	P14 / 08	\$53,450	

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
01/31/13	Claudia Cinabro	Supervisor, Accounts Payable	\$51,420	\$5,388	\$0	2013 Vacation: 25.163 days 2014 Vacation: 2.082 days Total Payout: 27.245 days

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT

February 2013

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
02/01/13	Diana Peyton	Department Head, Employment Services	\$91,800	\$11,827	\$7,223	2013 Vacation: 30.0 days 2014 Vacation: 4.166 days 30% Reserve Bank: 8.366 days 25% Reserve Bank: 12.50 days Total Payout: 55.032 days
02/01/13	Shelia Barnes	Section Manager, Certification	\$72,555	\$7,979	\$0	2013 Vacation: 25.0 days 2014 Vacation: 4.166 days Total Payout: 29.166 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: April 19, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for March 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

- A. Monthly Management Personnel Report for March 2013.
- B. 2013 2.0% General Adjustments, and Initial Classification & Compensation Adjustments.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
March 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
03/25/13	Sandra Solis	Management Analyst	P15 / 10	\$67,113	
03/04/13	Matthew Koszulinski	Safety Associate	P09 / 05	\$40,409	
02/25/13	James Barker Jr	Department Head, Professional Services	M05 / 13	\$90,000	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
03/25/13	Tajuana Jefferson	Technical Training Specialist	P13 / 08	\$59,270	7.61%	P10 / 06	\$55,080	
03/18/13	George Gounaris	Director, Signal Engineering	M07 / 18	\$105,000	28.13%	M03 / 12	\$81,945	
03/18/13	Victor Flores	Director, Suburban Operations CUS District	M07 / 18	\$96,152	8.98%	M04 / 13	\$88,230	
03/18/13	Paul Sorensen	B & B Supervisor	M03 / 12	\$72,679	3.00%	M02 / 09	\$70,562	
03/01/13	Steven Oganovich	Work Equipment Materials & Records Coordinator	P13 / 08	\$58,344	4.00%	P12 / 06	\$56,100	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
03/22/13	Robert Brown Jr.	Technical Training Specialist	P13 / 08	\$59,270	N/A	Union	Various	
02/18/13	John Henry	Trainmaster	M02 / 10	\$73,213	N/A	Union	Various	
02/18/13	Daniel Santiago	Road Foreman of Engines	M02 / 10	\$73,213	N/A	Union	Various	

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
March 2013

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
02/26/13	Richard Keating	Superintendent, Car Rehab Project	\$73,440	\$7,626	\$0	2013 Vacation: 27.0 days Total Payout: 27.0 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
03/22/13	Robert Kelleher	Senior Attorney	\$88,863	\$2,392	\$1,282	2013 Vacation: 7.00 days 2014 Vacation: 3.75 days Total Payout: 10.75 days
02/15/13	Danielle Ellis	Senior Budget Analyst	\$61,200	\$1,373	\$0	2013 Vacation: 2.50 days 2014 Vacation: 3.3325 days Total Payout: 5.8325 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
03/01/13	Lydia Elbaz	Material Coordinator / Assistant	\$54,897	\$7,654	\$957	2013 Vacation: 30.0 days 2014 Vacation: 6.25 days 25% Reserve Bank: 4.53 days Total Payout: 40.78 days
02/28/13	Alvin Williams	Senior Police Services Coordinator	\$66,620	\$8,754	\$1,954	2013 Vacation: 30.0 days 2014 Vacation: 4.1662 days 25% Reserve Bank: 7.625 days Total Payout: 41.7912 days
02/18/13	Rima Krutulis	Graphics Specialist	\$66,523	\$8,742	\$4,287	2013 Vacation: 30.0 days 2014 Vacation: 4.1662 days 30% Reserve Bank: 4.2562 days 25% Reserve Bank: 12.50 days Total Payout: 50.9224days
02/10/13	Linda Smizinski	Training Associate	\$41,623	\$2,401	\$95	2013 Vacation: 15.0 days 20% Reserve Bank: .595 days Total Payout: 15.595 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

2013

ATTACHMENT B

**2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
1	Abbate Michael	Marketing	\$75,343	8.5522%	\$70,796	\$69,407
2	Adams Susan A	Human Resources Admin/IT	\$48,511	9.00%	\$45,396	\$44,505
3	Alanis Elda	Disadvantaged Bus Enterprise (DBE)	\$45,370	9.00%	\$42,456	\$41,623
4	Alimirah Mohammed	Chief Mechanical Officer	\$71,940	9.00%	\$67,320	\$66,000
5	Almon Gwenetta S	Human Resources Admin/IT	\$67,526	9.00%	\$63,189	\$61,950
6	Alvarado Elizabeth	Ticket Services	\$53,837	2.2884%	\$53,686	\$52,633
7	Amadio Paul M	ME Mechanical	\$60,724	7.2595%	\$57,747	\$56,614
8	Andersen Kristen M	Long Range Planning	\$49,639	9.00%	\$46,451	\$45,540
9	Anderson Donna J	Risk Management	\$68,878	0.00%	\$68,878	\$67,527
10	Anderson Russal John	Risk Management	\$112,200	0.00%	\$112,200	\$110,000
11	Anderson Stephanie W	Human Resources Admin/IT	\$46,410	0.00%	\$46,410	\$45,500
12	Andrade Jorge	Workforce Training/Certification	\$54,832	4.7944%	\$53,370	\$52,323
13	Androsyuk Lyudmyla	Accounting	\$43,600	9.00%	\$40,800	\$40,000
14	Arguelles Danilo S	Electrical Engineering	\$80,540	5.2953%	\$78,020	\$76,490

2013

ATTACHMENT B

**2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
15	Arroyo	Denise I	Customer Affairs/Training	\$71,940	9.00%	\$67,320	\$66,000
16	Ashbaugh	William L	Communications	\$73,822	9.00%	\$69,081	\$67,726
17	Austin	Darrin D	Metra Electric Operations	\$76,500	0.00%	\$76,500	\$75,000
18	Ayala	Joel	End User Computing	\$60,303	5.7947%	\$58,140	\$57,000
19	Azarkiewicz	Ronald J	Electrical Maintenance	\$73,440	0.00%	\$73,440	\$72,000
20	Azzi	Michael H	Workforce Education	\$66,401	9.00%	\$62,137	\$60,918
21	Badurski	William Victor	Mechanical Operations	\$76,300	9.00%	\$71,400	\$70,000
22	Balthis	Rodney D	Engineering Maintenance	\$62,162	9.00%	\$58,170	\$57,029
23	Baranski	Frank C	Signal Engineering	\$72,481	9.00%	\$67,826	\$66,496
24	Barker Jr	James T	Professional Services	\$90,000	0.00%	\$90,000	\$90,000
25	Barnett	Theresa A	Law	\$173,400	0.00%	\$173,400	\$170,000
26	Barton	Jeffrey L	Labor Relations	\$117,300	0.00%	\$117,300	\$115,000
27	Bartucci	Stephanie A	Human Resources Admin/IT	\$50,767	9.00%	\$47,507	\$46,575
28	Batastini	Marcia L	Litigation	\$47,625	5.5989%	\$46,002	\$45,100

2013

ATTACHMENT B

**2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
29	Bauer Jr	William J	Budget	\$84,176	0.00%	\$84,176	\$82,525
30	Bauman	Stephen J	Professional Services	\$55,815	0.00%	\$55,815	\$54,720
31	Baumgart	Amy M	Station Services	\$51,515	9.00%	\$48,207	\$47,261
32	Bayo	David R	Mechanical Capital Projects	\$68,381	7.8991%	\$64,643	\$63,375
33	Bear	Rocio	Budget	\$59,163	2.1249%	\$57,932	\$57,932
34	Berry	Charles	Design Engineering	\$56,871	0.00%	\$56,871	\$55,755
35	Bevers	Matthew C	GPS Center	\$59,824	9.00%	\$55,982	\$54,884
36	Bigall	Nancy	Human Resources	\$86,449	2.1067%	\$86,359	\$84,665
37	Blanford	Christopher	Engineering Maintenance	\$79,475	0.00%	\$79,475	\$77,917
38	Blank	John W	Electrical Engineering	\$78,367	5.0160%	\$76,117	\$74,624
39	Blechl	Molly J	Medical Services	\$92,004	0.00%	\$92,004	\$90,200
40	Bonistalli	James	Marketing	\$122,713	0.00%	\$122,713	\$120,306
41	Bosma	Randall Bruce	Electrical Maintenance	\$81,294	9.00%	\$76,073	\$74,581
42	Both	Nicole A	Law	\$51,000	0.00%	\$51,000	\$50,000

2013

ATTACHMENT B

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
43 Brady Maryellen	Dep Exec Dir Operations	\$69,725	0.00%	\$69,725	\$68,357
44 Brannan Barbara J	Human Resources	\$66,300	0.00%	\$66,300	\$65,000
45 Brantz Jeffrey J	Chief Transportation Officer	\$59,161	9.00%	\$55,362	\$54,276
46 Bratanick Holly L	Station Services	\$51,515	9.00%	\$48,207	\$47,261
47 Bratta Joseph M	Consolidated Control Facility	\$74,120	9.00%	\$69,360	\$68,000
48 Brown Tiesheia Q	Litigation	\$46,002	0.00%	\$46,002	\$45,100
49 Brtis Alexandria	Mechanical Capital Projects	\$60,774	9.00%	\$56,871	\$55,755
50 Bubel Lawrence H	Financial Affairs	\$112,200	0.00%	\$112,200	\$110,000
51 Buckley Kelly J	Accounting	\$59,194	9.00%	\$55,393	\$54,306
52 Buhai Barbara J	Law	\$122,400	0.00%	\$122,400	\$120,000
53 Bunch Richard A	Program Development	\$68,491	8.7776%	\$64,224	\$62,964
54 Bustamante Fernando M	Litigation	\$89,925	9.00%	\$84,150	\$82,500
55 Capra Richard	Audit	\$153,000	0.00%	\$153,000	\$150,000
56 Capranica Carolyn	Procurement	\$97,294	0.00%	\$97,294	\$95,386

2013

ATTACHMENT B

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
57 Carbonelli Janet	Metra Electric Operations	\$101,370	9.00%	\$94,860	\$93,000
58 Carlton Robert M	Media Relations/Website Manager	\$147,900	0.00%	\$147,900	\$145,000
59 Carmody Brendan	Passenger Services	\$42,681	9.00%	\$39,940	\$39,156
60 Carrillo Victor M	Mechanical Operations	\$65,400	9.00%	\$61,200	\$60,000
61 Carroll Robert	Engineering Maintenance	\$79,570	9.00%	\$74,460	\$73,000
62 Cary Countess P	EEO/Diversity Initiatives	\$118,246	2.8223%	\$117,300	\$115,000
63 Castile Kenneth L	Metra Electric Operations	\$75,210	9.00%	\$70,380	\$69,000
64 Cervantes Alma	Budget	\$43,600	9.00%	\$40,800	\$40,000
65 Cervantes Jose	Engineering Maintenance	\$73,531	0.00%	\$73,531	\$72,089
66 Chandler Virginia A	Marketing	\$65,165	9.00%	\$60,980	\$59,784
67 Chang Victoria Ying-Chi	Systems Development	\$76,645	0.00%	\$76,645	\$75,142
68 Chaudhry Muhammad S	Design Engineering	\$63,574	0.00%	\$63,574	\$62,327
69 Cheeks Larry	Systems Development	\$67,178	9.00%	\$62,864	\$61,631
70 Choi-Lee Suzy W	Law	\$90,470	9.00%	\$84,660	\$83,000

2013

ATTACHMENT B

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
71	Chryniwsky	Orest M	Budget	\$61,200	0.00%	\$61,200	\$60,000
72	Ciavarella	Lynnette H	Capital/Strategic Planning	\$127,500	0.00%	\$127,500	\$125,000
73	Cinabro	Mark H	Capital Grants	\$76,187	5.3407%	\$73,771	\$72,324
74	Clifford	Kevin J	ME Mechanical	\$103,720	9.00%	\$97,059	\$95,155
75	Cohn	Tanya P	Community/Legislative Affairs	\$76,300	9.00%	\$71,400	\$70,000
76	Colantuono	Daniel F	ME Engineering	\$85,445	9.00%	\$79,958	\$78,390
77	Coleman	Minya L	Litigation	\$48,910	5.9274%	\$47,097	\$46,173
78	Coleman	Sharon L	Law	\$53,814	4.5002%	\$52,527	\$51,497
79	Collins	Katrina L	Medical Services	\$47,507	0.00%	\$47,507	\$46,575
80	Conroy	David	Risk Management	\$69,212	0.00%	\$69,212	\$67,854
81	Conway	Robert R	CUS Operations	\$78,610	9.00%	\$73,562	\$72,119
82	Cook	David N	Rock Island Operations	\$97,952	8.8356%	\$91,800	\$90,000
83	Corrao	Lynne M	Community/Legislative Affairs	\$99,960	0.00%	\$99,960	\$98,000
84	Costello	Caitlyn E	Program Development	\$49,639	9.00%	\$46,451	\$45,540

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**2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
85 Covington Maurice A	Construction	\$61,686	4.8149%	\$60,030	\$58,852
86 Crowder LaKendra	Audit	\$43,600	9.00%	\$40,000	\$40,000
87 Cuevas Salvador	Consolidated Control Facility	\$74,120	9.00%	\$69,360	\$68,000
88 Cullen Michael T	Metra Electric Operations	\$75,589	9.00%	\$70,735	\$69,348
89 Danz Patrick O	CUS Operations	\$78,780	9.00%	\$73,721	\$72,275
90 Danziger Joshua E	Systems Development	\$54,818	6.1842%	\$52,658	\$51,625
91 Darin A Bruce	Materials	\$91,800	0.00%	\$91,800	\$90,000
92 Darnell Michael J	Materials	\$49,855	3.8648%	\$48,960	\$48,000
93 DeBraal Allen M	Mechanical Operations	\$75,990	5.5417%	\$73,440	\$72,000
94 Del Toro Carlos A	Certification Training	\$57,225	9.00%	\$53,550	\$52,500
95 Derwinski James M	Mechanical Operations	\$108,107	2.9590%	\$107,100	\$105,000
96 Devito Martin	ME Engineering	\$73,440	0.00%	\$73,440	\$72,000
97 DeYoung David A	Law	\$88,290	9.00%	\$82,620	\$81,000
98 Di Prima Ann Marie U	Professional Services	\$42,472	6.1799%	\$40,800	\$40,000

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2.0% GENERAL ADJUSTMENTS

AND

INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
99 Diaz Luis	RI Engineering	\$85,445	9.00%	\$79,958	\$78,390
100 Diemer Kenneth J	Construction	\$85,008	9.00%	\$79,549	\$77,989
101 Dominguez Liza	Employment Services	\$39,940	0.00%	\$39,940	\$39,156
102 Donegan Thomas J	Safety	\$70,565	9.00%	\$66,033	\$64,738
103 Dorsey Christopher P	Metra Electric Operations	\$75,210	9.00%	\$70,380	\$69,000
104 Doughty Douglas W	Information Systems	\$132,600	0.00%	\$132,600	\$130,000
105 Drope Clarence P	Consolidated Control Facility	\$78,780	9.00%	\$73,721	\$72,275
106 Durham Melissa	Manpower Planning	\$47,507	0.00%	\$47,507	\$46,575
107 Dziennik Christine F	Contract/Energy Management	\$63,146	9.00%	\$59,091	\$57,932
108 Earley Charles R	Metra Electric Operations	\$88,518	0.00%	\$88,518	\$86,782
109 Elbaz Lydia E	Materials	\$54,897	0.00%	\$54,897	\$53,820
110 Erickson James A	Communications	\$75,360	7.2542%	\$71,669	\$70,263
111 Evoy Jeremiah J	Systems Development	\$54,500	9.00%	\$51,000	\$50,000
112 Farence Adam J	CUS Operations	\$78,480	9.00%	\$73,440	\$72,000

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2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
113 Farid	Khondkar Syed M Capital Grants	\$49,639	9.00%	\$46,451	\$45,540
114 Farley	Danielle G Labor Relations	\$100,000	0.00%	\$100,000	\$100,000
115 Farmer	Thomas J Financial Affairs	\$168,300	0.00%	\$168,300	\$165,000
116 Farnesi	Robert MILW Engineering	\$97,952	8.8354%	\$91,800	\$90,000
117 Fernandes	Eric S Audit	\$72,562	0.00%	\$72,562	\$71,139
118 Ferneborg	James P Passenger Services	\$55,505	0.00%	\$55,505	\$54,416
119 Fitts	Marty T Workforce Training/Certification	\$118,246	2.8223%	\$117,300	\$115,000
120 Flood	Elizabeth M Real Estate/Contract Management	\$134,640	0.00%	\$134,640	\$132,000
121 Flores	Victor A CUS Operations	\$88,230	0.00%	\$88,230	\$86,500
122 Flowers	Charles M Station Services	\$65,366	9.00%	\$61,168	\$59,968
123 Follis	Thomas W Consolidated Control Facility	\$72,328	0.00%	\$72,328	\$70,909
124 Frakes	Bruce ME Mechanical	\$79,576	9.00%	\$74,466	\$73,005
125 Franklin	Jacqueline A Accounting	\$97,229	5.6834%	\$93,840	\$92,000
126 Frazier	David A Computer Operations	\$96,811	0.00%	\$96,811	\$94,912

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2.0% GENERAL ADJUSTMENTS

AND

INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
127	Gallardo	Corinna	Customer Communications	\$65,806	9.00%	\$61,580	\$60,372
128	Gallardo	Noe	Community Affairs	\$56,624	9.00%	\$52,988	\$51,949
129	Garcia	Robert A	Communications	\$74,428	9.00%	\$69,648	\$68,282
130	Garofalo	Patricia Carmean	Budget	\$90,991	0.00%	\$90,991	\$89,206
131	Geels	Catherine M	Medical Services	\$43,600	9.00%	\$40,800	\$40,000
132	Geels	Theresa M	Law	\$52,362	8.3614%	\$49,289	\$48,322
133	George	Shon Q	RI Mechanical	\$78,480	9.00%	\$73,440	\$72,000
134	Giblin	Brian J	Capital Grants	\$55,590	0.00%	\$55,590	\$54,500
135	Gibson	Lisa D	Station Services	\$64,082	9.00%	\$59,967	\$58,791
136	Gillis	Michael J	Media Relations/Website Management	\$77,390	9.00%	\$72,420	\$71,000
137	Ginsberg	Warren J	Budget	\$79,468	0.00%	\$79,468	\$77,909
138	Gomm	Lyle G	System Performance/Data	\$81,534	0.00%	\$81,534	\$79,935
139	Gonzalez	Joselino D	Design Engineering	\$73,950	0.00%	\$73,950	\$72,500
140	Gounaris	George	Signal Engineering	\$87,569	9.00%	\$81,945	\$80,338

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2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

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Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
141 Graham	Chyrl	Workforce Training/Certification	\$51,753	0.00%	\$51,753	\$50,738
142 Graziosi	Thomas A	Certification Training	\$81,968	9.00%	\$76,704	\$75,200
143 Green	Celeritas V	Safety	\$58,763	9.00%	\$54,990	\$53,911
144 Griffith	Gregory M	Electrical Engineering	\$79,020	9.00%	\$73,945	\$72,495
145 Guajardo	Rudy	ME Engineering	\$79,964	7.5646%	\$75,827	\$74,340
146 Guzman	Vanessa	Accounting	\$55,981	9.00%	\$52,386	\$51,358
147 Hacker	Brian E	Long Range Planning	\$45,000	0.00%	\$45,000	\$45,000
148 Hampton	Matthew JR	ME Mechanical	\$78,480	9.00%	\$73,440	\$72,000
149 Harvath	Diane	Capital Grants	\$65,400	9.00%	\$61,200	\$60,000
150 Haton	Kathleen E	Law	\$46,002	0.00%	\$46,002	\$45,100
151 Hayden	Joanne	Safety	\$42,870	9.00%	\$40,117	\$39,330
152 Haynes	Terron M	GPS Center	\$59,824	9.00%	\$55,982	\$54,884
153 Haywood	Diane M	Audit	\$42,238	9.00%	\$39,525	\$38,750
154 Heim	Robert H	ME Engineering	\$86,810	8.0494%	\$81,950	\$80,343

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
155 Heitman Jacqueline F	Accounting	\$71,290	9.00%	\$66,712	\$65,403
156 Henley Anicia P	Station Services	\$51,515	9.00%	\$48,207	\$47,261
157 Henriksen John M	Construction	\$68,453	2.1688%	\$68,340	\$67,000
158 Henry John	Metra Electric Operations	\$73,213	0.00%	\$73,213	\$73,213
159 Hernandez Ernesto JR	Rock Island Operations	\$75,210	9.00%	\$70,380	\$69,000
160 Hernandez Charles G	Customer Affairs/Training	\$66,300	0.00%	\$66,300	\$65,000
161 Herodes Barbara A	Systems Development	\$59,648	9.00%	\$55,817	\$54,722
162 Hicks Parrish C	MILW Mechanical	\$71,940	9.00%	\$67,320	\$66,000
163 Hill Tiffany M	RI Engineering	\$50,767	9.00%	\$47,507	\$46,575
164 Hines James E	Station Services	\$58,261	9.00%	\$53,450	\$53,450
165 Hort Tim M	Labor Relations	\$102,000	0.00%	\$102,000	\$100,000
166 Hui Ka Ho	Capital Grants	\$49,639	9.00%	\$46,451	\$45,540
167 Hullinger Karen M	Risk Management	\$49,855	3.8646%	\$48,960	\$48,000
168 Hunt Andre	Certification Training	\$92,559	8.0918%	\$87,343	\$85,630

**2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
169 Hutchins Thomas G	Computer Operations	\$88,257	0.00%	\$88,257	\$86,526
170 Ignat Stamatia M	Human Resources	\$50,674	0.00%	\$50,674	\$49,680
171 Ismail Habib I	Financial Affairs	\$71,400	0.00%	\$71,400	\$70,000
172 Jachna Jeffery	RI Engineering	\$81,131	9.00%	\$75,921	\$74,432
173 James Rhonda C	Risk Management	\$66,330	0.00%	\$66,330	\$65,029
174 Jauregui Jose J	Engineering Maintenance	\$75,404	9.00%	\$70,562	\$69,178
175 Jedraszczak Piotr	Mechanical Capital Projects	\$55,080	0.00%	\$55,080	\$54,000
176 Jefferson Tajuana P	Mechanical Capital Projects	\$55,080	0.00%	\$55,080	\$54,000
177 Jensen Jeffrey J	Accounting	\$98,940	0.00%	\$98,940	\$97,000
178 Jimoh Sikiru A	Communications	\$66,401	9.00%	\$62,137	\$60,918
179 Johnson Robert	Electrical Maintenance	\$89,362	9.00%	\$83,623	\$81,983
180 Johnson Veronica S	Accounting	\$43,600	9.00%	\$40,800	\$40,000
181 Johnson Maurice E	Contract/Energy Management	\$66,300	0.00%	\$66,300	\$65,000
182 Johnson Maxwell B	End User Computing	\$81,600	0.00%	\$81,600	\$80,000

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2.0% GENERAL ADJUSTMENTS

AND

INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
183 Jones Kenneth	Litigation	\$88,863	7.7122%	\$84,150	\$82,500
184 Jones Shamonda A	Consolidated Control Facility	\$74,120	9.00%	\$69,360	\$68,000
185 Jones Lori K	Manpower Planning	\$92,004	0.00%	\$92,004	\$90,200
186 Kamer Harry F	End User Computing	\$96,811	0.00%	\$96,811	\$94,912
187 Kenniel Carmen J	Law	\$38,760	0.00%	\$38,760	\$38,000
188 Kisielius Paul A	General Administration	\$127,500	0.00%	\$127,500	\$125,000
189 Kittler Marcia A	General Administration	\$68,340	0.00%	\$68,340	\$67,000
190 Klietsch Joseph L	Signal Engineering	\$73,394	9.00%	\$68,681	\$67,334
191 Kneita Daniel	Contract/Energy Management	\$53,415	9.00%	\$49,985	\$49,004
192 Knott Douglas Michael	Police and Security Services	\$74,862	9.00%	\$70,054	\$68,680
193 Konczal Hilary E	Safety	\$88,374	9.00%	\$82,699	\$81,077
194 Konrick Jr Stanley E	Systems Development	\$86,388	0.00%	\$86,388	\$84,694
195 Koran William	Mechanical Capital Projects	\$92,626	4.0746%	\$90,780	\$89,000
196 Kostecki Yola	Accounting	\$97,229	5.6834%	\$93,840	\$92,000

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2.0% GENERAL ADJUSTMENTS
AND
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	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
197	Koszulinski Matthew F	Safety	\$40,409	0.00%	\$40,409	\$40,409
198	Kozub Justyna E	Capital Projects	\$59,215	0.00%	\$59,215	\$58,053
199	Krakar Christopher M	Communications	\$82,895	7.3021%	\$78,800	\$77,254
200	Kralik David J	Long Range Planning	\$92,546	8.8781%	\$86,700	\$85,000
201	Kroner Kurt A	Safety	\$61,119	4.8277%	\$58,357	\$57,212
202	Kubiak Michael D	Certification Training	\$78,780	9.00%	\$73,721	\$72,275
203	Laase Joseph F	ME Mechanical	\$72,374	9.00%	\$67,726	\$66,398
204	Lacina Geoffrey G	Human Resources Admin/IT	\$69,750	3.9312%	\$68,455	\$67,112
205	LaCour Eva	Human Resources Admin/IT	\$49,639	9.00%	\$46,451	\$45,540
206	Lamberty Thomas	Accounting	\$91,560	9.00%	\$85,680	\$84,000
207	Land Gary F	Disadvantaged Bus Enterprise (DBE)	\$51,412	9.00%	\$48,110	\$47,166
208	Lange Harold J	ME Engineering	\$75,359	7.2529%	\$71,669	\$70,263
209	Law III James W	Consolidated Control Facility	\$70,394	0.00%	\$70,394	\$69,013
210	Laya Susan P	Human Resources Admin/IT	\$61,200	0.00%	\$61,200	\$60,000

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**2.0% GENERAL ADJUSTMENTS
AND
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Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
211 Lee Anthony	ME Engineering	\$59,824	9.00%	\$55,982	\$54,884
212 Lee Lori	Procurement	\$61,136	9.00%	\$57,210	\$56,088
213 Lee Robert W	Mechanical Operations	\$61,237	9.00%	\$57,304	\$56,180
214 Leonard Edward J	Real Estate/Contract Management	\$90,495	9.00%	\$84,683	\$83,022
215 Lester Patricia R	Passenger Services	\$52,176	0.00%	\$52,176	\$51,152
216 Lewis Larry P	Budget	\$59,481	9.00%	\$55,661	\$54,569
217 Lewis Marie T	Labor Relations	\$41,932	9.00%	\$39,240	\$38,470
218 Lidwin Natalia	Accounting	\$43,600	9.00%	\$40,800	\$40,000
219 Lorenzini Joseph L	Chief Engineering Officer	\$142,800	0.00%	\$142,800	\$140,000
220 Lozano Ralph	Mechanical Operations	\$65,400	9.00%	\$61,200	\$60,000
221 Lucas Doris A	End User Computing	\$74,915	0.00%	\$74,915	\$73,446
222 Luksic Amy B	Accounting	\$54,813	6.7265%	\$52,386	\$51,358
223 Mack Richard E	Community Affairs	\$81,653	9.00%	\$76,409	\$74,910
224 Madsen Keith C	Community Affairs	\$52,441	9.00%	\$49,073	\$48,110

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
225 Magallon Frank J	Milwaukee Police	\$77,607	9.00%	\$72,623	\$71,199
226 Mahadevia Rajan H	End User Computing	\$93,840	0.00%	\$93,840	\$92,000
227 Mahalingam Chandra	Electrical Engineering	\$65,680	9.00%	\$61,462	\$60,256
228 Mahler Allen	Chief Mechanical Officer	\$65,400	9.00%	\$61,200	\$60,000
229 Maly Jeffrey R	Materials	\$73,888	9.00%	\$69,143	\$67,787
230 Mannella Steven A	System Performance/Data	\$49,639	9.00%	\$46,451	\$45,540
231 Manning Barbara Y	Audit	\$93,373	3.7480%	\$91,800	\$90,000
232 Marcheschi Bruce	Communications	\$97,189	7.9875%	\$91,800	\$90,000
233 Martinez David L	Certification Training	\$78,780	9.00%	\$73,721	\$72,275
234 Martinsen Peter	Signal Engineering	\$55,080	0.00%	\$55,080	\$54,000
235 Mascarenhas Francis M	Mechanical Capital Projects	\$66,401	9.00%	\$62,137	\$60,918
236 Mason Derek L	Workforce Education	\$60,571	9.00%	\$56,681	\$55,569
237 Mason David R	Fleet Maintenance	\$67,320	0.00%	\$67,320	\$66,000
238 McCann Kevin R	RI Mechanical	\$92,650	9.00%	\$86,700	\$85,000

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**2.0% GENERAL ADJUSTMENTS
AND
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Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
239 McDonald Calandra	Station Services	\$51,515	9.00%	\$48,207	\$47,261
240 Mcdonald Mary J	Chief Mechanical Officer	\$64,322	9.00%	\$60,191	\$59,010
241 McGann Nicole M	Safety	\$51,000	0.00%	\$51,000	\$50,000
242 Mclaughlin Douglas	Program Development	\$51,497	4.4912%	\$50,270	\$49,284
243 Mcnamara Gary	Communications	\$76,896	0.00%	\$76,896	\$75,388
244 McNulty Thomas	Construction	\$67,824	7.1984%	\$64,536	\$63,270
245 Mendez Michael R	Workforce Education	\$60,571	9.00%	\$56,681	\$55,569
246 Mendoza Jo Ann	Human Resources Admin/IT	\$40,117	0.00%	\$40,117	\$39,330
247 Meteisis Douglas G	Engineering Maintenance	\$70,562	0.00%	\$70,562	\$69,178
248 Methling Kevin A	Station Services	\$63,158	9.00%	\$59,102	\$57,943
249 Meyer John K	MILW Engineering	\$91,393	7.1524%	\$86,999	\$85,293
250 Michael Lewis C	Rules	\$107,212	4.8324%	\$104,316	\$102,270
251 Mickus James G	Budget	\$112,200	0.00%	\$112,200	\$110,000
252 Middlebrooks Phillip	Cash Management	\$54,853	9.00%	\$51,330	\$50,323

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**2.0% GENERAL ADJUSTMENTS
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Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
253 Milano	John A	Law	\$142,800	0.00%	\$142,800	\$140,000
254 Miles	Randy W	Electrical Engineering	\$76,180	5.8050%	\$73,440	\$72,000
255 Miller	Thomas J	Media Relations/Website Management	\$74,180	9.00%	\$69,416	\$68,054
256 Miodonski	Daniel	Chief Transportation Officer	\$49,639	9.00%	\$46,451	\$45,540
257 Mnichowski	Ronald J	MILW Mechanical	\$92,650	9.00%	\$86,700	\$85,000
258 Mokrzycki Jr	William J	Material Management	\$40,000	0.00%	\$40,000	\$40,000
259 Montes	Marivel	Litigation	\$67,526	9.00%	\$63,189	\$61,950
260 Moore	Carol L	Capital Grants	\$53,159	9.00%	\$49,745	\$48,769
261 Moore	David A	Engineering Maintenance	\$87,632	12.4799%	\$79,468	\$77,909
262 Morriss	Nathanael J	Design Engineering	\$91,857	9.00%	\$85,958	\$84,272
263 Mota	Arturo J	Safety	\$60,229	9.00%	\$56,361	\$55,255
264 Mueller	Jeffrey	Systems Development	\$96,811	0.00%	\$96,811	\$94,912
265 Munari-Austin	Sharon A	Customer Affairs/Training	\$158,100	0.00%	\$158,100	\$155,000
266 Murphy	Christine M	Disadvantaged Bus Enterprise (DB)	\$61,200	0.00%	\$61,200	\$60,000

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Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
267 Murphy Elisabeth M	Executive Director	\$65,317	0.00%	\$65,317	\$64,036
268 Mushinski Glen T	Financial Affairs	\$79,468	0.00%	\$79,468	\$77,909
269 Mussatto Michele L	Executive Director	\$61,200	0.00%	\$61,200	\$60,000
270 Musto Daniel J	Material Management	\$66,379	2.1215%	\$66,300	\$65,000
271 Neir Kevin E	Human Resources	\$112,200	0.00%	\$112,200	\$110,000
272 Nelson Barbara	Marketing	\$58,563	9.00%	\$54,802	\$53,727
273 Neskovic Maria	Administrative Services	\$59,712	9.00%	\$55,877	\$54,781
274 Neskovic Marko	Engineering Maintenance	\$63,096	9.00%	\$59,044	\$57,886
275 Newman James M	Capital Grants	\$65,400	9.00%	\$61,200	\$60,000
276 Noel Ena L	Law	\$45,390	0.00%	\$45,390	\$44,500
277 Nowacki Judy L	Chief Engineering Officer	\$59,987	3.4257%	\$59,160	\$58,000
278 Odusanya Olawunmi O	Budget	\$75,374	0.00%	\$75,374	\$73,896
279 Oganovich Steven M	Engineering Maintenance	\$58,344	0.00%	\$58,344	\$55,000
280 Ognibene Anthony F	Contract/Energy Management	\$76,777	6.6354%	\$73,440	\$72,000

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
281 Oliver Sherman C Jr	Station Services	\$55,316	9.00%	\$51,764	\$50,749
282 Olsen Arthur R	MILW Mechanical	\$79,577	9.00%	\$74,467	\$73,006
283 Olsson Thomas E	Rock Island Operations	\$82,503	9.00%	\$77,205	\$75,691
284 Onesto Joseph B	Procurement	\$59,405	9.00%	\$55,590	\$54,500
285 Opilka David W	Mechanical Operations	\$51,896	9.00%	\$48,563	\$47,610
286 Oppenheim Richard P	CUS Operations	\$76,500	0.00%	\$76,500	\$75,000
287 Orlich Daniel	Construction	\$65,950	6.3198%	\$63,271	\$62,030
288 Orseno Donald A	Dep Exec Dir Operations	\$178,500	0.00%	\$178,500	\$175,000
289 Osborne Richard	Audit	\$51,230	9.00%	\$47,940	\$47,000
290 Ott Joseph G	Construction	\$81,978	9.00%	\$76,713	\$75,208
291 Panayotovich Michael	Engineering Maintenance	\$62,662	0.00%	\$62,662	\$61,433
292 Panepinto Ignatius P	Signal Engineering	\$86,594	0.00%	\$86,594	\$84,896
293 Pardonnet Keith H	Real Estate/Contract Management	\$67,526	9.00%	\$63,189	\$61,950
294 Parker Andrea N	EEO/Diversity Initiatives	\$51,588	9.00%	\$48,275	\$47,328

2013

ATTACHMENT B

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
295 Parks	Gwendolyn	Accounting	\$58,764	9.00%	\$54,990	\$53,911
296 Pascual	Sherwin Jay M	Systems Development	\$54,500	9.00%	\$51,000	\$50,000
297 Patchin	Sherry	Chief Mechanical Officer	\$46,367	9.00%	\$43,389	\$42,538
298 Pavlik	Thomas	Electrical Maintenance	\$89,362	9.00%	\$83,623	\$81,983
299 Pearson	Shirl D	Medical Services	\$76,500	0.00%	\$76,500	\$75,000
300 Peden	Roger L	Employment Services	\$60,000	0.00%	\$60,000	\$60,000
301 Peffer	James Thomas	Media Relations/Website Manager	\$86,700	0.00%	\$86,700	\$85,000
302 Peffer	Monica C	Executive Director	\$91,800	0.00%	\$91,800	\$90,000
303 Perelman	Mark	Systems Development	\$88,937	0.00%	\$88,937	\$87,193
304 Perez	Adriana Alaniz	Employment Services	\$60,000	0.00%	\$60,000	\$60,000
305 Perez	Monserrat	Medical Services	\$45,396	0.00%	\$45,396	\$44,505
306 Peters	Glenford R	Capital Projects	\$114,450	9.00%	\$107,100	\$105,000
307 Petranu	Cornel N	Electrical Engineering	\$83,458	9.00%	\$78,098	\$76,566
308 Phillips	Melissa E	Mechanical Operations	\$65,400	9.00%	\$61,200	\$60,000

2013
**2.0% GENERAL ADJUSTMENTS
 AND
 INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

ATTACHMENT B

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
309 Philpot	Keith	Fleet Maintenance	\$61,200	0.00%	\$61,200	\$60,000
310 Piecuch	Laurel L	EEO/Diversity Initiatives	\$61,434	9.00%	\$57,489	\$56,361
311 Pinkney	Deborah R	Chief Transportation Officer	\$56,100	0.00%	\$56,100	\$55,000
312 Piper	Brian Douglas	Systems Development	\$91,818	0.00%	\$91,818	\$90,017
313 Pitzen	Timothy G	Capital Projects	\$66,401	9.00%	\$62,137	\$60,918
314 Plocki	Mark J	Computer Operations	\$75,433	2.0604%	\$75,389	\$73,910
315 Polivka	Paul E	Electrical Maintenance	\$92,650	9.00%	\$86,700	\$85,000
316 Postal	Brandon S	Systems Development	\$54,818	6.1842%	\$52,658	\$51,625
317 Powell	Lawrence C	Engineering Maintenance	\$112,200	0.00%	\$112,200	\$110,000
318 Priestas	Dan	RI Mechanical	\$78,480	9.00%	\$73,440	\$72,000
319 Prokopoff	Alexander S	System Performance/Data	\$59,648	9.00%	\$55,817	\$54,722
320 Querubin	Diane B	Cash Management	\$45,126	9.00%	\$42,228	\$41,400
321 Quilatan	Emmanuel R	Design Engineering	\$62,311	4.5572%	\$60,787	\$59,595
322 Rabe	Kenneth W JR	RI Engineering	\$78,017	9.00%	\$73,007	\$71,575

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
323 Rabens Jack I	MILW Engineering	\$86,961	0.00%	\$86,961	\$85,255
324 Raymond Leslie W	Risk Management	\$66,201	0.00%	\$66,201	\$64,902
325 Reilly Terrence C	Police and Security Services	\$70,023	0.00%	\$70,023	\$68,650
326 Remus Edward	Professional Services	\$75,417	3.1426%	\$74,582	\$73,119
327 Resnick Barry S	Customer Communications	\$64,432	0.00%	\$64,432	\$63,168
328 Reyes Alejandro	Mechanical Operations	\$43,600	9.00%	\$40,800	\$40,000
329 Reyes Liliana	EEO/Diversity Initiatives	\$59,191	5.0210%	\$57,489	\$56,361
330 Rich Robert	Professional Services	\$63,522	9.00%	\$59,443	\$58,277
331 Richter Ryan J	Long Range Planning	\$49,639	9.00%	\$46,451	\$45,540
332 Riney Craig A	Engineering Maintenance	\$76,743	2.6937%	\$76,225	\$74,730
333 Robles Michael	Workforce Education	\$60,571	9.00%	\$56,681	\$55,569
334 Rodriguez David R	Consolidated Control Facility	\$98,100	9.00%	\$91,800	\$90,000
335 Rogers Michaelynn M	Risk Management	\$49,470	0.00%	\$49,470	\$48,500
336 Rojas Francisco JR	MILW Mechanical	\$78,480	9.00%	\$73,440	\$72,000

**2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS**

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
337 Romito Phillip A	Customer Affairs/Training	\$43,600	9.00%	\$40,800	\$40,000
338 Rosen Sue Ann	Litigation/Risk	\$134,640	0.00%	\$134,640	\$132,000
339 Rossi Thomas C	Communications	\$73,822	9.00%	\$69,081	\$67,726
340 Roth Andrew T	Design Engineering	\$83,722	9.00%	\$78,345	\$76,808
341 Rozenberg Vladimir	Workforce Education	\$60,571	9.00%	\$56,681	\$55,569
342 Rubino David A	Station Services	\$76,300	9.00%	\$71,400	\$70,000
343 Rubino Sarah	Budget	\$43,600	9.00%	\$40,800	\$40,000
344 Ruminski Kenneth A	Ticket Services	\$67,932	9.00%	\$63,569	\$62,322
345 Ruth Dawn M	Station Services	\$58,261	9.00%	\$54,519	\$53,450
346 Ryan Martin J	Chief Mechanical Officer	\$132,600	0.00%	\$132,600	\$130,000
347 Sakyi Peter R	Audit	\$43,600	9.00%	\$40,000	\$40,000
348 Saldivar Roberto W	Electrical Maintenance	\$77,010	0.00%	\$77,010	\$75,500
349 Sanchez Michelle M	Station Services	\$61,258	9.00%	\$57,324	\$56,200
350 Sanchez Richard	Metra Electric Operations	\$69,760	9.00%	\$65,280	\$64,000

2013

ATTACHMENT B

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
351 Sanford James W	Police and Security Services	\$109,000	9.00%	\$102,000	\$100,000
352 Santiago Daniel	CUS Operations	\$73,213	0.00%	\$73,213	\$73,213
353 Santori Carlo P	Media Relations/Website Management	\$59,623	9.00%	\$55,794	\$54,700
354 Saxena Arun K	Financial Affairs	\$127,500	0.00%	\$127,500	\$125,000
355 Scalzo Stephen M	Budget	\$52,290	9.00%	\$48,932	\$47,972
356 Schaefer Michael W	Chief Transportation Officer	\$92,546	8.8781%	\$86,700	\$85,000
357 Schlismann Marilyn J	Risk Management	\$53,040	0.00%	\$53,040	\$52,000
358 Schultz Kenneth M	Design Engineering	\$71,400	0.00%	\$71,400	\$70,000
359 Schwartz Ronald B	Construction	\$75,428	2.3708%	\$75,155	\$73,681
360 Scott Gregory	Systems Development	\$87,157	0.00%	\$87,157	\$85,448
361 Segraves Julie A	Computer Operations	\$68,562	3.0647%	\$67,854	\$66,523
362 Sekar Revathy	Budget	\$61,144	9.00%	\$57,217	\$56,095
363 Shaw John L	Engineering Maintenance	\$73,153	9.00%	\$68,455	\$67,112
364 Sieben Richard F	Budget	\$69,360	0.00%	\$69,360	\$68,000

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
365 Sieronski	Casimir J	Engineering Maintenance	\$85,891	9.00%	\$80,375	\$78,799
366 Sikora	Pawel	Electrical Maintenance	\$78,540	0.00%	\$78,540	\$77,000
367 Simmons	David F	Capital Grants	\$86,700	0.00%	\$86,700	\$85,000
368 Simos	Mark E	Mechanical Capital Projects	\$106,007	0.9590%	\$105,000	\$105,000
369 Sims	Tony	Administrative Services	\$41,794	9.00%	\$39,343	\$38,343
370 Skoufis	Demetrios	Community Affairs	\$65,399	9.00%	\$61,199	\$59,999
371 Smith	Anna L	Engineering Maintenance	\$62,348	9.00%	\$58,344	\$57,200
372 Smith	Barbara	Capital Grants	\$49,639	9.00%	\$46,451	\$45,540
373 Smith	Brenda H	Human Resources	\$124,053	5.7755%	\$117,700	\$110,000
374 Smith	Cedric L	Rock Island Operations	\$88,230	0.00%	\$88,230	\$86,500
375 Smith	Maurice	Electrical Engineering	\$56,871	0.00%	\$56,871	\$55,755
376 Smith	Samuel E	Community/Legislative Affairs	\$117,300	0.00%	\$117,300	\$115,000
377 Smith Sr	Cornell Dwight	MILW Mechanical	\$57,120	0.00%	\$57,120	\$56,000
378 Sobotka	William	Computer Operations	\$92,079	0.00%	\$92,079	\$90,273

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary
379 Solomon Joshua J	Station Services	\$51,448	9.00%	\$48,144	\$47,200
380 Sorensen Paul A	Engineering Maintenance	\$70,562	0.00%	\$70,562	\$69,178
381 Steep Brian	Capital Grants	\$49,639	9.00%	\$46,451	\$45,540
382 Steptoe Hersey T JR	Customer Communications	\$107,226	4.1030%	\$105,060	\$103,000
383 Stoick Jerry	RI Mechanical	\$71,940	9.00%	\$67,320	\$66,000
384 Stuebner Thomas C	Law	\$65,400	9.00%	\$61,200	\$60,000
385 Sullivan Katie A	Design Engineering	\$51,000	0.00%	\$51,000	\$50,000
386 Sullivan Mary	Systems Development	\$78,785	4.8478%	\$76,645	\$75,142
387 Sutton Michele Ann	Disadvantaged Bus Enterprise (DB)	\$48,275	0.00%	\$48,275	\$47,328
388 Sweat Ralph W	Certification Training	\$78,780	9.00%	\$73,721	\$72,275
389 Sweeney Gerald P	CUS Operations	\$82,556	9.00%	\$77,254	\$75,739
390 Sykes Joseph J	Station Services	\$58,261	9.00%	\$54,519	\$53,450
391 Szerla Wes P	Electrical Engineering	\$108,701	9.00%	\$101,720	\$99,725
392 Tague Robert J	Certification Training	\$82,692	0.00%	\$82,692	\$81,070

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
393 Tam	Chi Hang Jonathan	Engineering Maintenance	\$58,860	9.00%	\$55,080	\$54,000
394 Taylor	Athena V	Station Services	\$61,319	9.00%	\$57,381	\$56,255
395 Tempinski	Michael A	MILW Engineering	\$88,050	9.00%	\$82,395	\$80,779
396 Terry	Alvin T	Real Estate/Contract Management	\$59,163	7.5691%	\$55,000	\$55,000
397 Thomas	Janice R	Disadvantaged Bus Enterprise (DBE)	\$98,100	9.00%	\$91,800	\$90,000
398 Thomas	Tiya T	Accounting	\$59,194	9.00%	\$55,393	\$54,306
399 Thomas-Reile	Margaret A	Media Relations/Website Manager	\$67,363	0.00%	\$67,363	\$66,042
400 Thompson	Eric	RI Mechanical	\$61,710	9.00%	\$57,747	\$56,614
401 Tillman	Gloria	Passenger Services	\$56,617	7.5094%	\$53,716	\$52,662
402 Tock	Michael P	End User Computing	\$52,368	7.6542%	\$49,618	\$48,645
403 Tosti	Joseph M	Employment Services	\$53,737	0.00%	\$53,737	\$52,683
404 Totos	John	Engineering Maintenance	\$79,458	0.00%	\$79,458	\$77,900
405 Tremper	Jonathan C	System Performance/Data	\$54,838	4.1926%	\$53,684	\$52,631
406 Upshaw	Christopher N	Mechanical Capital Projects	\$61,200	0.00%	\$61,200	\$60,000

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name		Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
407	Urban	Geoffrey C	Material Management	\$108,107	2.9594%	\$107,100	\$105,000
408	Vargas	Steven	Materials	\$61,200	0.00%	\$61,200	\$60,000
409	Vaughans	Carmen C	Passenger Services	\$51,525	0.00%	\$51,525	\$50,514
410	Venegas	Rene	Engineering Maintenance	\$83,500	4.3750%	\$81,600	\$80,000
411	Vonashek	Justin R	Dep Exec Dir Operations	\$76,713	0.00%	\$76,713	\$75,208
412	Vorisek	Robert F	Cash Management	\$88,740	0.00%	\$88,740	\$87,000
413	Walsh	James M	Engineering Maintenance	\$77,900	0.00%	\$77,900	\$77,900
414	Waters	Brittany D	Disadvantaged Bus Enterprise (DB)	\$48,960	0.00%	\$48,960	\$48,000
415	Waters	Holly L	Program Development	\$84,252	0.00%	\$84,252	\$82,600
416	Watkins	Jacqueline Jr	Chief Transportation Officer	\$59,824	9.00%	\$55,982	\$54,884
417	Weaver	Thomas A	Capital Grants	\$91,868	0.00%	\$91,868	\$90,066
418	Weed	Jamison D	Station Services	\$51,515	9.00%	\$48,207	\$47,261
419	Wells	Willie JR	Certification Training	\$57,398	9.00%	\$53,712	\$52,658
420	Westbrooks	Antoinette	Engineering Maintenance	\$62,280	7.3254%	\$59,190	\$58,029

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name		Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
421	Wettstein	William P	Design Engineering	\$76,289	0.00%	\$76,289	\$74,793
422	Whited	Robert L	Disadvantaged Bus Enterprise (DBE)	\$57,238	9.00%	\$53,562	\$52,511
423	Wiggins	Alex Z	Executive Director	\$178,500	0.00%	\$178,500	\$175,000
424	Williams	Lydia D	Electrical Maintenance	\$58,859	9.00%	\$55,079	\$53,999
425	Williams	Robert	Engineering Maintenance	\$98,100	9.00%	\$91,800	\$90,000
426	Williams	Sonya T	Audit	\$51,230	9.00%	\$47,940	\$47,000
427	Williams	Theodore JR	Electrical Maintenance	\$77,385	9.00%	\$72,415	\$70,995
428	Williams Harvey	Shanta	Disadvantaged Bus Enterprise (DBE)	\$66,379	2.1221%	\$66,300	\$65,000
429	Wilson	A Christopher	System Performance/Data	\$84,252	0.00%	\$84,252	\$82,600
430	Winchester	Joel D	ME Engineering	\$97,952	8.8354%	\$91,800	\$90,000
431	Woods	James C	Certification Training	\$81,341	9.00%	\$76,117	\$74,624
432	Worley	Robert J	MILW Engineering	\$81,763	9.00%	\$76,512	\$75,011
433	Wysocki	John E	Systems Development	\$83,237	0.00%	\$83,237	\$81,604
434	Yamauchi	Kazuyuki	Chief Mechanical Officer	\$65,079	8.4656%	\$60,000	\$60,000

2013

ATTACHMENT B

2.0% GENERAL ADJUSTMENTS
AND
INITIAL CLASSIFICATION AND COMPENSATION ADJUSTMENTS

Employee Name		Department	Compensation Effective 01/01/2013: Annual Salary	C & C Percentage Increase Capped at 9.00%	2% General Increase If Applicable Based off 12/31/2012 Annual Salary	12/31/2012 Annual Salary	
435	Yock	Martin H	Rock Island Operations	\$75,210	9.00%	\$70,380	\$69,000
436	Zawisza	Bruno J	MILW Mechanical	\$78,480	9.00%	\$73,440	\$72,000
437	Zdanky	Thomas A	Communications	\$75,369	6.5753%	\$72,134	\$70,719
438	Zwolfer	Paul A	CUS Operations	\$82,158	9.00%	\$76,882	\$75,374
439	Zwolfer	Peter	Chief Transportation Officer	\$130,000	0.00%	\$130,000	\$112,000



TO: Board of Directors

DATE: April 19, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Hiring Resolution Report

ACTION: Approve Monthly Hiring Resolution Report

BACKGROUND

Attached for your approval, please find the Monthly Hiring Resolution Report for March 2013. This is a report that the Board requested by formal action, per Board Ordinance Met 13-03 to keep the Board immediately apprised of matters affecting personnel compensation above \$75,000 and/or 9% (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Hiring Resolution Report for March 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

COMMUTER RAIL BOARD

HIRING RESOLUTION NO. MET 13-

WHEREAS, on March 15, 2013, the Board of Directors of the Northeast Illinois Regional Commuter Rail Corporation (“Corporation”) enacted a hiring ordinance, which provides that for any non-contract new hires or promotions, at the annual rate of pay of over \$75,000 (the “Salary Threshold Amount”), the Executive Director/CEO (“CEO”) will submit a proposed hiring resolution to the Commuter Rail Division Board (“CRD Board”) in open session, and all such employment offers will be contingent upon approval of the proposed hiring resolution by the CRD Board (on behalf of the Corporation), and no such employment (new hires or promotions) can commence before such CRD Board approval; and

WHEREAS, the hiring ordinance further provides that the proposed hiring resolution shall contain for each identified employee the following information, as applicable: name, title, and proposed salary, and that the proposed hiring resolution shall also include proposed vacation days, proposed personal time off (PTO) days, proposed relocation expense reimbursement and any other benefit being offered to the employee should such benefit(s) exceed those reflected in the Corporation’s Non-Contract Employee’s Handbook; and

WHEREAS, the hiring ordinance further provides that if the CEO seeks to give a salary increase (excluding promotions) to an existing non-contract employee in an existing non-contract position that exceeds 9% of the employee’s current annual gross salary, the CEO must obtain approval of the CRD Board, and that such requests for approval of annual salary increases exceeding 9% shall be included as a sub-section of the monthly proposed hiring resolution; and

WHEREAS, the CEO now submits this proposed hiring resolution for approval of contingent offers, which are attached hereto as Attachment A;

NOW THEREFORE BE IT RESOLVED, that the CRD Board hereby approves the contingent employment offers, which are attached hereto as Attachment A.

BE IT FURTHER RESOLVED, that the CEO is hereby authorized to take such actions as he deems necessary to implement and administer this Resolution.

April 19, 2013

PROPOSED HIRING RESOLUTION
March 2013

Proposed New Hires Over \$75,000

Candidate	Position	Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
**Carolyn Tucker	Director, External Communications & Stakeholder Management	M07 / 16	\$109,016	N/A
**Richard Valero	Manager, Rolling Stock & Regulations	M04 / 14	\$88,992	N/A
**Todd Cabonor	Industrial Hygiene Engineer	M03 / 12	\$80,718	N/A

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

**Candidate has requested that his/her name remain confidential until confirmation, as allowed under MET 13-03, paragraph 4.

Proposed Promotions Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
Parrish Hicks	General Foreman	M01 / 10	\$71,940	6.00%	Shop Superintendent	M02 / 13	\$76,250	N/A

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

Proposed Lateral Transfers Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
Robert Farnesi	Director, Engineering Milwaukee District	M07 / 18	\$97,952	0.00%	Director, Engineering Rock Island District	M07 / 18	\$97,952	N/A

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

Union to Management Transfers Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
Tommy Warren	Electrician	N/A	\$59,090	32.81%	Shop Superintendent	M02 / 13	\$78,480	N/A

PROPOSED HIRING RESOLUTION

March 2013

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

Proposed Salary Increases Over 9%

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
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None

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.



TO: Board of Directors

DATE: May 17, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for April 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for April 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
April 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
04/22/13	Liliya Mersman	Auditor I	07	\$55,007	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
04/22/13	Amy Luksic	Manager, Financial Reporting	08	\$54,813	0.00%	08	\$54,813	
04/22/13	Robert Farnesi	Director, Rock Island Engineering	18	\$97,952	0.00%	17	\$97,952	
04/22/13	Karen Hullinger	Executive Secretary II	07	\$49,855	0.00%	06	\$49,855	
04/22/13	Peter Sakyi	Accounting Associate	07	\$43,600	0.00%	07	\$43,600	
03/18/13	Bruce Frakes	Shop Superintendent, Car Projects	13	\$79,576	0.00%	13	\$79,576	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
04/16/13	Ruben Velaseo Jr.	Training Instructor	09	\$59,163	N/A	Union	Various	

BOARD OF DIRECTORS APPOINTMENTS

Date	Employee	Position	Annual Salary	Comments
04/09/13	Norman Carlson	Metra Board of Directors	\$15,000	Lake County Board Chairman appointment; replacing James La Belle

METRA EXECUTIVE DIRECTOR/CEO
MONTHLY MANAGEMENT PERSONNEL REPORT
April 2013

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
04/09/13	James La Belle	Metra Board of Directors	\$15,000	\$0	\$0	No payout.

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
04/17/13	Rajan Mahadevia	Senior Network Engineer	\$93,840	\$5,341	\$0	2013 Vacation: 9.80 days 2014 Vacation: 4.9987 days Total Payout: 14.7987days
03/29/13	Christopher Upshaw	Electrical Engineer	\$61,200	\$1,373	\$0	2013 Vacation: 5.0 days 2014 Vacation: .8325 days Total Payout: 5.8325 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
03/25/13	Ralph Spargo	Director, Signal Construction	\$94,478	\$9,811	\$0	2013 Vacation: 28.0 days Total Payout: 28.0 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: May 17, 2013

FROM: Alex Clifford *Alex Clifford*
Chief Executive Officer *For CEO*

SUBJECT: Monthly Hiring Resolution Report

ACTION: Approve Monthly Hiring Resolution Report

BACKGROUND

Attached for your approval, please find the Monthly Hiring Resolution Report for April 2013. This is a report that the Board requested by formal action, per Board Ordinance Met 13-03 to keep the Board immediately apprised of matters affecting personnel compensation above \$75,000 and/or 9% (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Hiring Resolution Report for April 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

PROPOSED HIRING RESOLUTION
April 2013

Proposed New Hires Over \$75,000

Candidate	Position	Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
**	Department Head, Procurement	13	\$85,000	N/A
**	Manager, Employment Services	12	\$76,234	N/A

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

**Candidate has requested that his/her name remain confidential until confirmation, as allowed under MET 13-03, paragraph 4.

Proposed Promotions Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
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None

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

Proposed Lateral Transfers Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
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None

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

Union to Management Transfers Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
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None

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROPOSED HIRING RESOLUTION
April 2013

Proposed Salary Increases Over 9%

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
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None

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.



TO: Board of Directors

DATE: June 21, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Management Personnel Report

ACTION: Receive & File

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for May 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for May 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT

May 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
05/28/13	Ashley Colquitt	DBE Generalist - Community Liaison	10	\$61,012	
05/28/13	Alyssa Carter	Auditor II	08	\$60,507	
05/28/13	Tracey Callaway	Rules Examiner	10	\$67,113	
05/20/13	Michael Sullivan	Industrial Hygiene Associate	07	\$56,535	
05/20/13	Martha Espinoza	Instructional Designer	09	\$62,861	
05/13/13	Carolyn Tucker	Director, External Communications & Stakeholder Management	16	\$109,016	
05/06/13	Richard Valero	Manager, Rolling Stock & Regulations	14	\$88,992	
05/06/13	Susan Simmons	Claims Specialist	06	\$55,563	
04/29/13	Derrick Robinson II	DBE Generalist	08	\$53,785	
04/29/13	Gregory Price	Claims Specialist	06	\$55,563	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
05/16/13	Parrish Hicks	Shop Superintendent	13	\$76,256	6.00%	10	\$71,940	
05/01/13	Michael Robles	Instructional Designer	15	\$65,000	7.31%	08	\$60,571	
04/29/13	Marivel Montes	Manager, Commercial Insurance	12	\$73,992	9.58%	10	\$67,526	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT

May 2013

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
05/28/13	Katie Watt	Marketing Management Coordinator II	08	\$53,785	N/A	Union	N/A	
05/16/13	Sandra Blue	Manager, Crew Dispatching	12	\$73,992	N/A	Union	N/A	
05/16/13	Robert Freeny	Rules Examiner	10	\$65,079	N/A	Union	N/A	

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
04/01/13	Paul Amadio	Site Administrator	\$60,724	\$6,772	\$0	2013 Vacation: 29.00 days 2014 Vacation: 0.00 days Total Payout: 29.00 days

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
05/03/13	Michele Musatto	Executive Secretary III	\$61,200	\$3,530	\$0	2013 Vacation: 10.00 days 2014 Vacation: 4.9987 days Total Payout: 14.9987days

RETIREMENTS

None

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: June 21, 2013

FROM: Alex Clifford
Chief Executive Officer

SUBJECT: Monthly Hiring Resolution Report

ACTION: Approve Monthly Hiring Resolution Report

BACKGROUND

Attached for your approval, please find the Monthly Hiring Resolution Report for May 2013. This is a report that the Board requested by formal action, per Board Ordinance Met 13-03 to keep the Board immediately apprised of matters affecting personnel compensation above \$75,000 and/or 9% (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Hiring Resolution Report for May 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

METRA EXECUTIVE DIRECTOR/CEO

PROPOSED HIRING RESOLUTION

May 2013

Proposed Transfers Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Salary	*Benefits Exceeding Handbook Provisions
Douglas Wagner	Mechanical Foreman	Union	\$70,950		Shop Superintendent	13	\$78,350	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

Proposed Newly Created Positions to the 2013 Budget Over \$75,000

Department	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	Proposed Hiring Range	*Benefits Exceeding Handbook Provisions
Law - Real Estate & Contracts	N/A	N/A	N/A	N/A	Associate General Counsel	16	\$87,213 - \$98,113	

Proposed Acting Assignments Over \$75,000

Candidate	Current Position	Current Grade	Current Salary	% Increase	Proposed Position	Proposed Grade	**Proposed Salary	*Benefits Exceeding Handbook Provisions
Sue Ann Rosen	Senior Director, Litigation & Risk Management	20	\$134,640	5.00%	Acting General Counsel	20	\$141,372	
Bruce Marcheschi	Director, Communications	16	\$97,189	5.00%	Acting Chief Engineering Officer	16	\$102,048	
Cornel Petranu	Senior Electrical Engineer	11	\$83,458	5.00%	Acting Director, Electrical Engineering	11	\$87,631	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

**Salary adjustment will be effective 30-days after being appointed, in accordance with the Acting Assignment Policy.



TO: Board of Directors

DATE: August 16, 2013

FROM: Don Orseno, Deputy Executive Director, Operations
Alex Z. Wiggins, Deputy Executive Director, Administration

SUBJECT: Monthly Management Personnel Report

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for June and July 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

- A. Monthly Management Personnel Report for June and July 2013.
- B. 2013 Below Minimum Adjustments.
- C. 2013 Management-to-Management Compression Adjustments.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
June and July 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
07/08/13	Nancy Wajler	Department Head, Operations Training	13	\$80,046	
07/08/13	Daric Guimary	Assistant Electrical Engineer	07	\$48,895	
07/08/13	Loletha Johnson	DBE Compliance Specialist	06	\$54,784	
06/24/13	Joseph Reeves	Technical Support Associate	06	\$54,784	
06/24/13	Michael Flournoy	Department Head, Procurement	13	\$85,000	
06/24/13	Douglas Smagur	Corporate Paralegal - Real Estate & Contracts	05	\$46,723	
06/10/13	Todd Cabonor	Industrial Hygiene Engineer	12	\$80,718	
06/10/13	Ronald Wojkovich	Graphic Design Specialist	08	\$67,231	
06/03/13	Renee Boise	Manager, Employment Services	10	\$76,234	
06/03/13	James Fritz Jr.	Senior Auditor	09	\$72,105	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT

June and July 2013

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Provisions	Handbook
07/25/13	Michael Gillis	Manager, Media Relations	12	\$77,390	0.00%	12	\$77,390		
07/01/13	Jeffrey Jachna	Director, Track Construction	18	\$96,152	18.5145%	12	\$81,131		
07/01/13	Allen Mahler	Shop Superintendent	13	\$75,337	15.1942%	10	\$65,400		
07/01/13	Ann Marie Di Prima	Auditor I	07	\$50,423	18.7206%	05	\$42,472		
05/21/13	Sharon Munari-Austin	Senior Corporate Director, Homeland Securities & Special Projects	20	\$158,100	0.00%	20	\$158,100		

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

RECLASS/DOWNGRADE

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
07/16/13	Lori Jones	Senior HR Program Development Specialist	11	\$81,348	-11.5821%	13	\$92,004	
06/17/13	James Newman	Auditor II	8	\$60,507	-7.4817%	10	\$65,400	

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
07/01/13	Douglas Wagner	Shop Superintendent	13	\$78,350	N/A	Union	N/A	

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT

June and July 2013

MANAGEMENT TO UNION

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/08/13	Tony Sims	Office Services Coordinator II	\$44,450	\$855	\$0	2013 Vacation: 5.00 days 2014 Vacation: 0.00 days Total Payout: 5.00 days
06/27/13	Ralph Sweat	Assistant Supervisor, Locomotive Engineer	\$78,780	\$6,666	\$0	2013 Vacation: 22.00 days 2014 Vacation: 0.00 days Total Payout: 22.00 days
06/10/13	Maryellen Brady	Senior Manager, Operations Projects	\$69,725	\$7,241	\$0	2013 Vacation: 27.00 days 2014 Vacation: 0.00 days Total Payout: 27.00 days

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/30/13	Paul Darley	Metra Board of Directors	\$15,000	\$0	\$0	No payout.
07/19/13	Michael McCoy	Metra Board of Directors	\$15,000	\$0	\$0	No payout.

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
07/12/13	Nancy Wajler	Department Head, Operations Training	\$80,046	\$0	\$0	2013 Vacation: 0.00 days 2014 Vacation: 0.00 days Total Payout: 0.00 days
07/09/13	Barbara Manning	Department Head, Audit	\$93,373	\$1,796	\$0	2013 Vacation: 5.00 days 2014 Vacation: 0.00 days Total Payout: 5.00 days
07/03/13	Dan Priestas	Shop Superintendent	\$76,777	\$1,230	\$0	2013 Vacation: 4.1662 days 2014 Vacation: 0.00 days Total Payout: 4.1662 days
06/19/13	Maxwell Johnson	Senior Network Engineer	\$81,600	\$5,178	\$0	2013 Vacation: 9.00 days 2014 Vacation: 7.50 days Total Payout: 16.50 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT

June and July 2013

SEPARATIONS (continued)

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
05/31/13	Joel Ayala	Network Engineer	\$60,303	\$6,088	\$0	2013 Vacation: 20.00 days 2014 Vacation: 6.2487 days Total Payout: 26.2487 days
05/24/13	LaKendra Crowder	Auditor I	\$48,895	\$627	\$0	2013 Vacation: 3.3325 days 2014 Vacation: 0.00 days Total Payout: 3.3325 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
06/28/13	Joseph Lorenzini	Chief Engineering Officer	\$142,800	\$19,223	\$11,767	2013 Vacation: 22.50 days 2014 Vacation: 12.50 days 30% Reserve Bank: 8.925 days 25% Reserve Bank: 12.50 days Total Payout: 56.425 days
06/03/13	Wes Szerla	Director, Electrical Engineering	\$108,701	\$17,350	\$78	2013 Vacation: 29.00 days 2014 Vacation: 12.50 days 25% Reserve Bank: .1875 days Total Payout: 41.6875 days
06/03/13	Carolyn Capranica	Department Head, Procurement	\$97,294	\$15,904	\$2,165	2013 Vacation: 30.00 days 2014 Vacation: 12.50 days 25% Reserve Bank: 5.7843 days Total Payout: 48.2843 days
06/03/13	Jeffrey Maly	Section Chief, Materials	\$73,887	\$7,997	\$0	2013 Vacation: 15.64 days 2014 Vacation: 12.50 days Total Payout: 28.14 days
06/03/13	Douglas Meteisis	B & B Supervisor, Capital Projects	\$70,562	\$9,092	\$2,069	2013 Vacation: 21.00 days 2014 Vacation: 12.50 days 25% Reserve Bank: 7.625 days Total Payout: 41.125 days
06/03/13	Carmen Vaughans	Passenger Services Representative	\$51,525	\$3,468	\$81	2013 Vacation: 5.00 days 2014 Vacation: 12.50 days 25% Reserve Bank: .4062 days Total Payout: 17.9062 days
05/31/13	Theresa Barnett	General Counsel	\$173,400	\$25,621	\$19,703	2013 Vacation: 28.00 days 2014 Vacation: 10.4162 days 30% Reserve Bank: 17.0437 days 25% Reserve Bank: 12.50 days Total Payout: 67.9599 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.

BELOW MINIMUM RECOMMENDATIONS

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	Percentage Increase	12/31/2012 Annual Salary
1	Adams Susan A	Human Resources Admin/IT	\$48,895	9.8642%	\$44,505
2	Andersen Kristen M	Long Range Planning	\$53,785	18.1041%	\$45,540
3	Androsyuk Lyudmyla	Accounting	\$48,895	22.2377%	\$40,000
4	Badurski William Victor	Mechanical Operations	\$83,060	18.6565%	\$70,000
5	Baumgart Amy M	Station Services	\$53,785	13.8033%	\$47,261
6	Brantz Jeffrey J	Chief Transportation Officer	\$65,079	19.9045%	\$54,276
7	Bratanick Holly L	Station Services	\$53,785	13.8033%	\$47,261
8	Brtis Alexandria	Mechanical Capital Projects	\$65,079	16.7238%	\$55,755
9	Del Toro Carlos A	Certification Training	\$59,163	12.6915%	\$52,500
10	Gallardo Noe	Community Affairs	\$59,163	13.8868%	\$51,949
11	Henley Anicia P	Station Services	\$53,785	13.8033%	\$47,261
12	Johnson Veronica S	Accounting	\$48,895	22.2377%	\$40,000

2013 CLASSIFICATION AND COMPENSATION

BELOW MINIMUM RECOMMENDATIONS

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	Percentage Increase	12/31/2012 Annual Salary
13	Knott Douglas Michael	Police & Security Services	\$75,337	9.6935%	\$68,680
14	Land Gary F	Disadvantage Business Enterprise (DBE)	\$53,785	14.0325%	\$47,166
15	Lidwin Natalia	Accounting	\$48,895	22.2377%	\$40,000
16	McCann Kevin R	Rock Island Mechanical	\$96,152	13.1198%	\$85,000
17	McDonald Calandra	Station Services	\$53,785	13.8033%	\$47,261
18	Morriss Nathanael J	Design Engineering	\$96,152	14.0970%	\$84,272
19	Neskovic Marko	Engineering Maintenance	\$68,333	18.0481%	\$57,886
20	Opilka David W	Mechanical Operations	\$53,785	12.9691%	\$47,610
21	Osborne Richard	Audit	\$53,785	14.4353%	\$47,000
22	Ott Joseph G	Construction	\$87,213	15.9618%	\$75,208
23	Polivka Paul E	Electrical Maintenance	\$96,152	13.1198%	\$85,000
24	Querubin Diane B	Cash Management	\$48,895	18.1041%	\$41,400

2013 CLASSIFICATION AND COMPENSATION

BELOW MINIMUM RECOMMENDATIONS

Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	Percentage Increase	12/31/2012 Annual Salary	
25 Reyes	Alejandro	Mechanical Operations	\$48,895	22.2377%	\$40,000
26 Rubino	Sarah	Budget	\$44,450	11.1252%	\$40,000
27 Ruminski	Kenneth A	Ticket Services	\$71,750	5.6203%	\$67,932
28 Smith	Barbara	Capital Grants	\$53,785	18.1041%	\$45,540
29 Solomon	Joshua J	Station Services	\$53,785	13.9504%	\$47,200
30 Steep	Brian	Capital Grants	\$53,785	18.1041%	\$45,540
31 Thomas	Janice R	Disadvantage Business Enterprise (DBE)	\$106,007	17.7860%	\$90,000
32 Watkins	Jacqueline	Chief Transportation Officer	\$65,079	18.5762%	\$54,884
33 Weed	Jamison D	Station Services	\$53,785	13.8033%	\$47,261
34 Wells	Willie JR	Certification Training	\$59,163	12.3534%	\$52,658
35 Williams	Sonya T	Audit	\$53,785	14.4353%	\$47,000

MANAGEMENT TO MANAGEMENT
COMPRESSION RECOMMENDATIONS

	Employee Name	Department	Compensation Effective 01/01/2013: Annual Salary	Percentage Increase Capped at 9.00%	12/31/2012 Annual Salary
1	Cook David N	Rock Island Operations	\$98,100	9.00%	\$90,000
2	Derwinski James M	Mechanical Operations	\$112,524	7.1661%	\$105,000
3	Earley Charles R	Metra Electric Opeations	\$94,346	8.7157%	\$86,782
4	Hunt Andre	Certification Training	\$93,337	9.00%	\$85,630
5	Smith Cedric L	Rock Island Operations	\$94,285	9.00%	\$86,500
6	Smith Cornell Dwight Sr	Milwaukee Mechanical	\$61,040	9.00%	\$56,000
7	Tague Robert J	Certification Training	\$88,366	9.00%	\$81,070



TO: Board of Directors

DATE: September 20, 2013

FROM: Don Orseno
Interim Executive Director

A handwritten signature in blue ink, appearing to read "Don Orseno", is written over the printed name and title.

SUBJECT: Monthly Management Personnel Report

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for August 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

As information, in an on-going effort to continue our commitment to further evaluate jobs and equity in pay, the "Class and Comp Action" will be a new component in the report.

ATTACHMENTS

A. Monthly Management Personnel Report for August 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
August 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
08/12/13	Mariana Akolt	Auditor I	07	\$50,423	
08/05/13	Stephen Goins	Attorney I	10	\$65,079	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
08/20/13	John Meyer	Director, Milwaukee Engineering	18	\$96,152	5.21%	12	\$91,393	
08/19/13	Ignatius Panepinto	Manager, PTC & Signal Design	17	\$103,019	18.97%	12	\$86,594	
08/19/13	Richard Oppenheim	Assistant Superintendent	13	\$94,172	23.10%	12	\$76,500	
08/19/13	David Moore	Director, Signal Construction	18	\$96,152	15.2087%	12	\$83,459	
08/12/13	Piotr Jedraszczak	Electrical Engineer	09	\$62,861	14.1267%	07	\$55,080	
06/25/13	Doris Lucas	Project Manager, Network Servies	10	\$77,912	4.0005%	08	\$74,915	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

RECLASS/DOWNGRADE

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
08/19/13	Ronald Mnichowski	Shop Superintendent	13	\$94,137	-2.0956%	18	\$96,152	

METRA EXECUTIVE DIRECTOR/CEO
MONTHLY MANAGEMENT PERSONNEL REPORT
August 2013

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
08/09/13	Paul Amadio	District Senior Car Inspector	10	\$65,079	N/A	Union	N/A	
08/08/13	Juanita Cervantes	Executive Administrative Assistant to the CEO	07	\$61,200	N/A	Union	N/A	

CLASS AND COMP ACTION

Date	Employee	Position	New Salary	1/1/13 Annual Salary	% Increase Capped at 9%	12/31/12 Annual Salary	Comments
01/01/13	Thomas McNulty	Senior Project Manager	\$68,964	\$67,824	1.6808%	\$63,270	
01/01/13	Daniel Orlich	Senior Project Manager	\$67,613	\$65,950	2.5216%	\$62,030	
01/01/13	Maurice Covington	Project Manager	\$64,149	\$61,686	3.9928%	\$58,852	

ACTING PAY ASSIGNMENTS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
07/01/13	Bruce Marcheschi	Chief Engineering Officer	16	\$102,048	4.9995%	16	\$97,189	
06/24/13	Sue Ann Rosen	General Counsel	20	\$141,372	5.0000%	20	\$134,640	
06/24/13	Cornel Petranu	Director, Electrical Engineering	11	\$87,631	5.0001%	11	\$83,458	

**Salary adjustment will be effective 30-days after being appointed, in accordance with the Acting Assignment Policy.

MONTHLY MANAGEMENT PERSONNEL REPORT

August 2013

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/15/13	Stanley Rakestraw	Metra Board of Directors	\$15,000	\$0	\$0	No payout.
08/02/13	Larry Huggins	Metra Board of Directors	\$15,000	\$0	\$0	No payout.
08/01/13	Brad O'Halloran	Metra Board of Directors	\$25,000	\$0	\$0	No payout.

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/09/13	Nathanael Morris	Manager, Civil & Structural Design	\$96,152	\$6,287	\$0	2013 Vacation: 7.00 days 2014 Vacation: 9.9987 days Total Payout: 16.9987 days
06/21/13	Alexander Clifford	Executive Director / Chief Executive Officer	\$267,877	\$32,841	\$23,310	Vacation: 31.875 days Reserve Bank: 22.625 days Total Payout: 54.50 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/01/13	Mary McDonald	Project Cost Supervisor	\$64,322	\$10,803	\$3,072	2013 Vacation: 27.00 days 2014 Vacation: 16.6662 days 25% Reserve Bank: 12.4156 days Total Payout: 56.0818 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

DATE: October 18, 2013

FROM: Don Orseno 
Interim Executive Director

SUBJECT: Monthly Management Personnel Report

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for September 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for September 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
September 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
09/30/13	Mark Delaney	Senior Signal Engineer	12	\$97,000	
09/16/13	Soledad Santiago	Senior Workforce Planning Specialist	10	\$75,248	
09/16/13	Scott Bates	Senior HR Generalist	10	\$74,000	
08/30/13	Jack Kelly	Manager, Grant Analysis	11	\$80,000	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
09/20/13	Sonya Williams	Senior Auditor	09	\$73,954	37.50%	08	\$53,785	
09/02/13	Thomas Stuebner	Attorney II	12	\$78,476	19.99%	10	\$65,400	
08/26/13	Ljudmyla Androsyuk	Supervisor, Accounts Payable	09	\$59,163	21.00%	07	\$48,895	
08/26/13	Cornell Smith	General Foreman	10	\$71,000	16.32%	07	\$61,040	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

RECLASS/DOWNGRADE

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
09/16/13	Edward Remus	Senior Contracting Agent	11	\$79,700	5.68%	09	\$75,417	

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
September 2013

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
09/03/13	Aaron Gulbransen	Assistant Supervisor, Locomotive Engineer	09	\$75,000	N/A	Union	N/A	

ACTING PAY ASSIGNMENTS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
09/16/13	Peter Zwolfer	Acting Deputy Executive Director, Operations	24	\$136,500	5.00%	24	\$130,000	
09/16/13	Martin Ryan	Acting Chief Transportation Officer	24	\$139,230	5.00%	24	\$132,600	
09/16/13	James Derwinski	Acting Chief Mechanical Officer	20	\$118,150	5.00%	20	\$112,524	

**Salary adjustment will be effective 30-days after being appointed,
in accordance with the Acting Assignment Policy.

BOARD OF DIRECTORS APPOINTMENTS

Date	Employee	Position	Annual Salary	Comments
09/10/13	John P. Zediker	Metra Board of Directors	\$15,000	
09/10/13	Manuel Barbosa	Metra Board of Directors	\$15,000	

METRA EXECUTIVE DIRECTOR/CEO

MONTHLY MANAGEMENT PERSONNEL REPORT
September 2013

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
09/12/13	Jeremiah Evoy	Programmer/Analyst	\$54,500	\$4,454	\$0	2013 Vacation: 10.00 days 2014 Vacation: 11.25 days Total Payout: 21.25 days
09/05/13	Joseph Reeves	Technical Support Associate	\$52,784	\$508	\$0	2013 Vacation: 0.00 days 2014 Vacation: 2.50 days Total Payout: 2.50 days
08/30/13	Fernando Bustamante	Senior Attorney	\$89,925	\$8,646	\$0	2013 Vacation: 15.00 days 2014 Vacation: 9.9987 days Total Payout: 24.9987 days

RETIREMENTS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
09/06/13	Robert Carroll	Signal Project Engineer	\$79,570	\$8,952	\$0	2013 Vacation: 18.00 days 2014 Vacation: 11.25days Total Payout: 29.25 days
09/03/13	Chyrl Graham	Executive Secretary I	\$51,753	\$3,732	\$0	2013 Vacation: 0.00 days 2014 Vacation: 18.75 days Total Payout: 18.75 days
08/27/13	James Erickson	Assistant Supervisor, Arcs	\$75,860	\$4,255	\$0	2013 Vacation: 0.00 days 2014 Vacation: 14.5825 days Total Payout: 14.5825 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors
FROM: Don Orseno 
Interim Executive Director
SUBJECT: Monthly Management Personnel Report

DATE: November 15, 2013

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for October 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (c.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for October 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
October 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
10/21/13	Daniel Hronek	Associate General Counsel	16	\$100,840	
10/21/13	Jerry Bland III	Shop Superintendent	13	\$85,000	
10/14/13	Shaniece Atkinson	Technical Support Associate	06	\$55,563	
10/01/13	Mark Delaney	Senior Signal Engineer	12	\$97,000	
10/01/13	Barbara Hundly-Lacour	Senior HR Generalist	10	\$70,000	
10/01/13	Raymond Baniewicz	Network Engineer	09	\$73,954	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
10/29/13	David Opilka	Senior Procurement & Cost Analyst	09	\$59,163	10.00%	08	\$53,785	
10/25/13	Francisco Rojas	Director, Milwaukee Mechanical	18	\$96,152	22.52%	13	\$78,480	
10/15/13	Charles Berry	Civil Engineer	08	\$60,283	6.00%	06	\$56,871	
10/11/13	Stephen Bauman	Senior Contract Agent	11	\$72,604	30.08%	07	\$55,815	
10/01/13	Diane Harvath	Section Chief, Grant Administration	10	\$81,349	24.39%	10	\$65,400	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

MONTHLY MANAGEMENT PERSONNEL REPORT
October 2013

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
10/16/13	Julie Taylor	Office Services Coordinator II	06	\$55,563	N/A	Union	N/A	

BOARD OF DIRECTORS APPOINTMENTS

Date	Employee	Position	Annual Salary	Comments
10/17/13	Brian K. Reaves	Metra Board of Directors	\$15,000	
10/16/13	Martin Oberman	Metra Board of Directors	\$15,000	
10/10/13	Romayne C. Brown	Metra Board of Directors	\$15,000	
10/01/13	John R. Plante	Metra Board of Directors	\$15,000	

BOARD OF DIRECTORS SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
10/01/13	William Widmer	Metra Board of Directors	\$15,000	\$0	\$0	No payout.

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
08/23/13	James Fritz	Senior Auditor	\$72,105	\$0	\$0	2013 Vacation: 0.00 days 2014 Vacation: 0.00 days Total Payout: 0.00 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.



TO: Board of Directors

FROM: Don Orseno *DO*
Interim Executive Director

SUBJECT: Monthly Management Personnel Report

DATE: December 13, 2013

BACKGROUND

Attached for your review, please find the Monthly Management Personnel Report for November 2013. This is a report that the Board requested by formal action to keep the Board immediately apprised of matters affecting personnel compensation (e.g. See Attachment A.)

ATTACHMENTS

A. Monthly Management Personnel Report for November 2013.

Prepared by Brenda Smith, Acting Senior Corporate Director, Human Resources
Gwenetta S. Almon, Senior Human Resources Generalist

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2013

NEW HIRES

Date	Employee	Position	Grade	Annual Salary	*Benefits Exceeding Handbook Provisions
11/11/13	Charles Harrison	Associate General Counsel	16	\$112,000	
11/04/13	Carol Taylor	Department Head, Operations Training	13	\$94,172	
11/04/13	Kenneth Rotter	Section Chief, Materials	10	\$81,349	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

PROMOTIONS & TRANSFERS

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	*Benefits Exceeding Handbook Provisions
11/22/13	Marivel Montes	Associate General Counsel	16	\$87,213	17.87%	08	\$73,992	
11/01/13	Brittany Waters	Labor Relations Specialist	08	\$53,785	9.85%	06	\$48,960	

*Proposed vacation days, personal time off (PTO) days, relocation expense reimbursement, and any other benefit if it exceed those reflected in Metra's Non-Contract Employee's Handbook.

UNION TO MANAGEMENT

Date	Employee	Position	New Grade	New Salary	% Increase	Prev Grade	Prev Salary	Comments
11/01/13	Brad Clark	B & B Supervisor	09	\$73,954	N/A	Union	N/A	

METRA EXECUTIVE DIRECTOR

MONTHLY MANAGEMENT PERSONNEL REPORT
November 2013

ADJUSTMENTS

Date	Employee	Position	New Salary	Prev Salary	% Increase	Comments
01/01/13	Geoffrey Lacina	HRIS Project Lead	\$73,152	\$69,750	4.8774%	
11/01/13	Joseph Tosti	Senior Employment Specialist	\$59,163	\$53,737	10.0973%	
10/15/13	Maria Neskovic	Manager, Administrative Services	\$65,079	\$53,737	21.1065%	

SEPARATIONS

Date	Employee	Position	Annual Salary	Vacation Payout	Reserve Sick Bank Payout	Comments
11/04/13	Marie Lewis	Labor Relations Coordinator	\$41,932	\$1,774	\$22	2013 Vacation: 0.00 days 2014 Vacation: 10.9987 days 25% Reserve Bank: .1343 days Total Payout: 11.133 days
11/01/13	Richard Capra	Chief Audit & Compliance Officer	\$153,000	\$18,389	\$4,119	2013 Vacation: 17.50 days 2014 Vacation: 13.7487 days 25% Reserve Bank: 7.00 days Total Payout: 38.2487 days

Due to the new Payroll Reconciliation system, all separations and retirements effective on or after the 25th of the month will be reported the following month.