

QUARTERLY REPORT

REPORT: Report of Appointments, Separations and Leaves of Absence for FY 2016-17 2nd Quarter (October 1, 2016 – December 31, 2016) and Outline of Disciplinary Process. **(Finance & Admin.)**

MEETING DATE: 2/9/2017

SUBMITTED BY: Sara Lee, Chief Financial Officer

APPROVED BY: J. Christopher Lytle, Executive Director

SUMMARY

The attached schedule summarizes appointments, separations, and leaves of absence for the quarter ending December 31, 2016.

As of December 31, 2016, there are 460 FTEs on payroll, or 42 vacant positions. The FY 2016-17 budget assumes on average 467 FTEs on payroll (502 FTEs with an average vacancy factor of 35 FTEs).

**Quarterly Report of Appointments, Separations and Leaves of Absence
FY 2016-17 2nd Quarter October 1, 2016 – December 31, 2016)**

Appointments (New Hires)

	HIRE DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	CHANGE REASON
1	10/3/16	Carreno,Patrick	L	Associate Aviation Project Manager	\$ 10,076	New Hire
2	10/24/16	Schmidt,Jeremy	B	Port Senior Equipment Mechanic	\$ 8,295	New Hire
3	10/24/16	Walia,Munish	C	Port Assistant Engineer (Electrical & Mechanical Work)	\$ 9,349	New Hire
4	10/26/16	Henning,Michael	F	Utilities Supervisor	\$ 11,029	New Hire
5	11/7/16	Cheng,Jason	B	Gardener III	\$ 6,104	City Transfer
6	11/21/16	Olson III,Albert	C	Port Assistant Engineer (Electrical & Mechanical Work)	\$ 8,821	New Hire

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Separations

	SEPARATION DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	SEPARATION REASON
1	10/5/2016	Kung,Wilson	F	Port Utilities Foreman	\$11,733	Deceased
2	11/22/2016	Rigney,Laura	K	Airport Operations Superintendent, Landside	\$10,532	Resignation
3	11/27/2016	Mayo,Freddie	B	Custodian	\$5,820	Retirement
4	12/16/2016	Johnson,Frankie	L	Port Human Resources Assistant	\$6,589	Retirement
5	12/17/2016	Miller,Geraldine	L	Aviation Associate Properties Representative	\$9,435	Retirement
6	12/31/2016	Adams,Robert	B	Port Senior Equipment	\$10,242	Retirement
7	12/31/2016	Elizondo,Jaime	B	Custodian	\$5,820	Retirement
8	12/31/2016	McGraw,Bruce	B	Airport Operations Specialist, Airside/Landside	\$9,726	Retirement
9	12/31/2016	Parmley,William	B	Port Electrician	\$10,339	Retirement
10	12/31/2016	Peng,Stella	B	Custodian	\$5,820	Retirement
11	12/31/2016	Prall,John	C	Port Associate Environmental Scientist	\$10,533	Retirement
12	12/31/2016	Xu,Xing	B	Port Senior Auditor	\$10,749	Retirement

Leaves of Absence

	NAME	UNIT	BEGIN DATE	END DATE	CHANGE REASON	REMARKS
1	Employee # 400685	L	3/9/2016	Present	Leave without pay	Anticipated return to work on 1/9/17
2	Employee # 400556	L	7/2/2016	Present	Leave without pay	Anticipated return to work on 3/20/17
3	Employee # 400856	B	10/27/2016	Present	Administrative Leave	Discipline in progress