

SEATTLE PORT COMMISSION MOTION
ADOPTING THE
TOTAL REWARDS PHILOSOPHY
June 25, 2013

Statement in Support of the Motion

A clearly defined and communicated Total Rewards Philosophy assists an organization in retaining, attracting and engaging employees with the talents necessary to achieve its goals and objectives. The Port's Total Rewards Philosophy also provides guidance in holistically managing and administering Total Rewards and helps employees understand the entirety of the package available to them because of their employment relationship with the Port.

Total Rewards includes everything of value that employees and their families receive and have available to them as a result of their contribution to the Port's mission. The Total Rewards package is comprised of plans and programs in five categories:

- *Pay* – the cash employees receive in exchange for the work they perform.
- *Benefits* – the plans and programs that enhance employee well-being.
- *Learning and Development* – opportunities for employees to expand their experience, knowledge, skills and adaptability in a constantly changing work environment; opportunities may be formal or informal, required or voluntary, Port/profession-specific, or more broadly based.
- *Recognition* – acknowledgement of employee contributions, commitment and efforts toward Port endeavors and achievements; may be individual or team-based, formal or informal, tangible or intangible.
- *The Port Experience* – programs and activities that recognize Port employees' passion, creativity and motivation; are reflective of the Port mission and values, and create pride in working for an organization that honors individuality and diversity of employees and the surrounding community.

Motion

The PORT OF SEATTLE COMMISSION hereby adopts the **Total Rewards Philosophy**, which includes:

- *Overarching Principles* that apply to all aspects of Total Rewards.
- *Core Principles* that apply to elements of Total Rewards unique to each category.

Overarching Principles

- *Mission, Values and Strategy* – Total Rewards must reflect and support the Port's mission, values and long-term business strategy, nurture our unique culture and grow our business.
- *Employees* – Total Rewards must support employees performing their best, as well as their growth and well-being.

- *Sustainability* – Total Rewards must be managed in a fiscally responsible way that is sustainable over time, and Total Rewards decisions must recognize the financial impact on our organization, customers and community.
- *Inclusiveness* – Total Rewards must be applied fairly and consistently among all employees to support one organization working to accomplish overall Port goals.

Core Principles

Pay

- Pay should be at market average.
- Pay increases should be market competitive.
- Similar pay for similar work is important.

Benefits

- The total benefits package should be slightly better than market average.
- Benefits offerings should provide choices to meet diverse employee needs at different life stages.
- Employees should take an active role in understanding and utilizing their benefits responsibly.
- The benefits package should provide at least a minimum level of financial security in the event of a disability.
- Employees should share in the cost of their healthcare.

Learning and Development

- Employees should have access to a range of learning and development activities to increase their capability to serve the Port's needs.
- Employees and the Port share responsibility for employee development.
- Employees should receive regular performance feedback.
- Employees should have written development plans that are reviewed at least annually.
- Leaders should model their support for learning and development through their own development activities.

Recognition

- Employee and team accomplishments should be regularly recognized.
- Recognition should be meaningful to those being recognized.
- Employee tenure should be recognized.
- Retiree contributions to the Port should be acknowledged.

Port Experience

- The Port values the varied perspectives and ideas that come from a diverse workforce.
- The Port offers programs and activities that promote health, safety and preparedness on and off the job.
- The Port recognizes our unique position as an entrepreneurial enterprise within a public sector environment.
- The Port recognizes that work-life balance is important for employees and the organization.
- Working at the Port provides opportunities for both public and community service.