

ITEM NO: 7a supp

DATE OF

MEETING: November 1, 2011



Total Rewards Briefing

Background

Total rewards includes everything of value that employees receive as a result of their relationship with the Port.

- Pay
- Health coverage
- Pension benefits
- Time off benefits
- Learning and development
- Recognition
- Work experience
- And more

Background

- Total rewards help attract, motivate, engage and retain employees who will help achieve Port goals and objectives
- Total rewards philosophy guides planning and administration of the total rewards package
- Total rewards support Port efforts, like the Century Agenda

Background

- Accomplishments since the June briefing
 - Discussions with Port executives
 - Focus groups with department directors
 - Continued inventorying total rewards plans and programs
 - Affirmed the categories of the total rewards package
 - Identified the principles that comprise the total rewards philosophy

Total Rewards Philosophy

- Plans and programs fall into five categories
 - Pay
 - Benefits
 - Learning and development
 - Recognition
 - Work experience and culture
- Principles guide the overall philosophy as well as individual categories

Overarching Principles

- Total rewards should be aligned with the Port's mission, vision, strategies and values
- The total rewards package should be fiscally responsible and sustainable as well as flexible enough to respond to changing conditions
- Total rewards should support employees performing their best
- The total rewards philosophy applies to all Port employees and should be consistent and equitable
- Market is defined the recruiting market for a job, includes both private and public employers

Pay Principles

- Pay will be targeted to market average
- Pay increases should be market competitive
- Similar pay for similar work is important

Benefits Principles

- The benefits package will be slightly better than market average, health benefits targeted between the 50th and 75th percentile
- The package will include choices to support diverse needs throughout employee lifecycles
- Employees should take an active role in understanding and utilizing their benefits
- The benefits package should provide at least a minimum level of financial security in the event of disability
- All employees should share in the cost of their health care

Learning and Development Principles

- All employees should have access to a range of learning and development activities
- Employees and managers share responsibility for employee development
- All employees should have written development plans that are reviewed at least annually
- All employees should receive performance feedback at least annually
- Managers should model their support for learning and development through their own development

Recognition Principles

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

Culture and Work Experience Principles

- The varied perspectives and ideas that come from a diverse workforce are valued
- Programs and activities that promote health, safety and preparedness on and off the job will be offered
- The Port will promote its unique position as an entrepreneurial enterprise within a public sector environment
- The Port will support a culture that allows work-life balance
- Opportunities for public as well as community service will be available
- Programs will create pride in the Port's complex, diverse and interesting work



Next Steps

- Conduct a gap analysis
 - Identify all total rewards plans and programs
 - Review plans and programs against the philosophy to identify gaps
 - Develop work plans and strategies to address the gaps
- Develop a communication plan
- Implement the communication plan

Questions?