

PORT OF OLYMPIA COMMISSION
Resolution 2007-04

A resolution of the Port of Olympia Commission adopting a Total Compensation Philosophy for all jobs at the Port of Olympia.

WHEREAS, the total compensation philosophy for the jobs at the Port of Olympia combines:

- Base salary
- Variable pay
- Benefits
- Performance recognition
- Work environment and intangibles that contribute to a quality work-life, and;

WHEREAS, the total compensation philosophy is built on our values of:

- **Performance** – developing and supporting on-going high performance
- **Finance** – managing and controlling the financial resources of our businesses
- **Excellence** – continually striving to improve the quality of our services
- **Fairness** – caring for employees and treating everyone in a fair manner
- **Respect** – affirming the ideas, worth and dignity of each employee, and;

WHEREAS, our total compensation philosophy is designed to support:

- Commitment to customers
- Superior service and teamwork
- Financial strength
- Employee work satisfaction and retention
- Fairness and open communication
- Integrity and ethical behavior, and;

WHEREAS, it is the goal of the **Port of Olympia** to attract and retain the skilled employees required to achieve the **Port's** strategic business goals and objectives. The **Port** strives to provide compensation and benefits in an organized and equitable manner. The compensation and benefits are based on market policies and practices. In addition, employees are recognized for their performance accomplishments. The **Port** chooses to be competitive in the market, but does not have the policy of being a premium payer.

WHEREAS, the total compensation principals and practices are as follows:

1. We recognize the need for a positive work environment that, to the highest degree possible, meets the needs and expectations of our diverse workforce.

2. The fair and consistent treatment of employees is reflected in all areas of total compensation. The orientation to the total compensation philosophy, principles and practices is ongoing to ensure that all staff understands the program.
3. Relevant compensation market data is used for comparison purposes to reflect recruitment and retention dynamics. Compensation data is used from sources such as:
 - Association of Washington Cities and Counties survey
 - Other Washington public sector organizations and surveys
 - Washington private businesses when similar jobs are identified
 - Washington Public Ports (Class A Ports with similar businesses)

As a guide, the compensation data is weighted, whenever possible, as follows:

- Washington Ports data: 50%
- Public sector data: 30%
- Private sector data: 20%

However, in cases where the data is found in only one or two markets the weighting reflects those market(s). In addition, the market data and information is only used when it is at least an 80% match to our jobs' accountabilities and requirements.

4. Salary movement is based on performance achievements that reflect individual and/or team accountabilities.
5. Any variable pay program is designed to recognize planned, specific and quantitative contributions to the achievement of our business goals.
6. The total compensation program encourages the use of non-monetary recognition approaches. The objective is to encourage and strengthen the Port's values of customer service, fairness, superior accomplishments, financial and operational strength, and a feeling of employee partnerships.
7. The total compensation philosophy, principles and practices are in compliance with federal, state, and local laws and regulations.
8. The total compensation program is reviewed and possibly revised as appropriate to respond to changes in our business strategy, as well as external market dynamics.

NOW, THEREFORE, BE IT RESOLVED that the Port of Olympia Commission adopts the **Total Compensation Philosophy**.

ADOPTED by the Port Commission of the Port of Olympia this 22nd day of January 2007.

Paul Telford, President
Port of Olympia Commission

Bob Van Schoorl, Vice President
Port of Olympia Commission

Bill McGregor, Secretary-Treasurer
Port of Olympia Commission