

ANNUAL COMPENSATION ADJUSTMENTS FOR EMPLOYEES IN UNIT H

SECTION: Human Resources

POLICY NUMBER: 432

INITIAL DATE PREPARED: November 6, 2014

LAST DATE REVISED:

I. PURPOSE

The purpose of this policy is to set forth the process by which annual adjustments to the base salary of positions in Unit H and other related benefits will be considered. This policy does not apply to positions in Unit H that report directly to the Board of Port Commissioners.

II. INTRODUCTION

The Port of Oakland relies on its executive level and senior management employees to provide leadership as a team to Port employees, consistent with the values required of a well-run, high-performing organization committed to public service. The leadership team should provide sound business and ethical judgment and meet performance expectations regarding the goals and strategic objectives set forth by the Executive Director and the Board of Port Commissioners. In recognition of these standards, the Port intends to sustain an equitable and fair compensation plan for its executive and senior management staff commensurate with the Port's fiscal capabilities, applicable employee policies and procedures, and organization-wide compensation objectives.

III. PROCEDURES

Following the conclusion of the bargaining process with the Port's represented bargaining units and annually during the course of any collective bargaining agreement, the Executive Director shall review the salary levels for non-Board appointed positions in Unit H and if warranted, determine salary adjustments.

In reviewing salaries and developing salary adjustments, the Executive Director will consider the following:

1. **Port Financial Sustainability.** The Executive Director will review the Port's budget and financial position to ensure that any proposed salary adjustments or benefits will not compromise the Port's fiscal integrity, goals or strategic objectives.

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2. **General Performance.** The Executive Director will consider the general performance by Unit H employees in terms of competency, expectations and values of the team in meeting goals and objectives.
3. **Salary adjustments provided to Port employees through the collective bargaining process.** The Executive Director will consider salary adjustments provided to the employees of the Port for purposes of maintaining internal equity across the organization.
4. **Market Competition.** Periodically, the Port will survey identified peer agencies to determine the relative standing of Unit H positions relative to substantially equivalent positions in the surveyed agencies. The surveys will provide the data to allow the Port to conduct an in-depth analysis of each comparable position to ensure that the duties, complexity and scope of responsibility are substantially equivalent to the Port position. This may result in salary adjustments to individual positions within Unit H for recruitment or retention purposes, separate from an annual salary adjustment.
5. **Internal Compaction.** Periodically, the Port will review the salary differential between Unit H positions and their highest paid direct reports to ensure that an adequate difference exists.
6. **Internal Equity.** Periodically, the salary relationships of Unit H positions will be reviewed relative to each other. In making this assessment, the Port will consider such factors as complexity and scope of responsibilities, licensure, certification and specialized skills and knowledge.
7. **Other Benefits.** From time to time, benefits (leave, health and related benefits) will be reviewed for consistency with those provided to other employees following the collective bargaining process.