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|  **PUBLIC UTILITY BOARD POLICY** | |
| Category: **Strategic Directive**<br><br>Date of Adoption: **September 23, 2020**<br><br>Resolution No.: **U-11196**<br><br>Revision Date: | Title: **Employee Relations**<br><br>Policy Number: **SD-12** |

### Purpose

Tacoma Public Utilities Leadership along with the Public Utilities Board consider employees our most valuable assets.  TPU employees are the face of the utility to our customers and their dedication keeps the utility running on a day to day basis.

TPU is committed to creating and maintaining a positive, supportive environment where employees are inspired to do their best work.  This commitment ensures that all employees benefit from a safe, productive work environment, fair and equitable compensation, recognition of efforts, and the sense that they are valued.

### Values

1.      TPU leaders will ensure a safe and healthy work environment for all employees.

2.      TPU will ensure consistent, fair, and equitable treatment and compensation for all employees.
3.      TPU will foster transparent, open communication and will solicit and encourage frequent, two-way communication.
4.      TPU will support, invest in and make available opportunities for career growth and development.
5.      TPU will provide an equitable work environment.

### Outcomes

1.      Employees feel physically and emotionally safe while at work.
2.      Employees feel respected, valued and heard.
3.      Employee feedback is acted upon by creating focused efforts to address areas of concern.  Work diligently to maintain what is working well and adopt consistently across the organization. Communicate efforts broadly and regularly.
4.      Equitable access to training and job opportunities. Employees have a clear understanding of developmental opportunities.
5.      Fair and equitable compensation for work.
6.      Recognitions: both formal and informal recognition for employees is provided on an ongoing, regular basis.

7.    Leaders work together across TPU to ensure fair and consistent treatment of all employees.

**Measurement**
1.    Employee Survey results will reflect outcomes.
2.    Safety goals utilizing the results of:  Completion rates as a percentage by department of Safety Culture Excellence Workshop (SCEW) and Supervisor Training in Accountability and Recognition Techniques (START) safety training courses; KPIs by department related to site visits; KPIs by department related to corrective actions.
3.    Summary of recognition efforts.

**Reporting**
Frequency:  Annually
Reporting method:  Employee Survey, employee performance reviews