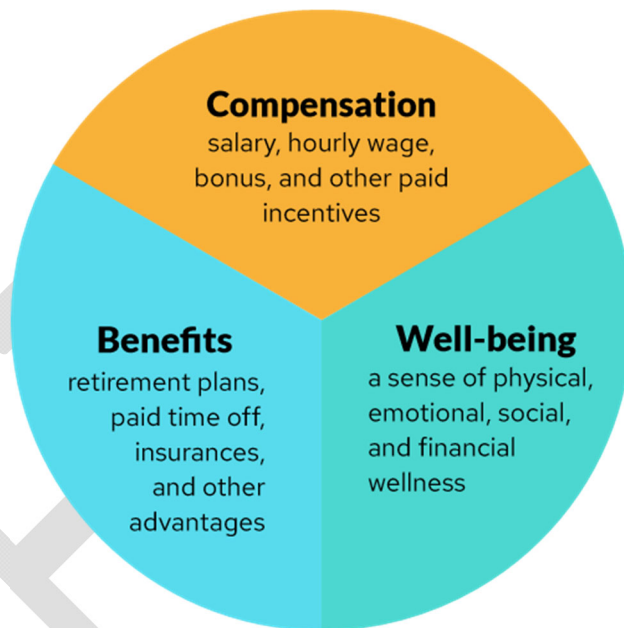


Manager & Supervisor Job Aid: Total Rewards

What Is Total Rewards?

UW-Madison's workforce is its greatest asset. Retaining employees and attracting top talent is critical to achieving the university's mission and to the success of your team. **Total rewards** is the combination of all the tangible and intangible ways that an organization rewards its employees in order to attract, engage, and retain them. These rewards can be grouped under **compensation, benefits, or well-being.**

As a supervisor or manager, you have a key role in communicating and enhancing the university's total rewards package. You can highlight and support the areas of UW-Madison's broad total rewards package based on the values and motivations of individuals.



What aspects of total rewards might be particularly important to your staff?

Compensation

Compensation is an important way to attract and retain talent throughout the employee life cycle. When hiring a new employee, understand the available budget and pay range of the position in order to make a competitive offer.

To reward existing employees for solid or exemplary performance, consult with your human resources contacts and unit leaders about available compensation tools and budget.

Consider various strategies for engaging employees using compensation. Compensation strategies include:

- Bonuses—one-time payment that does not permanently increase salary/wage.
- Small, incremental increases instead of one large increase.





Compensation is a form of recognition and reward for a job well done. If you are able to provide an employee with a pay increase, consider enhancing the recognition by letting the employee know the specific ways that they have contributed to the organization.

Benefits

UW-Madison offers a highly competitive benefits package. The dollar value of some benefits can be calculated using the [Benefits Value Estimator](#). Communicate the value of the university's benefits to job candidates and employees.

As a supervisor, gain a basic understanding of the variety of benefits options so that you can tell employees about them and direct them to information and resources. These benefits include:

- Many options for health and other supplemental insurances
- Generous paid leave
- Multiple retirement plans

Other benefits of being part of the UW-Madison community can be equally valuable for individual employees, including:

- Discounted [membership](#) to state-of-the-art exercise facilities
- Discounted Madison Metro bus pass
- [Free access](#) to the UW-Madison and UW System library system materials, databases, and services
- Discount at dining halls, campus markets, and the University Bookstore
- [Membership](#) to Memorial Union and Union South
- Professional development through [Learning & Talent Development](#) and [LinkedIn Learning](#)
- Working alongside world-renowned artists, experts, and scholars
- [Childcare and family resources](#), including on-campus childcare centers



What other benefits can you think of?



Tailor your communication about benefits to specific employees. For example, a mid- to late career employee may prioritize retirement benefits while an early career employee may prioritize professional development opportunities.

Well-Being

Employee well-being can come in many forms. Because you interact regularly and directly with employees, you have many opportunities to positively impact their well-being. You can help attract and retain employees by creating a healthy, inclusive, and engaging work environment.

Here are some ideas:

- Set up workspaces that are comfortable and accessible.
- Offer workplace flexibilities that balances both individual and organizational needs, such as option to work from home and flexible schedules
- Promote work-life balance; encourage appropriate breaks during the workday and time off
- Build social and emotional support; offer space and time to connect with colleagues
- Recognize employees and celebrate their achievements according to individual preferences
- Refer employees to the [Employee Assistance Office](#) and [LifeMatters](#) for personal and workplace support



What are some practices you can implement to create a healthy, inclusive, and engaging work environment?

Another form of well-being is support for growth and development. Investing in an employee's growth demonstrates that you and the organization value the employee. Some examples include:

- Meaningful and regular feedback for improvement and success
- Learning and professional development
- Certification or membership in professional organizations
- Career development conversations
- [Career counseling](#)
- Coaching in an area that the employee wants to develop
- On-the-job assignments that align with employee's career goals



Which areas of well-being can you practice with your team? What are other ways that you can support your team's well-being?



Well-being is defined differently for each individual. There is no one-size-fits-all approach to supporting well-being. Take the time to discuss with each employee what they need and value, and how you as a supervisor can support them.

Resources to Learn More

Compensation

- Your [local human resources](#)
- [UW-Madison Salary Structure](#)
- [Job Aid: Determining Starting Salary of a New Hire](#)
- [Advertising Salaries and Total Compensation](#)
- [Interactive module: Pay Progression](#)
- [Pay increases](#)

Benefits

- [UW-Madison Benefits website](#)
- [Health & Retirement Contributions Estimator](#)

Well-Being

- [Workplace Well-Being for Managers and Supervisors](#)
- [Well-Being at UW](#)
- [UW System Employee Well-Being website](#)

Last updated April 11, 2023

