

## TOOL: Template for an Employee 'Total Rewards' Statement 2020

### To use this tool:

Adapt this template to give a clear summary to employees about the total value of the wages and benefits that your company offers. Use the results of the 'Total Rewards Checklist' tool to decide what to highlight in this statement to employees.

In most cases, you will report the most recent annual figure for each individual employee – e.g., total earnings and incentive payments, value of their allotted paid vacation. In some cases, an average figure for all employees is appropriate – e.g., the value of the Employee Assistance Program or the company's contribution to the Social Fund.

To make the statement most useful, use plain language and simple calculations.

## ACME Trucking Total Rewards Statement | John D., company driver

*At ACME trucking, your total compensation includes several programs and benefits that go beyond wages and are provided to you by ACME trucking in recognition of your contribution to our shared success. We realize that not everyone thinks of these benefits and/or services as part of their compensation from ACME trucking. One of the reasons for communicating this total compensation to you is to create awareness - so you don't miss out on opportunities that may be useful to you.*



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<b>Preamble</b>	Optional compensation provided to you annually	\$0.00/yr
<b>Direct Compensation</b>	Wages / Per KM rate	\$0.00/yr
	Government programs	\$0.00/yr
	Medical and dental premiums	\$0.00/yr
	Sale (long term)	\$0.00/yr
<b>Indirect Compensation</b>	Matching RRSP	\$0.00/yr
	Other programs and services provided to you annually	\$0.00/yr
	Professional development / training	\$0.00/yr
	Additional vacation days	\$0.00/yr
<b>Other Services</b>	Personal leaves	\$0.00/yr
	Gym membership / discount	\$0.00/yr
	Other flexible work arrangements	\$0.00/yr
<b>Confidentiality Statement</b>	Annual hours of service reception	\$0.00/yr
	Summer BBQ	\$0.00/yr
	Holiday Dinner	\$0.00/yr

**CONFIDENTIAL**  
Please note that this document is strictly confidential. ACME Trucking asks that you don't share its content with anyone else. If you have any questions, please contact the Human Resources department.

Signature of authorized party \_\_\_\_\_ Employee Signature \_\_\_\_\_

## SAMPLE COVER LETTER

John Smith

Supervisor: Jane Jones  
Location: GE3  
ID: 61778

John Smith

Dear John:

You hold a unique position within our organization.

We value your contributions, and as such want to ensure you are compensated fairly and competitively. Rewards can be offered in many forms, and we pride ourselves on offering you a competitive package, inclusive of base pay, incentives, and other benefits.

Enclosed is a breakdown of the total compensation we are offering you.

Should you have any questions or concerns, or require clarification, feel free to reach out. Susan Doyle in HR would be more than pleased to review this in person with you. You can reach her at [sdoyle@acmetrucking.com](mailto:sdoyle@acmetrucking.com) to set up a meeting, or feel free to give her a call at 514-999-9876 ext. 123.

Thank you for all you do for AMCE Trucking.

Stay safe,

Bob Jones  
CEO

## COMPENSATION

### Direct Compensation:

*(Monetary compensation provided to you annually)*

Wages/ Per KM pay	\$XX XXX/year
Mandatory employer related costs	\$XX XXX/year
Medical and dental premiums	\$XX XXX/year
Life insurance benefits	\$XX XXX/year
Short-term disability insurance	\$XX XXX/year
Long-term disability insurance	\$XX XXX/year
AD&D insurance	\$XX XXX/year
Performance bonus	\$XX XXX/year
Safe driving bonus	\$XX XXX/year
Matching RRSP	\$XX XXX/year

### Indirect Compensation:

*(Other programs and services provided to you annually)*

Professional development/ training	\$XX XXX/year
Vacations	\$XX XXX/year
Sick leaves	\$XX XXX/year
Personal leaves	\$XX XXX/year
Employee assistance program	\$XX XXX/year
Gym membership discount	\$XX XXX/year
Health and wellness program	\$XX XXX/year
Other flexible work arrangements	\$XX XXX/year
Amenities (snacks, meals, etc.)	\$XX XXX/year

### Other Services:

- Annual Years of Service reception
- Summer BBQ

SAMPLE

## TOTAL REWARDS STATEMENT

While pay is the largest component of your rewards statement, your total compensation from ACME Trucking is more than what you see on your payroll stubs and statements.

Let's take a look at your offerings:

<b>SALARY</b>	<b>Annual Amount (\$)</b>
Salary	\$
Incentive Bonus	\$
Vacation	\$

<b>YOUR BENEFITS</b>	<b>Annual Amount (\$)</b>
Group Benefit Package	\$
- Vision, dental, prescription medications	
Wellness/Fitness Spending Account	\$
Cell Phone	\$
Vehicle Allowance	\$
Tuition Re-Imbursement	\$
Tool and Boot Allowance	\$

<b>ADDITIONAL BENEFITS</b>	<b>Annual Amount (\$)</b>
Employee Assistance Program (EAP)	\$
Holiday Parties	\$
Social Fund	\$
Training & Development	\$

<b>SUMMARY</b>	<b>Annual Amount (\$)</b>
Total Salary	\$
Total Benefits	\$
Total Employee Investments (WSIB, etc)	\$

### Other TIPS:

- Make your statement clear and easy to read
- Add in some text boxes with statements like: "Thank you for your dedicated to ACME Trucking"
- Personalize the statement as much as possible
- Include other important information in the total package – copies of re-imbursement policies, for example.

## **Wage Rates**

[Company] is committed to establishing and maintaining competitive wage rates. These are set based on market conditions and will vary based on the job's responsibilities and required skills.

## **Bonuses and Incentives**

Our company bonus plan gives employees the potential to earn up to XX% of their current gross salary. Bonuses are calculated 4 times per year and are based on personal performance and the financial performance of the company.

[Company] also offers specific incentives to encourage improved business results in specific areas such as fuel savings, safety, and on-time performance. These incentives in [year] added up to XX% to the earnings of some employees.

## **Pension Plan**

Employees are eligible for [Company] group retirement plan after one year of continuous employment. [Company] will match employee contributions up to the maximum contribution levels defined in the group retirement saving package.

## **Health & Dental**

Group benefits are available for full time [Company] employees who have been employed with the company for a minimum of 3 months. [Company] pays 50% of the benefit premium. This coverage helps with health-related costs for you and your family.

## **Employee Assistance Program**

[Company] offers all employees assistance through the Employee Assistance Program for any issues they may have, including personal, work-related, substance abuse, domestic issues, stress-management, or any other area of concern. All meetings with EAP counselors are private and confidential, and will in no way create an adverse impact on employment with [Company]. The Employee Assistance Program is available 24/7 by telephone at: XXX-XXX- XXXX.

## **Vacation**

[Company] employees are eligible for paid vacation and statutory holidays. As an employee, you are entitled to 15 paid vacation days per year which is more than the legal requirement of 10 days.

[Company] honours 11 statutory holidays which is 2 more than the legal requirements.

## **Flex Time and Preferred Scheduling**

At [Company], we try to be flexible to balance business needs with employees' personal commitments. Employees can ask to be granted flexible work arrangements when required for personal needs (such as one-time medical appointments or parent-teacher interviews, as well as ongoing needs such as physiotherapy or family responsibilities, etc.). Each individual case will be reviewed carefully. Where

possible, short periods of paid time off will be given to the employee and/or the work schedule will be modified to accommodate need.

## **Training & Development**

[Company] values employee growth through education and learning, and will cover costs of job-related courses after one year of continuous employment with the company. In addition, specific training courses may be paid by the company when required for employees in order to develop skills and abilities in their current position. Employees with a positive record of attendance, safety and work performance can be supported for discretionary training and development. Training requests from employees are reviewed carefully, with consideration of business needs. On average, xx% of [Company's] salary budget is invested in training.

## **Holiday Parties and Social Fund**

[Company]'s Social Committee is funded by office, shop and yard employees, with a matching contribution from [Company].

## **Modern Fleet and Facilities**

[Company]'s fleet is among the best in the business. Modern, comfortable and safe – our drivers tell us it is a pleasure to drive this equipment. Our office and maintenance facilities are equally impressive – green space, clean and air conditioned, with appropriate facilities for women and men.

## **Community**

We are proud to live and work in [Our town]. Our employees and families enjoy a safe, affordable and welcoming environment. Our company is a strong contributor to the community and we support our employees in giving, too. We match a portion of our employees' charitable contributions and we have annual volunteering activities.