



Overview of S-Chem Human Resources

May 2009

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- Organization Structure
 - S-Chem Org. Chart
 - HR Org. Chart
 - S-Chem Manpower
 - HR Big Role
 - HR Overview
 - Diverse HR Functions
 - HR Challenges
 - Q & A

Development & Implementation
of an integrated HR Strategy to
Attract, Develop, & Retain
employee talent for
the S-Chem Organization



HR OVERVIEW



COMPENSATION

- **Develop & Administer Compensation Programs for DH Saudi, Western, & Eastern EE's:**
 - Salary Structures / Salary Surveys
 - Merit Programs
 - Progression Programs & Fixed Wage Schedules
 - Job Description & Evaluation
 - Temporary International Assignments
 - Immediate Reward Program (IRP)
 - Annual Bonus Program
 - Incentive and Retention Program

- **Develop & Administer CPChem Expatriate Compensation – Input / Support**

BENEFITS

- **Develop & Administer Benefits Policy for DH Saudi, Western, & Eastern EE's:**
 - Vacation / Leaves of Absence Administration
 - Educational Assistance
 - Educational Refund Program (ERP)
 - Medical Insurance
 - Medical Claims Administration
 - Home Leave Allowance
 - Home Ownership Program (HOP)
 - Furniture Allowance
 - Service Awards
 - Benefits Surveys

PERFORMANCE, TRAINING & CAREER DEVELOPMENT, & MANPOWER PLANNING:

- Performance Appraisal (PA)
- Promotion Planning (Progression, ICL, and Bona-fide)
- Saudization Planning
- Training & Career Development Planning
- Succession Planning
- Talent Stewardship Committee (TSC)
- Organization Charts & Labor Budgeting



HR OVERVIEW

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RECRUITMENT

- Local & International Hiring
- Relocation
- Employee Orientation
- Base-load Contractor Hiring Support
- CO-OP Programs
- Block/Work Visa Coordination

EMPLOYEE RELATIONS

- **Develop & Administer HR Policy**
- **Attend to Labor Law Interpretation & Claims**
- **Develop & Administer S-Chem By-laws**
- **Update GOSI Records (Monthly/Annual)**
- **Update Labor Office (Monthly/Annual)**
- **Process Payroll (Regular & Off-cycle)**
- **Process Employee Transfers**
- **Attend to Labor Relations (EE Problem Resolution, Conflict of Interest, Disciplinary Actions & Investigation, Terminations, Employee Requests, etc).**

MEDICAL

- Provide Primary Health Services
- Conduct Periodic Health Awareness Programs
- Conduct Mandatory Health Monitoring Programs
- Provide Occupational Health Services
- Evaluate & Administer Local Hospital Services
- Evaluate & Administer Medical Insurance
- Provide assistance to Members of the Emergency Response Team (ERT) (First Aid and CPR Training, Drills, Medical Emergency Situations, etc).



Diverse HR Functions



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- ❖ **Diverse Employee Population** (9 different nationalities)
 - ❖ **Different Compensation and Benefits Policies & Programs in Support of the Different Nationalities** (Saudi, Western, Eastern, Malaysian, etc)
 - ❖ **Significant Expatriate Population** (46+ CPChem Expats)
 - ❖ **Design and Implementation of Policies & Programs that are Corporate in nature**



HR Challenges



1. Comply with Saudi Labor Law (By-Laws & Policies)
2. Develop integrated 2010 S-Chem Organization
3. Initiate job description & evaluation study for the large Organization
4. Execute Staffing Strategy in support of SPC staffing requirements
5. Administer SPC & JIC Training Program (70 Trainees) Target 115
6. Implement Career Dev. Strategy & Succession Planning
7. Capitalize on Saudization of DH & Contractors Staff
8. Implement Learning Management System (LMS)
9. Exploit SAP-HR: ESS, MSS, PD, CM, & PCP
10. Continue to participate in Annual Compensation Surveys (S.Aramco / SAMREF / & mini-surveys)

Thank You !

Q & A .. ?