

**MIAMI & SHELBY COUNTY CHAMBERS**  
(Covington, Piqua, Tipp City, Troy, Sidney)  
**HUMAN RESOURCE COUNCIL**

***2015 WAGE, SALARY & BENEFITS SURVEY***

The Miami & Shelby County Chambers Human Resource Council “Wage, Salary & Benefits Survey” is a cooperative effort of the Covington, Piqua, Tipp City, Troy, and Sidney chambers. This cooperative effort of neighboring chambers, not only promotes a closer relationship amongst the chambers, but, more importantly, offers the advantage of sharing our resources to provide better programming and resource information for our members.

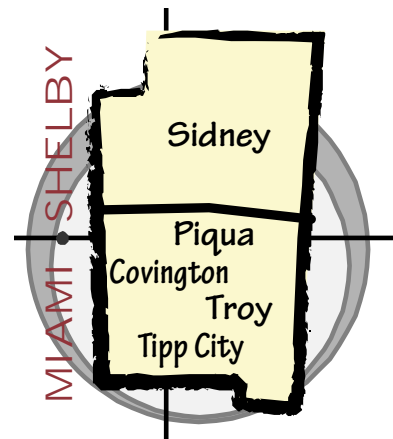
**ALL PAPER SURVEYS MUST BE RECEIVED BY January 23, 2014**

**COMPLETE SURVEY USING DATA FOR JANUARY 1, 2015.**

***ALL COMPANY INFORMATION REMAINS CONFIDENTIAL***

**If possible, the chambers recommend  
participants complete the survey online at:**

[www.piquaareachamber.com](http://www.piquaareachamber.com)  
[www.troyohiochamber.com](http://www.troyohiochamber.com)  
[www.tippcitychamber.com](http://www.tippcitychamber.com)  
[www.sidneyshelbychamber.com](http://www.sidneyshelbychamber.com)



**A special "Thank You" to the Survey Team for preparing the survey:**

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<b>Kathy Sherman</b>	Piqua Area Chamber of Commerce	<b>John Ayers</b>	- Meijer Tipp City Distribution
<b>Liz Sonnanstine</b>	Tipp City Area Chamber of Commerce	<b>Shelly Barker</b>	- ConAgra Foods
<b>J.C. Wallace</b>	Troy Area Chamber of Commerce	<b>Maria Bayless</b>	- Upper Valley Career Center
<b>Heather Littlejohn</b>	Troy Area Chamber of Commerce	<b>Sherri Bretland</b>	- Raymath
<b>Jeff Raible</b>	Sidney-Shelby County Chamber of Commerce	<b>Jim Burton</b>	- Ohio Means Jobs Miami County
<b>Scott Hamman</b>	Survey Design	<b>Mark Douglas</b>	- USBank
		<b>Tom Funderburg</b>	- City of Troy
		<b>Kerri Gregg</b>	- UTC Aerospace
		<b>Angel Johnson</b>	- Upper Valley Medical Center
		<b>Tracie Kimrey</b>	- ITW Food Equipment Group
		<b>Mayme Larson</b>	- SEW Eurodrive
		<b>Micki Murphy</b>	- Staffmark
		<b>Ron Musilli</b>	- Troy Development Council
		<b>Steve Nofzinger</b>	- Clopay Building Products
		<b>Delane Sloan</b>	- F & P America
		<b>Kaicha Wilson</b>	- Remedi SeniorCare

## Organization Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Completed by: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Business: \_\_\_\_\_

SIC code: \_\_\_\_\_

What year was your organization established? \_\_\_\_\_

What city/chamber is your organization most closely associated with: \_\_\_\_\_

## SECTION 1 -- Basic Information

**NOTE: For the purpose of this survey, only consider your operations within your county.**

What is the total number of employees inside Miami or Shelby County? \_\_\_\_\_

What percentage of those employees reside in Miami or Shelby County? \_\_\_\_\_ %

What is the total number of full-time employees on company payroll? \_\_\_\_\_

Note: Use your own company's definition of FTE.

What is the total number of part-time employees on company payroll? \_\_\_\_\_

Note: Use your own company's definition of PTE.

What is the total number of seasonal employees on company payroll? \_\_\_\_\_

*In regards to your permanent workforce...*

What is the average length of service of your employees? \_\_\_\_\_ years

What is your annualized turnover rate? \_\_\_\_\_%

**Do you use professional contracted and/or temporary workers?**  Yes  No

*If yes, answer the following 4 questions:*

During the past 12 months, did the number of workers:

Increase  Decrease  Stay The Same

In the next 12 months, do you anticipate the number of workers to:

Increase  Decrease  Stay The Same

On average, how many workers do you use in a year? Current Max

Professional Contracted Workers \_\_\_\_\_

Temporary Workers \_\_\_\_\_

When they become directly employed, what percentage increase do they receive, if any? \_\_\_\_\_%

**If you use a staffing service, what is your bill rate?** \_\_\_\_\_ % (of taxes)

## SECTION 2 -- Wage Increase Data

**Is your company unionized?**     Yes     No

*If yes, answer the following two questions:*

Number of employees who are members of bargaining unit: \_\_\_\_\_

Name(s) of bargaining unit(s): \_\_\_\_\_

Have you had a work stoppage in the last 5 years? \_\_\_\_\_

**How often does your company offer the following:**

**Cost of living increase** \_\_\_\_\_

**General increases** \_\_\_\_\_

**Merit/performance increase** \_\_\_\_\_

**Bonus/incentive pay** (*excluding executives*) \_\_\_\_\_

**Gain Sharing Plan** \_\_\_\_\_

**Does your organization use new hire progression?**     Yes     No

*If yes, answer the following two questions:*

How long does it take to get to the end of the progression? \_\_\_\_\_ months

Please describe how your progression works in your organization:

	Salaried	Non-exempt	Hourly
What was the average increase percent granted last year?	%	%	%
What average increase percent is budgeted for current year?	%	%	%
What average percent increase do you anticipate for 2015?	%	%	%
What average percent did your company adjust its pay ranges last year?	%	%	%
What average percent did your company budget to adjust its pay ranges for current year?	%	%	%
What percent do you anticipate your company to adjust its pay ranges for 2015?	%	%	%

*\* Note decreases as a negative number.*

## SECTION 3 -- Premium Pay Practices

**Do you have a guaranteed on-call "call in" pay policy?**

- No (or there is no premium)
- Yes, and there is a premium pay for on-call  
 If "YES", how may HOURS do you guarantee? \_\_\_\_\_ hours

**What do you pay people extra for working on a holiday (*even if you normally do not work on a holiday*)?**

- Set hourly dollar amount
- Time and a half
- Double time (straight time + holiday pay)
- 2.5 time (straight time + time and a half)
- Comp time
- Other
- We do not pay extra for work on holidays. (straight time only)

**Overtime is based on:**

- After 8 hrs/day
- After 40 hrs/week
- Not applicable

**If you pay shift differentials, what are they (by hour)?**

	By Percent, or	By Dollar Amount
2nd Shift	%	\$
3rd Shift	%	\$

**If you pay weekend differentials on top of shift differentials, what are they (by hour)?**

	By Percent, or	By Dollar Amount
1st Shift	%	\$
2nd Shift	%	\$
3rd Shift	%	\$

## SECTION 4 -- Wages by Job Type

Please read through all the following job descriptions and locate each job type that your organization currently employs. Then in the table following the job descriptions, enter all the wage data for each job type, in which at least one person is employed, based on your organization's numbers as of November 1, 2014.

### JOB DESCRIPTIONS

#### ACCOUNTING/FINANCIAL

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##### **Accountant/CPA**

Prepares data for journal entries, reconciles general ledger and reviews related financial statements. Accumulates and analyzes information for the preparation of financial statements, ledgers, reports and taxes. Assists in preparing financial reports for use both inside and outside the company. Basic knowledge of accounting principles and PC spreadsheet software needed. Good communication and organization skills and analytical abilities.

##### **Accounting Clerk**

Performs routine accounting duties, following appropriate procedures to ensure timely and accurate preparation. Prepares and posts recurring, standard, monthly journal entries. Prepares bank account reconciliation and documents discrepancies. Completes month end closing procedures. Maintains documentation for compliance to policies and procedures for internal audits.

##### **Accounting Manager**

Responsible for overall management of accounting department and ensures generally accepted accounting principles are followed. Responsible for directing and coordinating the work of a number of accounting associates. Oversees completion and accuracy of general ledger and period end closings. Prepares or is responsible for preparation and accuracy of balance sheets, profit-and-loss statements. Compiles and analyzes data and prepares forecasts, cash flow data and other reports. Reconciles assets and liabilities, may provide asset valuations, participates in budget planning process, resolves significant AR/AP issues.

##### **Bookkeeper**

Reconciles accounts including bank and other cash accounts. Posts recurring and non-recurring entries, including journal, reversing and closing. Handles the responsibility for A/R, A/P, and P/R. A minimal level of computer knowledge may be required.

##### **Branch Manager**

Manages all aspects of a branch office. Accountable for financial performance, customer satisfaction, and branch policies and procedures. Ensures the branch adheres to policies, objectives, and practices of the parent company. Develops and maintains business relationships with customers.

##### **Controller**

Directs and oversees the work of all accounting and financial departments. Reviews, analyzes and interprets financial and budget reports. Advises on profitability of company and assets. Works with CFO to develop strategic and long-term goals and regulatory compliance of reporting. Strong understanding of financial analysis, account budgeting and forecasting methods.

**Data Entry Clerk**

Data enters alphanumeric and numeric data into a computer. Assignments are tasked by others and include repetitive and routine tasks. Refers issues and missing information to others. Work is performed following specific detailed instructions.

**Financial Analyst**

Analyzes, consolidates and interprets financial data. Prepares detailed reports, financial statements and presentations for review by all levels of management. Thorough knowledge of accounting theories, practices, regulations and financial concepts relative to profitability and financial ratios. Strong analytical, organizational, communication and interpersonal skills.

**Loan Officer/Counselor**

Identifies and assists prospective clients in the loan application process. Verifies applications and approves loans. Familiar with standard concepts, practices, and procedures within a particular field.

**Payroll Clerk**

Ensures accuracy of recorded time and inputs timecards or records into payroll system. Calculates pay and determines deductions including taxes. Provides reports on payroll and taxes. Maintains counts, balances, and distributes payroll checks.

**Teller**

Assists customers with check cashing and deposit transactions. Verifies fund balances and receives payments on loan. Prepares cashiers and certified checks, travelers' checks and other specialized items. Responsible for maintaining and balancing a cash drawer.

**CUSTOMER SERVICE**

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**Customer Service Manager**

Manages and directs inside sales personnel in order to maintain effective customer relations. Supervises order-processing activities to ensure that customer product and repair orders will be filled accurately and in a timely manner. Implements procedures and provides guidance to ensure that customer inquiries and complaints are handled and processed in accordance with company objectives. Develops department budget and controls expenses with budget plan. Ensure that product prices are maintained on a current basis in the computer system.

**Customer Service Representative**

Handles customer's inquiries or issues regarding company's products or services. Manages problem resolution with other departments. Ensures customer satisfaction by utilizing best method practices to resolve problems and maintains adherence to company policies. Follows up with customers either verbally or in writing to ensure satisfaction.

**Order Entry Clerk**

Obtains customer orders via telephone, mail, electronic mail, fax, or from sales representatives. Verifies product specifications, pricing, packaging, and delivery. Enters customer information, orders and product delivery information into computer system.

## ENGINEERING

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### **Design Engineer**

Directs, coordinates and exercises authority for planning, organizing, control and integration of new or existing company products. Works from requirements or instructions to design and develop new components or redesign existing components to improve company products. Determines and establishes specifications through engineering calculations and layouts. Oversees assembly and tests of engineering prototypes. Provides production support. Communicates with vendors to obtain information and assistance.

### **Electrical Engineer**

Researches, designs, develops tests and installs electrical products This includes specification review, development of program guidelines and reports, and design review. May provide technical support during production. Requires BS in electrical engineering.

### **Engineering Director** *(New for 2014)*

Will manage, support, and provide direction and leadership to the group of engineering managers.

### **Engineering Manager** *(New for 2014)*

Responsible for leading and supervising a team of engineers as they develop, test, modify, and create solutions to technical problems.

### **Manufacturing/Industrial Engineer**

Develops and implements optimal, cost-effective manufacturing processes and methods in accordance with product specification and quality standards. Evaluates and improves manufacturing methods, utilizing knowledge of product design, materials and parts, fabrication processes, tooling and production equipment capabilities, assembly methods and quality control standards. Analyzes and plans work force utilization, space requirements, workflow, and designs layout of equipment and workspace for maximum efficiency. Estimates production times, staffing requirements and related costs. Informs management and other staff regarding manufacturing capabilities, production schedules, etc. to facilitate production processes.

### **Mechanical Engineer**

Researches, designs and develops tools, engines, machines, controls, equipment and mechanical processes. Oversees production, installation, operation, maintenance, repair and development of new, modified and/or existing systems.

### **Tooling Engineer**

Engineers/designs processes and/or tooling for manufacturing production.

## EXECUTIVE

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### **Chief Executive Office / Executive Director**

Reporting to the Board of Directors, directs and oversees the development of short and long-range objectives, policies, budgets and operating plans for the organization. Establishes organizational hierarchy and delegates limits of authority to subordinate executives regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the financial community, industry groups, key customers, representatives of government and regulatory agencies and the general public. May serve as presiding officer of the Board of Directors and guides its deliberations and activities.

**Chief Financial Officer (CFO)**

Directs the overall financial plans and accounting practices of an organization. Oversees treasury, accounting, budget, tax and audit activities of the organization and subsidiaries. Oversees financial and accounting system controls and standards and ensures timely financial and statistical reports for management and/or Board use. This is the top finance and accounting position for the organization. Requires CPA or equivalent and 10 years relevant experience.

**Chief Information Officer (CIO) (New for 2014)**

Responsible for the information technology and computer systems that support enterprise goals. Involved with analyzing and reworking existing business processes, identifying and developing the capability to use new tools, and reshaping physical infrastructure and network access. CIOs lead efforts to integrate the Internet and the World Wide Web into both its long-term strategy and its immediate business plans. CIO will report to the CEO or Board of Directors.

**Chief Operations Officer (COO)**

Manages organization operations by directing and coordinating activities consistent with established goals, objectives, and policies. Follows direction set by Chief Executive Officer and Board of Directors. Implements programs to ensure attainment of business plan for growth and profit. Provides direction and structure for operating units. May participate in developing policy and strategic plans.

**Vice-president (New for 2014)**

Officer ranking immediately below a president and serving as his deputy.

**Business Operations Manager**

Supervises and coordinates the affairs of companies and other organizations. They may handle duties ranging from training new hires to preparing department initiatives. Job duties may include coordinating educational assignments for staff, reviewing budgetary information, interpreting financial data, monitoring expense reports and performing cost-benefit analysis on internal programs.

**General Manager**

Directs overall manufacturing operations through a team of functional managers to maintain and improve safe, high quality and efficient operations. Implements quality assurance systems and programs to meet company product quality objectives. Recommends equipment improvement or replacement and plant layout changes with appropriate studies and cost analysis.

**HUMAN RESOURCES**

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**Director of Human Resources**

Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations.



**Human Resource Generalist**

Responsible for providing a variety of human resources including salary administration, recruiting, staffing, benefit administration, training, labor relations and affirmative action/equal employments programs. Ensures compliance with all legal and corporate guidelines.

**Human Resource Manager**

Manages, directs, implements and evaluates organization's programs related to human resource administration. Exercises judgment within defined practices and policies. Selects appropriate methods and techniques for resolving problems. Knowledgeable of EEO laws and general human resources concepts; must have strong interpersonal and communication skills. Ability to be responsive and persuasive at all levels of the organization.

**Human Resources Assistant**

Assists the HR department in preparing forms, reports, and general administrative functions. Handles highly confidential material and may assist employees by answering general questions and inquiries. Completes special assignments and projects as required.

**LOGISTICS/DISTRIBUTION** *(Revised for 2014)*

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**Logistics Assistant (Inbound or Outbound)**

Complete and maintain reporting on inbound or outbound freight. Assists in tracking receipts of shipments or inbound freight. Maintain freight-forecasting database. May schedule appointments for delivery of inbound freight or outbound freight and report shortages/overages. May assist in the auditing and approval process for payment of inbound freight claims or outbound freight invoices.

**Logistics / Distribution Manager**

Directs and manages the function of distribution, through employees involved in the ordering and distributing of product, which may include wholesaler's distribution warehouse. Establishes operational policies for verification of incoming and outgoing shipments, handling and disposition of merchandise and customer orders. Coordinates activities of the distribution warehouse with sales and purchasing departments to insure availability of merchandise. Directs reclamation of damaged merchandise. May negotiate for freight shipments.

**Power Equipment Operator**

Operates gas or electric heavy machinery (i.e. forklift) to deliver materials to work areas as directed. Abides by all safety rules and regulations. May stack materials in designated storage areas and/or loads shipments in trailers.

**Safety Supervisor**

Establishes and directs the implementation of the company's safety program to OSHA standards. May supervises team to create and maintain a safe and healthy work environment. Monitors facility and processes for adherence to safety policies and works towards the elimination of industrial accidents.

**Shipping / Receiving / Material Handler**

Responsible for loading and/or unloading materials. May also pack or wrap boxes or crates of material to be shipped. Also may unpack and sort incoming goods. Ensures accuracy of bill of lading and inspects for damage.

**Truck Driver**

Licensed to drive a truck or tractor-trailer combination with a minimum capacity of at least 3 tons. Transports and deliver goods over the road or locally. May be required to unload truck. Abides by all state and federal DOT laws and regulations.

**Warehouse Supervisor**

Supervises and coordinates activities of workers engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in warehouse. Supervises labeling and casing or packing of materials or products.

**MAINTENANCE**

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**Custodian/Janitor**

Ensures cleanliness and orderliness of assigned areas by performs general housekeeping and janitorial duties.

**Facilities Manager**

Oversees the maintenance of the building, grounds, equipment and plant facilities.

**General Maintenance**

Responsible for an array of general repair and/or maintenance work requiring a good working knowledge of all facilities and equipment.

**Maintenance Electrician**

Responsible for maintaining and repairing electrical/electronic systems and equipment. Analyzes equipment failures, determines cause and makes necessary adjustments.

**Maintenance Supervisor**

Directs the work activities of the maintenance department personnel. Ensures the maintenance of building, grounds, plant and equipment. Delegates assignments to ensure the timely and efficient completion of projects.

**MEDICAL**

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**Dental Hygienist** *(New for 2014)*

A person who assists a dentist especially in cleaning teeth.

**Dentist – DDS** *(New for 2014)*

A person who has studied and is legally licensed to practice dentistry.

**Doctor – MD** *(New for 2014)*

A person who has studied and is legally licensed to practice medicine.

**Laboratory Technician**

Performs a variety of laboratory tests following detailed instructions and procedures. Makes limited interpretation of data. Maintains detailed documentation and data as a result of tests. Operates and maintains laboratory equipment and supplies. Understands application and theories of procedures used.

**Medical Assistant - Certified**

Performs duties in the examination process and treatment of patients under the direction of the physician and office coordinator. Assists with other duties such as scheduling patients, handling telephone inquiries, and maintaining charts.

**Medical Insurance & Collections**

Performs billing, collection, and record keeping for patient accounts. Assists patients in obtaining financial aid and sets up payment programs. Initiates adjustments and refunds for patient accounts.

**Nurse - LPN**

Performs nursing procedures for the comfort and well being of patients, including giving prescribed medications and treatments according to approved policy and procedures. Observes and records effects of medications. Observes and reports patient reactions to treatments or any unusual conditions. Assists other medical staff with advanced medical/nursing treatments. Contributes to patient assessment and evaluation.

**Nurse - RN**

Renders professional nursing services in the treatment and care of patients in accordance with physicians' orders. Provides for the comfort and well being of patients by assessing condition, providing treatments and administering prescribed drugs and documenting progress and other observations. Coordinates total nursing care for patients and participates in patient and family teaching.

**Nurse Aide**

Assists with nursing duties in caring for patients. Performs patient care activities to care for the patients' needs and comforts. Observes and reports changes in patient conditions. Maintains a safe and clean patient and unit environment.

**Nurse Practitioner**

Examines and treats patients independently and in autonomous collaboration with other health care professionals. Ensures proper illness and injury care and disease prevention, diagnosis, treatment, and recovery. Requires a master's degree in area of specialty, national board certification as a nurse practitioner in an area of specialty, 2-4 years of experience in the field or in a related area, and is licensed as a nurse practitioner.

**Nutritionist**

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

**Occupational Therapist**

Evaluates physical and psychosocial resources of patients and provides directed activities to assist treatment in maximizing independence and adjustment to disabilities. Collaborates with interdisciplinary team. Completion of an accredited program and licensed by the state as an Occupational Therapist required.

**Office Manager - Medical**

Responsible for day-to-day office operations. Develops and implements office policies and procedures for documenting, storing, and retrieving patient information. Supervises and trains office staff. Coordinates patient medical care with medical staff. Oversees office accounting – invoicing and collections.

**Physical Therapist**

Designs, plans, and implements individualized treatment programs for patients according to the principles and practices of physical therapy. Collaborates with interdisciplinary team. Completion of an accredited program and licensed by the state as a Physical Therapist required.

**Social Worker (LSW)**

This is specialized work in the provision of a range of clinical services including counseling and psycho-social interventions for children and adults who are mentally retarded or have developmental disabilities, and their families and care givers. Employee works with considerable independence, receiving general and professional direction from the Social Work Manager (LISW).

**Social Worker/Manager (LISW)**

Provides direct and indirect counseling services for individuals with mental retardation and/or other developmental disabilities. Supervises Licensed Social Workers providing counseling services.

**OFFICE (GENERAL)**

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**Administrative/Executive Assistant**

Completes an array of administrative tasks such as preparing reports or projects for management. Prepares simple analyses of data and information. Reviews data and makes interpretations and/or recommendations as needed. Reviews and answers communications and correspondences.

**Office Manager**

Supervises office staff and activities including filing, dictating, records retention, duplication, typing, word processing, faxing, teletyping and mail distribution. Responsible for maintaining office supplies, equipment, and budget expense control. Develops office procedures and policies and ensures the smooth operation of the office.

**Paralegal**

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc.

**Receptionist**

Welcomes and announce visitors into a company. Direct them to the appropriate individual or location. Maintain company switchboard or multi-line telephone. Takes incoming, outgoing, and internal calls and directs them accordingly possibly taking messages or putting calls into voicemail. May operate internal paging system. May perform general clerical duties, such as data entry, report compilation and/or sorting mail.

**Secretary**

Responsible for typing general correspondences, reports, and forms. Obtains and screens incoming calls, answers routine inquiries and distributes calls to appropriate individual. Maintains business calendar for supervisor and schedules and confirms appointments, meetings and travel arrangements. Opens and distributes mail.

**Trainer**

Attain and keep current with the knowledge and skills required to provide information, service and assistance. Coordinate and facilitate new or updated processes. Disseminate information and promote training developed. Recommend, coordinate and/or lead classroom instructions for pertinent departments. Provide authoritative technical support for product and system issues to employees on a daily basis as required.

**PRODUCTION**

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**Assembler**

Assembles parts to create units or subassemblies while working at a workstation or conveyor line or at a designated location. Reviews work instructions or blueprints to determine how to assemble parts. May use hand tools and/or basic power tools.

**CNC Machinist**

Sets up, adjusts and operates Computer Numerical Controlled (CNC) machine tools that automatically machine / form metal parts.

**CNC Programmer**

Writes computer programs to direct Computer Numerical Controlled (CNC) Machine Tools to machine / make required parts. Programmer may write programs manually but often utilizes computer generated programs.

**General Laborer**

Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Grinder** *(New for 2014)*

Responsible for grinding, sanding, and polishing objects made out of wood, metal, stone, clay, plastic, and glass. Uses cloth, hand tools, and power tools to ensure a smooth surface. Inspects for flaws or cracks.

**Group Leader**

Guides and leads employees assigned to him/her department. May assist with disciplinary action and performance evaluations. Must possess ability to do all job assignments within designated department.

**Machine Operator**

Operates machines set-up by others to create or repair parts. May use simple measuring instruments to ensure accuracy of work.

**Machinist**

Sets up and operates machine tools to make or repair parts, mechanisms, tools, or machines. Identifies and adheres to dimensions and tolerances of piece to be machined. Utilizes precision measuring instruments to ensure accuracy of work.

**Moldmaker**

Construct or form molds from existing forms for use in casting objects.

**Production Foreman**

Supervises the activities of production personnel engaged in all facets of the manufacturing function. A level I supervisor is considered a working supervisor with little authority for personnel actions. Familiar with a variety of the field's concepts, practices, and procedures.

**Production Manager**

Supervises and coordinates plant manufacturing operations. Ensures that shipping goals, cost objectives and quality standards are met. Reviews order and production schedules, determines work force required and directs operations through subordinate supervisors. Maintains a continuous review of schedules, methods, standards of other production factors and makes effective recommendations for changes to improve quality and reduce costs.

**Production Processing Technician**

Assists in the design and implementation of production/processing methods and controls to meet quality standards in the most cost efficient manner. Investigates and resolves work-in-process problems. Identifies and assists in the implementation of improvements and/or modifications in sequence of operations, equipment utilization, and related matters

**Production Scheduler**

Plans and establishes production schedules. Monitors materials inventories, tracks progress of production, and reviews factors which affect schedules. Typically reports to a supervisor or manager.

**Production Supervisor**

Directs the activities of manufacturing department. Plans work, makes assignments and trains new employees. Assists in the hiring process and administers company policies for assigned department.

**Production Welder**

Utilize tools such as mig, tig, or spot welders to join and form assemblies and sub-assemblies.

**Tool & Die Maker**

Responsible for building and maintaining a variety of tools including jigs, fixtures and gauges. Completes assignments that may include the use of ordinary tool room operations to work that requires accurate extremely close tolerances.

**PUBLIC SECTOR**

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**City/County/Municipal General Laborer**

Under general supervision, performs various manual labor duties and operates light equipment and hand tools to maintain City streets and right of ways, parks, utility systems etc. Must possess CDL.

**Firefighter**

Under general supervision, controls and extinguishes fires to protect life and property; responds to emergencies and provides emergency medical treatment; performs rescue as needed.

**Police Officer/Patrolman**

Under general supervision, patrols assigned area to protect lives and property and to enforce laws and prevent crime. Responds to a variety of complaints and emergency calls. Enforces traffic laws. Apprehends criminal violators. Prepares and maintains reports and other records and documents. Performs other numerous and varied law enforcement, public safety, and public service duties.

## **PURCHASING**

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### **Buyer**

Responsible for source selection and procurement for supplies and services and placing purchase orders for goods that have standard costs and quoted discounts already in place. Coordinates purchasing activities with other departments to maintain inventory control parameters. Reviews opportunities for new supply sources and suitability of materials offered. Follows up on orders. Strong communication skills and interpersonal skills. Good math aptitude and detail orientation.

### **Inventory Clerk**

Assemble and maintains inventory records that may include quantity, cost, and type of material, equipment, or supplies. Track receipt or disbursement of inventory supplies. Assist in physical inventories. Evaluate inventory records against physical count of inventory and document adjustments to inaccuracies.

### **Purchasing Clerk**

Assists purchasing staff in tracking purchase orders through the purchasing process. Prepares and files all purchasing related documentation.

### **Purchasing Manager**

Directs the activities of the purchasing department in procuring materials, equipment and services. Ensures contracts with suppliers and vendors are consistent with corporate objectives. Participates in major contract negotiations with major suppliers to secure consistent supplies and competitive prices. Coordinates purchasing quality and on-time deliveries.

## **QUALITY CONTROL**

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### **Inspector**

Conducts basic tests including dimensional and visual inspection of part. Utilizes an array of measuring devices to ensure conformity to specifications. Completes all required inspection records.

### **Quality Control Manager**

Responsible for directing and supervising a group of employees involved in inspection and quality control procedures. Establishes, monitors and maintains quality control system. Determines types of tests to be performed as well as documentation and reporting requirements. Interacts regularly with engineering, manufacturing and service functions to establish quality standards.

### **Quality Control Technician**

Evaluates, tests and inspects products during the production process. Compiles and evaluates test results and statistical data to determine quality and reliability tolerances. May use gauges, calipers, and/or other devices to verify conformity to standards of product being tested. May assist in implementing a total quality management program and/or train others on total quality management.

## **SALES / MARKETING**

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### **Director of Marketing**

Directs and oversees an organization's marketing policies, objectives, and initiatives. Reviews changes to the marketplace and industry and adjusts marketing plan accordingly. Typically reports to top management.

### **Graphics Designer**

Plans, creates, and produces pictures, drawings, and graphics materials using computer graphics software packages or other mediums. Communicates artistic themes in flyers, posters, advertising, handbooks, or other company presentation materials. Usually an intermediate level position requiring a two year degree plus one year relevant experience, or equivalent.

### **Public Relations** *(New for 2014)*

Directs publicity programs and campaigns, improves public image of company, and clarifies company's point of view on important issues.

### **Sales Manager**

Responsible for managing and developing sales activities. Supervises sales personnel. Develops potential markets and assists in meeting goals of company. Establishes and maintains relationships with dealers, manufacturers, and customers.

### **Sales Representative**

Responsible for selling company's products and services. Develops prospective customers and services and established customers. Maintains sales programs within assigned territory. Keeps customers informed about available services, supplies, prices and new products. Meets established sales quotas by obtaining and renewing orders. Makes presentations or perform demonstrations. Knowledgeable of features, benefits and use of products.

## **SERVICE EMPLOYEES**

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### **Bartender**

Mixes and serves alcoholic and nonalcoholic drinks to patrons of bar, following standard recipes: Mixes ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks. Serves wine and draught or bottled beer. Collects money for drinks served. Orders or requisitions liquors and supplies. Arranges bottles and glasses to make attractive display.

### **Beautician**

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

### **Cashier**

Assists customers by taking receipt of payment for items they purchase or service rendered. Ensures appropriate documentation is recorded of the transaction of sale or payment. Counts money or change back to the customer and cash register balances with transactions.

### **Cook / Baker**

Makes food and desserts for consumption in food service establishments. May order food supplies and estimates food requirements. May supervise other employees.



**Food Service Helper**

Carry out a assortment of routine duties in a kitchen environment Duties may include preparation and serving of food including cooking, cleaning floors, tables and kitchen equipment, washing dishes by hand and/or operating a dishwasher.

**Housekeeping Supervisor**

Supervises the daily operations of a housekeeping services department to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

**Massage Therapist**

Massage customers for hygienic or remedial purposes.

**SKILLED TRADES**

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**Carpenter**

Inspects, repairs, installs, modifies, rebuilds, constructs, and maintains woodwork and other related structures. May have to complete an apprenticeship and/or formal training in area of specialty. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

**Construction/Landscape Laborer**

Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.

**Electrician**

Installs, repairs, or maintains electric energy equipment by performing electrical work at a journey level. Assignments include installing and repairing wiring, equipment, fixtures, or other electrical devices. Performs diagnosis and maintenance work on equipment. A journey level position usually requiring vocational training, apprenticeship, or equivalent.

**HVAC Mechanic**

Installs, repairs, and troubleshoots issues with environmental-control systems. Utilizes knowledge gained through training or education of refrigeration theory, pipefitting, and structural layout. Will use a variety of hand tools and may be required to follow blueprints or engineering specifications, to mount and assemble units.

**Journeyman**

A skilled craftsman who was no longer an apprentice but not yet a master.

**Lineman**

This is skilled work of journeyman level in the construction, maintenance and operation of underground and overhead electrical distribution system. The work involves the performance of skilled tasks in accordance with standard trade practices in construction, operation and maintenance of distribution systems.

**Mechanic**

Diagnose, adjust, repair, or overhaul automobiles, trucks, buses, and other vehicles.

**Plumber**

Responsible for identifying and repairing problems with heating, water, and drainage systems.

**Roof Technician**

Has had the professional training to remove and apply various types of roofing systems. Must also be familiar with various circumstances that arise due to extreme weather conditions, and be able to prepare a roofing system to be able to handle those conditions. Should be able to diagnose and repair any roof leaks on a building structure.

**Service Technician**

Inspection of assembled equipment, to ensure proper installation, inspection of all operating parts to ensure proper operation within expected tolerances, tune and troubleshoot equipment for proper operation, perform routine maintenance on equipment, assist in establishing preventative maintenance schedules with customer, assemble, align, and install equipment as necessary.

**TECHNOLOGY**

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**CAD Designer**

Creates and revises product design using CAD equipment. Performs layouts for product design. Performs complex mathematical calculations and determines scale for preparing layouts Executes necessary changes to resolve problems and improve product performance and reliability.

**Computer Operator**

Operates computer system and peripheral equipment. Inputs data into software and ensures on-line systems are active. Evaluates system or program malfunction and makes corrections as necessary. Ensures procedural logs are maintained, maintenance is scheduled, and supplies are available.

**Information Technology/Systems Administrator**

Responsible for the overall planning, evaluation, design, development and implementation of information systems. Responsibilities include evaluating and recommending hardware and software solutions, as well as management of information systems flow, projects, priorities and budget. Maybe responsible for telecommunication, local or wide area networks and staffing.

**Network Administrator**

Maintains and monitors network to ensure running properly. Obtains and loads available hardware and software products., Ensure terminals, controllers, modems and phone lines are functioning properly. Maintains a log of reported problems on the system and individual units and prepares a report indicating resolution action.

**PC Technician**

Identifies issues with computer hardware/software and peripheral equipment and repairs equipment back to working status.

(Section 4 continued)

**In the table below, please complete each and every column as follows:**

- Minimum Pay:** The minimum an employee in this classification can make per hour.
- Maximum Pay:** The maximum an employee in this classification can make per hour.
- Average Pay:** The average pay your current employees in this classification are paid per hour.
- # of Employees:** The number of people you currently employ in this classification. (Note: count part-time employees as 0.5)

**Please enter all wages in "Per Hour" amounts.**

For salaried employees, factor 2080 hours in a year.

Example: yearly salary of \$50,000 divided by 2080 hours = \$24.04 per hour

	<b>Min. Pay Range Per Hour</b>	<b>Max. Pay Range Per Hour</b>	<b>Avg. Pay Range Per Hour</b>	<b>No. of Employees</b>
<b>ACCOUNTING/FINANCIAL</b>				
Controller				
Accountant/CPA				
Accounting Manager				
Financial Analyst				
Loan Officer/Counselor				
Accounting Clerk				
Branch Manager				
Bookkeeper				
Data Entry Clerk				
Payroll Clerk				
Teller				
<b>CUSTOMER SERVICE</b>				
Customer Service Manager				
Customer Service Representative				
Order Entry Clerk				
<b>ENGINEERING</b>				
Engineering Director				
Engineering Manager				
Design Engineer				
Electrical Engineer				
Manufacturing/Industrial Engineer				
Mechanical Engineer				
Tooling Engineer				

<b>EXECUTIVE</b>	<b>Min. Pay Range Per Hour</b>	<b>Max. Pay Range Per Hour</b>	<b>Avg. Pay Range Per Hour</b>	<b>No. of Employees</b>
Chief Executive Officer (CEO) {For Profit}				
Chief Executive Officer (CEO) {Non-Profit}				
Chief Financial Officer (CFO)				
Chief Information Officer (CIO)				
Chief Operations Officer (COO)				
Vice-president				
Business Operations Manager				
General Manager				
<b>HUMAN RESOURCES</b>				
Director of Human Resources				
Human Resource Manager				
Human Resources Assistant				
Human Resource Generalist				
<b>LOGISTICS/DISTRIBUTION</b>				
Logistics / Distribution Manager				
Safety Supervisor				
Warehouse Supervisor				
Logistics Assistant (Inbound or Outbound)				
Power Equipment Operator				
Shipping / Receiving / Material Handler				
Truck Driver				
<b>MAINTENANCE</b>				
Facilities Manager				
Maintenance Supervisor				
Maintenance Electrician				
General Maintenance				
Custodian				
<b>MEDICAL</b>				
Doctor – MD				
Dentist – DDS				
Nurse Practitioner				
Nurse - RN				
Nurse - LPN				
Dental Hygienist				
Laboratory Technician				
Medical Assistant - Certified				
Office Manager - Medical				

	<b>Min. Pay Range Per Hour</b>	<b>Max. Pay Range Per Hour</b>	<b>Avg. Pay Range Per Hour</b>	<b>No. of Employees</b>
<b>MEDICAL (Cont.)</b>				
Medical Insurance & Collection				
Nurse Aide				
Physical Therapist				
Occupational Therapist				
Social Worker/Manager (LISW)				
Social Worker (LSW)				
Nutritionist				
<b>OFFICE (GENERAL)</b>				
Office Manager				
Administrative/Executive Assistant				
Secretary				
Receptionist				
Paralegal				
Trainer				
<b>PRODUCTION</b>				
Production Manager				
Production Supervisor				
Production Foreman				
Group Leader				
Production Scheduler				
Production Processing Technician				
Production Welder				
CNC Machinist				
CNC Programmer				
Machinist				
Machine Operator				
Grinder				
Moldmaker				
Tool & Die Maker				
Assembler				
General Laborer				
<b>PUBLIC SECTOR</b>				
City/County/Municipality General Laborer				
Firefighter				
Police Officer/Patrolman				
<b>PURCHASING</b>				
Purchasing Manager				
Buyer				
Inventory Clerk				
Purchasing Clerk				

	<b>Min. Pay Range Per Hour</b>	<b>Max. Pay Range Per Hour</b>	<b>Avg. Pay Range Per Hour</b>	<b>No. of Employees</b>
<b>QUALITY CONTROL</b>				
Quality Control Manager				
Quality Control Technician				
Inspector				
<b>SALES / MARKETING</b>				
Director of Marketing				
Public Relations				
Sales Manager				
Sales Representative				
Graphics Designer				
<b>SERVICE EMPLOYEES</b>				
Bartender				
Beautician				
Cashier				
Cook / Baker				
Food Service Helper				
Housekeeping Supervisor				
Massage Therapist				
<b>SKILLED TRADES</b>				
Carpenter				
Construction/Landscape Labor				
Electrician				
HVAC Mechanic				
Journeyman				
Lineman				
Mechanic				
Plumber				
Roof Technician				
Service Technician				
<b>TECHNOLOGY</b>				
IT/Systems Manager				
Network Administrator				
CAD Designer				
PC Technician				
Computer Operator				

## SECTION 5 -- Basic Information

**What percent of your total compensation is made up of fringe benefits?** \_\_\_\_\_%  
(Fringe benefits include: medical, dental, life, AD&D, social security, unemployment, worker's compensation, vacation, holidays, pension, 401K, ESOP, other retirement plans, etc.)

**Define what full time eligibility means for the majority of full time employees in your organization?**

\_\_\_\_\_ hours / week

**How many hours of work are required for part time employees to be eligible for benefits? If part time employees are NOT eligible, enter "0".**

\_\_\_\_\_ hours / week

## SECTION 6 -- Health Insurance Benefit Plans

We would now like to ask you about your different health care plans. Please complete section 6 for each different health care plan you offer (up to 8 plans). For each different plan that you offer, copy Section 6 and complete.

- If benefits are different for part-time and full-time employees, list them as separate plans.
- If you do not offer Health Insurance Benefits, skip to Section 8.

**Plan Description/Name:** \_\_\_\_\_

*For each different health care plan that you offer, give a brief description of the plan. This description is for your reference only and only needs to make sense to you. You should NOT use the same name for more than one description.*

**What type of plan is this?**

- HMO
- HRA
- HSA
- Indemnity
- PPO
- Traditional
- Other \_\_\_\_\_

**This plan is offered to:**     Full-time employees     Part-time employees

**How many employees are on this health plan?** \_\_\_\_\_

What is the average “opt-out” credit an employee receives to not take health insurance? If no credit is offered, enter "0". \$ \_\_\_\_\_

What dollar amount / percentage of the monthly premium cost for health insurance does the employer and/or employee pay?

	EMPLOYEE		EMPLOYER	
	<i>In Dollars</i>	<i>In Percent</i>	<i>In Dollars</i>	<i>In Percent</i>
<b>SINGLE</b>				
<b>SINGLE PLUS ONE</b>				
<b>SINGLE PLUS CHILDREN</b>				
<b>FAMILY</b>				

If this is an HSA/HRA, what amount does the employer contribute annually?

Single: .....\$ \_\_\_\_\_

Single plus one: .....\$ \_\_\_\_\_

Single plus Children: \$ \_\_\_\_\_

Family: .....\$ \_\_\_\_\_

What is the annual out-of-pocket maximum, excluding deductible?

Single: .....\$ \_\_\_\_\_

Single plus one: .....\$ \_\_\_\_\_

Single plus Children: \$ \_\_\_\_\_

Family: .....\$ \_\_\_\_\_

What is the annual deductible?

Single: .....\$ \_\_\_\_\_

Single plus one: .....\$ \_\_\_\_\_

Single plus Children: \$ \_\_\_\_\_

Family: .....\$ \_\_\_\_\_

If you provide prescription drug coverage under this plan, what is the employee prescription co-pay/deductible for:

	Retail		Mail Order*	
	<i>In Dollars</i>	<i>In Percent</i>	<i>In Dollars</i>	<i>In Percent</i>
<b>Generic</b>				
<b>Brand</b>				
<b>Non-formulated</b>				

\* Assume 90-day supply.



## SECTION 7 -- Health Insurance Benefits (Other)

What is the average percent increase from last year for total health insurance costs?  
\_\_\_\_\_ %

When is employee eligible for coverage? \_\_\_\_\_

Who is your insurance carrier? \_\_\_\_\_

If self-insured, who is your third party administrator? \_\_\_\_\_

If your employee's spouses work and are eligible for health care coverage with their employer, do you require them to enroll in that coverage?  Yes  No

Do you offer a healthcare spending account under Section 125?

	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Max \$ Amount
Pre-Tax Premium: .....	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Health Care Spending Account: .....	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Dependent Care Account: .....	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Debit Card .....	<input type="checkbox"/>	<input type="checkbox"/>	

## SECTION 8 -- Dental Insurance

Do you provide dental insurance for your employees?

Full-time employees:  Yes  No

Part-time employees:  Yes  No

*If you answered NO to both these items, skip to Section 9.*

When is employee eligible for coverage? \_\_\_\_\_

Who is your insurance carrier? \_\_\_\_\_

What is the maximum annual benefit? \$ \_\_\_\_\_

What is the maximum lifetime orthodontia benefit? \$ \_\_\_\_\_

(Section 8 continued)

**What dollar amount / percentage of the monthly cost for dental insurance does the employer and/or employee pay?**

	EMPLOYEE		EMPLOYER	
	<i>In Dollars</i>	<i>In Percent</i>	<i>In Dollars</i>	<i>In Percent</i>
<b>SINGLE</b>				
<b>SINGLE +ONE</b>				
<b>SINGLE +CHILDREN</b>				
<b>FAMILY</b>				

## SECTION 9 -- Vision Care / Vision Insurance

**Do you provide vision insurance for your employees?**

Full-time employees:     Yes, separate plan     Yes, under healthcare plan     No

Part-time employees:     Yes, separate plan     Yes, under healthcare plan     No

*If you answered "Yes, separate plan" to either of these items, complete this section, otherwise skip to Section 10.*

**When is employee eligible for coverage?** \_\_\_\_\_

**Who is your insurance carrier?** \_\_\_\_\_

**What percentage of the monthly cost for vision insurance does the employer pay?** \_\_\_\_\_%

**Do you offer a discount vision program?**     Yes     No

## SECTION 10 -- Paid Time Off (PTO)

Do you have a paid time off program?  Yes  No

(This means that you have an all-inclusive policy for paid time off that includes vacation, sick pay, holiday pay, personal leave, etc. in one lump sum and it does not treat them separately.)

*If you answered NO to this item, skip to Section 10B below.*

### SECTION 10A

PAID TIME OFF	NUMBER OF PTO DAYS
1 year of service	
5 years of service	
10 years of service	
Maximum	

*Once you have completed this one question, skip to Section 10C.*

### SECTION 10B

#### Vacation

How many years of service are required to get the following lengths of vacation time? If not applicable, leave blank.

1 week requires:	
2 weeks requires:	
3 weeks requires:	
4 weeks requires:	
5 weeks requires:	
6+ weeks requires:	

Do you allow pay in lieu of time off?  Yes  No

If yes, what is the maximum number of days allowed? \_\_\_\_\_

If no, does employee lose vacation days?  Yes  No

How many vacation days do you allow to be carried over to the next year? If none, enter "0". If not limited, enter "9999". \_\_\_\_\_ days

(Section 10B continued)

**Holidays**

**What is the number of paid holidays per year?** \_\_\_\_\_ days

**Please check holidays you observe:**

- |                                             |                                                 |                                               |
|---------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> New Years Day      | <input type="checkbox"/> Independence Day       | <input type="checkbox"/> Day Before Christmas |
| <input type="checkbox"/> Martin Luther King | <input type="checkbox"/> Labor Day              | <input type="checkbox"/> Christmas Day        |
| <input type="checkbox"/> Presidents' Day    | <input type="checkbox"/> Columbus Day           | <input type="checkbox"/> New Year's Eve Day   |
| <input type="checkbox"/> Good Friday        | <input type="checkbox"/> Veterans' Day          | <input type="checkbox"/> Employee's Birthday  |
| <input type="checkbox"/> Memorial Day       | <input type="checkbox"/> Thanksgiving Day       | <input type="checkbox"/> Floating Holiday(s)  |
|                                             | <input type="checkbox"/> Day After Thanksgiving | <input type="checkbox"/> Other _____          |

**Do you require an employee to work the day before and after a holiday in order to be eligible for holiday pay?**     Yes     No

**Sick Days**

**How many sick days per year do you offer?**

Full- time employees: \_\_\_\_\_ days / year

Part-time employees: \_\_\_\_\_ days / year

**Do sick days accumulate from year to year?**     Yes     No

**Personal Days**

**How many paid personal days per year do you allow?**

Full- time employees: \_\_\_\_\_ days / year

Part-time employees: \_\_\_\_\_ days / year

**Bereavement**

**How many days of bereavement are granted for:**

Immediate Family: \_\_\_\_\_ days / year

Extended Family: . \_\_\_\_\_ days / year

Friends: ..... \_\_\_\_\_ days / year

**SECTION 10C**

**Are the jury duty days:**

- Paid
- Paid only if employee takes their own paid time off.
- The difference made up by employer
- Unpaid
- Other \_\_\_\_\_

**In the past year, have the number of paid days...**     Increased     Decreased     No Change

## SECTION 11 -- Short Term Disability

**Do you have a short-term disability plan other than sick days?**

NON-EXEMPT (Hourly):  Yes  No *If Yes, complete Section 11A.*

EXEMPT (Salaried):  Yes  No *If Yes, complete Section 11B.*

### SECTION 11A

*Please answer the following questions for NON-EXEMPT (Hourly) SHORT-TERM disability only.*

**Who is the funding source?**

- Employee paid
- Employer paid
- Both

**When does employee become eligible to participate in program?**

- Date of hire
- First month following 30 days
- 3 months
- 6 months
- 12 months
- 18 months
- Other \_\_\_\_\_

**What is the maximum benefit dollar limit per month for the core plan?** \$ \_\_\_\_\_

**Does employee have the option to purchase or “buy up” additional coverage?**

- Yes  No

**Is there a waiting period before short -term disability benefits are implemented?**

- 1 week
- 2 weeks
- 3 months
- 6 months
- Other \_\_\_\_\_

**What percentage or dollar amount of employee’s income is replaced by this benefit?**

\$ \_\_\_\_\_ -or- \_\_\_\_\_ %

**What is the duration of the short-term disability benefits?**

- 8 weeks
- 12 weeks
- 26 weeks
- Other \_\_\_\_\_

## SECTION 11B

Please answer the following questions for **EXEMPT (Salaried) SHORT-TERM** disability only.

### Who is the funding source?

- Employee paid
- Employer paid
- Both

### When does employee become eligible to participate in program?

- Date of hire
- First month following 30 days
- 3 months
- 6 months
- 12 months
- 18 months
- Other \_\_\_\_\_

What is the maximum benefit dollar limit per month for the core plan? \$ \_\_\_\_\_

### Does employee have the option to purchase or “buy up” additional coverage?

- Yes    No

### Is there a waiting period before short -term disability benefits are implemented?

- 1 week
- 2 weeks
- 3 months
- 6 months
- Other \_\_\_\_\_

### What percentage or dollar amount of employee’s income is replaced by this benefit?

\$ \_\_\_\_\_ -or- \_\_\_\_\_ %

### What is the duration of the short-term disability benefits?

- 8 weeks
- 12 weeks
- 26 weeks
- Other \_\_\_\_\_

## SECTION 12 -- Long Term Disability

**Do you have a long-term disability plan other than sick days for full time employees?**

NON-EXEMPT (Hourly):  Yes  No *If Yes, complete Section 12A.*

EXEMPT (Salaried):  Yes  No *If Yes, complete Section 12B.*

### SECTION 12A

*Please answer the following questions for NON-EXEMPT (Hourly) LONG-TERM disability only.*

**When does employee become eligible to participate in program?**

- Date of hire
- First month following 30 days
- 3 months
- 6 months
- 12 months
- 18 months
- Other \_\_\_\_\_

**Do you offer an employer paid core LTD plan?**  Yes  No

**What percent of employee's income is replaced by the employer paid core LTD plan?**  
\_\_\_\_\_ %

**What is the maximum benefit dollar limit per month for the core plan?** \$ \_\_\_\_\_

**Does employee have the option to purchase or "buy up" additional coverage?**

- Yes  No

**What percent of the employee's income is replaced by the "buy up" plan?** \_\_\_\_\_ %

**What is the maximum benefit dollar limit per month for the "buy up" plan?** \$ \_\_\_\_\_

**Is there a waiting period before long-term disability benefits are implemented?**

- No waiting period
- 8 weeks
- 12 weeks
- 24 weeks
- Other \_\_\_\_\_

**What is the duration of long-term disability benefits? (Check all that applies.)**

- Age 65
- Normal Social Security Retirement Age
- Length of disability
- Ends day of termination, cancellation, status change

**At what point do you terminate a non-exempt employee on LTD?** \_\_\_\_\_

## SECTION 12B

Please answer the following questions for **EXEMPT (Salaried) LONG-TERM** disability only.

**When does employee become eligible to participate in program?**

- Date of hire
- First month following 30 days
- 3 months
- 6 months
- 12 months
- 18 months
- Other \_\_\_\_\_

**Do you offer an employer paid core LTD plan?**     Yes     No

**What percent of employee's income is replaced by the employer paid core LTD plan?**  
\_\_\_\_\_%

**What is the maximum benefit dollar limit per month for the core plan?**  
\$\_\_\_\_\_

**Does employee have the option to purchase or "buy up" additional coverage?**  
 Yes     No

**What percent of the employee's income is replaced by the "buy up" plan?**  
\_\_\_\_\_%

**What is the maximum benefit dollar limit per month for the "buy up" plan?**  
\$\_\_\_\_\_

**Is there a waiting period before long-term disability benefits are implemented?**

- No waiting period
- 8 weeks
- 12 weeks
- 24 weeks
- Other \_\_\_\_\_

**What is the duration of long-term disability benefits?** (Check all that applies.)

- Age 65
- Normal Social Security Retirement Age
- Length of disability
- Ends day of termination, cancellation, status change

**At what point do you terminate an exempt employee on LTD?** \_\_\_\_\_



## SECTION 13 -- Retirement Benefits

### SECTION 13A

Do you provide your employees with retirement benefits (non-401k)?  Yes  No

*If you answered NO to this item, skip to Section 13b.*

Is the plan...  Defined Benefit  Defined Contribution  Both

What is the % contribution:

	EMPLOYEE	EMPLOYER
Defined Benefit		
Defined Contribution		

Do you integrate social security or other public benefits in the total calculation of retirement benefits?  Yes  No

What is the minimum length of service required in which to be eligible to participate in the retirement plan? \_\_\_\_\_ years

What is the minimum age allowed in order to qualify for retirement benefits? \_\_\_\_\_

What is the length of time until an employee is fully vested in the plan? \_\_\_\_\_ years

### SECTION 13B

Do you offer your employees a 401k / 403b plan?  Yes  No

*If you answered NO to this item, skip to Section 13c.*

Do you auto-enroll your employees?  Yes  No

What is your % or \$ match? \_\_\_\_\_% -or- \$\_\_\_\_\_

Do you have a cap? \_\_\_\_\_% -or- \$\_\_\_\_\_

Do you match on:  Gross -or-  Base

What is the minimum length of service required in which to be eligible to participate in the retirement plan? \_\_\_\_\_ years

What is the minimum age allowed in order to qualify for retirement benefits? \_\_\_\_\_

What is the length of time until an employee is fully vested in the plan? \_\_\_\_\_ years

Does your 401k have a Roth option?  Yes  No

### SECTION 13C

Do you offer financial planning services?  Yes  No

## SECTION 14 -- Life Insurance Benefits

**What is the amount of base life insurance benefit provided?** If you do not provide life insurance, enter "0". \_\_\_\_\_

**Accidental death & dismemberment (AD&D) coverage:**

What is the amount of base AD&D benefit you provide? \_\_\_\_\_

What is the maximum amount of AD&D benefit provided? \$ \_\_\_\_\_

**Do you offer optional:**

Life insurance (employee paid)?  Yes  No

Dependent Life Insurance?  Yes  No

Accidental death & dismemberment (AD&D) coverage (employee paid )?  Yes  No

Dependent Accidental Death & Dismemberment benefit?  Yes  No

## SECTION 15 -- Miscellaneous Benefits & Programs

**Do you provide your employees with an orientation program to familiarize themselves with the organization and the benefit programs?**  Yes  No

**Do you require pre-employment physicals for new employees?**  Yes  No

**Do you require background checks for new employees?**  Criminal  Credit

**Do you require pre-employment drug testing for new employees?**  Yes  No  
If YES, what kind of testing do you use? \_\_\_\_\_

**How often do you conduct random drug testing?** *(check one)*

- Monthly
- Quarterly
- Annually
- Only As Needed
- Other \_\_\_\_\_
- Do not do random drug tests.

**When do you conduct drug tests?** *(check all that apply)*

- Post Accident
- On Reasonable Suspicion
- Return to Work
- Random for Required Employees
- Random for All Employees

**In regards to Workers' Compensation Insurance, are you:** *(check all that apply)*

- State funded?  Self-insured?  In group rating?

(Section 15 continued)

**Which of the following benefits do you offer to your employees? (check all that apply)**

- Direct deposit through payroll deduction
- Stock purchase loan through payroll deduction
- Bond / stock purchase plan through payroll deduction
- United Fund contribution through payroll deduction
- Suggestion awards system
- Service awards
- Employee discounts on company products
- Safety programs (safety glasses, ear protection, etc.)
- Health Club / YMCA
- Recreation programs
- Attendance program
- Christmas bonus
- Bonus programs excluding attendance
- Employee Assistance Program
- Child care assistance
- Adoption assistance
- College savings plans
- Supplemental insurance plans (AFLAC, Western Southern Life, etc.)
- Gain Sharing
- Profit Sharing
- Company picnic/parties
- Uniform/Tool Allowance
- On-site Health Clinic

**What other benefits not listed above do you currently offer or plan to offer this next year?**

**Do you offer tuition reimbursement?**

Full-time employees:  Yes  No

Part-time employees:  Yes  No

**Do you reimburse employee:**  at start of class?  upon completion of class?

**Do you offer increased reimbursement for graduate level courses?**

Full-time employees:  Yes  No

Part-time employees:  Yes  No

**Do you offer increased reimbursement for on-line degree courses / degree programs?**

Full-time employees:  Yes  No

Part-time employees:  Yes  No

(Section 15 continued)

	<b>FULL TIME</b>	<b>PART TIME</b>
<b>How many days is the waiting period?</b>	_____ days	_____ days
<b>What \$ amount per year do you pay?</b>	\$ _____	\$ _____
<b>How long are employees required to work for the company after completion of class or degree?</b>	_____ days	_____ days
<b>Is reimbursement based on grade?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

**What dollar amount do you offer employees' children tuition for reimbursement / assistance?** If you do not offer this benefit, enter "0". \$ \_\_\_\_\_

**Do you offer scholarships for employees and/or immediate family members?**  Yes  No

**Long Term Care Insurance:** Long-term care services may include help with activities of daily living, home health care, respite care, adult day care, care in a nursing home, and care in an assisted living facility.

**Do you have a long term care plan?**

- Yes
- No, but considering offering a long term care plan
- No, and NOT considering offering a long term care plan

**Do you have a Wellness Program?**  Yes  No

**Do you participate in a "Drug-free Workplace Program"?**  Yes  No

**Do you have a Transitional Work Program?**  Yes  No

**Are you a member of the Miami or Shelby County Safety Council?**  Yes  No

**What kind of "unique changes" did you make to any of your benefits last year that you would be willing to share?**

## FOLLOW-UP QUESTIONS -- Input on this survey

*To better serve chamber members, we would like to ask you a few questions about this survey.*

**Here are some job positions suggested in the past. Please check any that would be appropriate for your organization.** *(Must have minimum 5 organizations respond to add for next year.)*

- |                                                             |                                                               |                                             |
|-------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Attorney                           | <input type="checkbox"/> Doctor                               | <input type="checkbox"/> Polisher           |
| <input type="checkbox"/> Auditor                            | <input type="checkbox"/> Electrical Assembler                 | <input type="checkbox"/> Process Engineer   |
| <input type="checkbox"/> Chef                               | <input type="checkbox"/> Field Technician                     | <input type="checkbox"/> Publication Editor |
| <input type="checkbox"/> Clinical Director                  | <input type="checkbox"/> Housekeeper                          | <input type="checkbox"/> Sawyer             |
| <input type="checkbox"/> Coordinator, Public Relations      | <input type="checkbox"/> Librarian                            | <input type="checkbox"/> Server             |
| <input type="checkbox"/> Coordinator, Volunteer             | <input type="checkbox"/> Manager, Construction                | <input type="checkbox"/> Shop Leadsman      |
| <input type="checkbox"/> Counselor, Mental Health/Substance | <input type="checkbox"/> Manager, Parts                       |                                             |
| <input type="checkbox"/> Crew Foreman                       | <input type="checkbox"/> Manager, Store                       |                                             |
| <input type="checkbox"/> Daycare Provider                   | <input type="checkbox"/> Medical, Certified Physician's Asst. |                                             |
| <input type="checkbox"/> Direct Care Workers                | <input type="checkbox"/> Painter                              |                                             |

**What other job positions would you like to see for 2016?** *Please attach job descriptions if possible.*

**Do you have any comments or suggestions about this survey that will help us improve its design for the future?**

**Do you have any suggestions for changes/additions to next year's survey that would be useful for your company?**

## FINISHED

**You have now finished this survey.**

If you have not filed this survey electronically, please return this completed survey by mail to:  
Troy Area Chamber of Commerce, 405 SW Public Square, Suite 330, Troy, OH 45373  
(or to your respective chamber), or by fax to: (937) 339-4944.

**All paper surveys must be received by Friday, January 23, 2015, to be included.**