



2009 Not for Profit Compensation & Benefits Survey: Western New York

Return Survey to:

HR Foundations, Inc.
PO Box 569
Amherst, NY 14226
716-376-0532

Since 1999, serving WNY participants with comprehensive pay data

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2009 Compensation Survey: Western New York

Company _____

Address _____

Contact Person _____

Title _____

Telephone _____

FAX Number _____

Email address _____

Last year's budget _____

Total Number of Employees at in Erie/ Niagara County: _____

	No. of Employees	% unionized (0% – 100%)	What Union(s)
Direct Care/ Hourly			
Non-Exempt			
Exempt			
Management			

Questions?: Diana Southall, 716-376-0532, southall@hrfoundations.com

Deadline: Enter data online or mail report **by October 6**

Mail to: HR Foundations, PO Box 569, Amherst NY 14226

Website: www.HRFoundations.com (click on Surveys page)

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Instructions to Complete

- Read job description to determine match with your company’s job, report if 75+% match.
- **Enter hourly wage for hourly/ non-exempt jobs, ANNUAL salary for exempt, management**
 - For salaried positions, calculate the annual salary (based on 52 weeks in a year)
- **Report compensation based on data from September 1 this year**
- Starting rate: If you have a specific starting wage for this position (or minimum of salary range) report under column "starting rate"
- Lowest/ Highest Paid: Report the lowest paid and highest paid incumbent in this job title from your current employee pay in columns "lowest paid" and "highest paid".
 - If there is only one employee in a job title, do not complete these columns.
- Average Rate: Calculate the average wage (sum of wage for all incumbents, divided by number of incumbents).
- Employees: Report number of employees in this position.
- If job title is currently unfilled, report starting rate (if any) and “0” under employees.
- Union: Check (Click) box if job is unionized (YES).
- Enter "your job title" for reference in the box provided.

Example (for hourly /non-exempt position):

Secretary/ Admin Assistant		Performs secretarial and related services for company manager or executives. Composes letters and memoranda from dictation, verbal direction or from knowledge of company policy or procedures.					
Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Union? -Click YES	Your Job Title	Comments
8.50	9.00	11.50	9.78	5	√	Admin Asst	

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Non-Exempt

1 Accountant (Associate) Associate Level Accountant

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

2 Accounting Clerk Prepares necessary journal entries, reconciles accounts, processes payments and compiles segments of monthly closings and annual reports receivables in accordance with standard procedures.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

3 Administrative Assistant/ Secretary Performs general office support such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, preparing reports, or providing information to callers.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

4 At Home Services Full Time Provides direct care services in an at home setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

5 At Home Services Part Time Provides direct care services in an at home setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

6 At Home Services Relief Provides direct care services in an at home setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

7 Benefits Specialist

Processes benefit applications. Interfaces with benefit providers. Provides information to employees regarding benefits. Prepares benefit payroll information. Reconciles billing with applications and payroll reports

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

8 Case Managers

Provides case management to consumers who do not fall under Medicaid Service Coordination

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

9 Cleaner/Janitorial Worker

Performs cleaning/janitorial duties

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

10 Clinic Coordinator - Article16

Responsible for providing supervision and coordination of program services. Assures compliance with regulations

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

11 Community Relations Specialist

Provides clerical and administrative support to resource development, public relations and volunteer efforts of the agency

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

12 Cook/housekeeper for residential home

Shop for groceries, prepare meals, household cleaning.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

13 COTA / PTA

Licensed Certified Occupational Therapy Assistant or Licensed Physical Therapy Assistant

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

14 Day/DTC Full-Time

Provides direct care services in a day setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

15 Day/DTC Part-Time

Provides direct care services in a day setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

16 Day/DTC Relief

Provides direct care services in a day setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

17 Disabilities Program Navigator

Assists people with disabilities to access programs available to support their successful entry into the workforce

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

18 Executive Assistant

Supports and assists senior managers, directors, and executives. Drafts professional and confidential documents, emails, reports and letters on executives behalf. May make meeting or travel arrangements, or maintain executive's schedule.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

19 Human Resources Assistant

Supports Human Resource functions on an administrative level, including compensation and benefits, training, staffing or compliance.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

20 In-home Respite Worker

Care for individual at their home for brief periods to give caregivers a break. Part-time.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

21 IT Technician (Hardware Support)

Network and hardware support

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

22 IT Training & Software Support

Software support

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

23 Job Coach

Coaches and provides support to consumers at employment sites

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

24 Job Developer

Develops job opportunities for consumers and places consumers in employment sites

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

25 Licensed Practical Nurse LPN

Licensed Practical Nurse

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

26 Maintenance Technician

Performs maintenance duties, ie; general plumbing, electrical and carpentry

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

27 Marketing Specialist

Serves as coordinator for marketing operations. Coordinates internal department and facility communications and advertising. Utilizes special media for daily activities and special events. Coordinates brochure design, layout and printing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

28 Medicaid Service Coordinators

Provides service coordination to consumers. Develops, implements and monitors ISP's and other plans, proposals and agreements as required

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

29 Office Clerical

Entry level position that performs varied clerical duties requiring limited knowledge of office systems and procedures. Duties may include answering telephones, word processing, data entry, office machine operation, and filing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

30 Payroll Clerk

Processes payroll time input for all employees. Receives and edits computer data and gives approval to generate checks. Performs all related payroll calculations.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

31 Residential Direct Care - Full Time

Provides direct care services in a residential setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

32 Residential Direct Care - Part Time

Provides direct care services in a residential setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

33 Residential Direct Care Relief

Provides direct care services in a residential setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

34 Teacher Aide

Provides direct care services in school setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

35 Teacher Assistant

Certified Teacher Assistant

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

36 Treatment Coordinator

Coordinates provision of all treatments and/or therapies by treating professionals in a person's treatment plan

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

37 Van Driver, Passenger

Transports consumers in van or bus, includes 19A requirements

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Comments

Exempt

38 Accountant (Bachelors) Bachelor Level Accountant

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

39 Accountant, Senior Senior Level Accountant - can be supervisory. Responsible for areas of budget, tax, cost accounting.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

40 Behavior Coordinator Responsible for design and implementation of Behavior Management Programs, supervises Behavior Specialists. Bachelors Degree or equivalent experience required.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

41 Behavior Specialist Monitors and updates behavioral services and plans for program participants. Provides ongoing support and training to staff for behavioral needs. Usually requires bachelor degree, reports to Behavior Coordinator.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

42 Buyer (Purchasing Agent) Plans and purchases materials or products from suppliers at the lowest cost, given consideration of quality, source reliability and urgency of need. Interviews vendors and recommends sources of supply. Negotiates prices and delivery schedules.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

43 Community Integration Specialist Plans, manages and organizes person centered day habilitation plans for individuals. Provides counseling, acts as an advocate, develops community options and placements. Act as a liaison to families and for other programs.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

44 Day Program Coordinator

Oversees all aspects of multiple Day Hab/Day Treatment programs

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

45 Dietitian

Registered Dietician - can be supervisory

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

46 Human Resource Generalist

Provides HR support in a broad range of HR functional areas including recruitment and selection, employee relations, legal compliance and compensation/benefits programs.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

47 Human Resource Recruiter

Develops communications messages, media and outlets designed to attract job applicants. May interview applicants to determine if desired skill and personality characteristics are present.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

48 Human Resource Trainer

Designs, administers and conducts training and education programs. Assesses individual and organizational training needs and requirements. Recommends and coordinates external training resources as required.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

49 IT Network Administrator

Provides support to local area network systems, including procedures, security, software and hardware support, and problem resolution.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

50 Occupational Therapist Licensed Occupational Therapist

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

51 Occupational Therapist w/ Supervisory Resp. Responsible for coordination of occupational therapy to consumers. Supervises Occupational Therapists and Occupational Therapy Assistants

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

52 Physical Therapist Licensed Physical Therapist

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

53 Physical Therapist w/ Supervisory Resp Responsible for coordination of physical therapy to consumers. Supervises Physical Therapists and Physical Therapy Assistants

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

54 Psychologist - MS Masters Level Psychologist

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

55 Psychologist - PhD PhD Level Psychologist

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

56 QA Administrator Responsible for administration of Quality Assurance Programs

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

57 QA Investigator

Responsible for investigating Quality Assurance Complaints/Audits

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

58 QMRP - Qualified Mental Retardation Professional

Oversees regulatory requirements of all residential programs

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

59 Registered Nurse RN

Registered Nurse

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

60 Residential Program Coordinator

Oversees all aspects of multiple group homes

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

61 Social Worker - BS

Bachelor Level Social Worker

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

62 Social Worker - MS

Masters Level Social Worker

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

63 Speech Therapist

Licensed Speech Therapist

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

64 Speech Therapist w/ Supervisory Resp.

Responsible for coordination of speech therapy to consumers. Supervises Speech Therapists and/or Assistants

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

65 Teacher Special Education - BS

Bachelor Level - Certified Special Education Teacher

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

66 Teacher Special Education - MS

Masters Level - Certified Special Education Teacher

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

67 Training Coordinator

Maintains efficient training department including design and implementation of training programs, coordination of training records and ensuring quality training and staff development agency wide.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

Management

68 Accounting Manager Manages general accounting functions and the preparation of reports and data concerning earnings, profits, expenses, cash balances and other significant financial measurements.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

69 At Home Services Manager Oversees all aspects of at home services to consumers including supervision of staff, finances and coordination of services

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

70 At Home Services Shift Supervisor Supervises Direct Care Staff and services during a shift

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

71 Corporate Compliance Officer Oversees and controls the planning, organization and direction of the Corporate Compliance function to include enforcement of all HIPAA and Corporate Compliance rules and regulations. Advises and provides training to other staff about HIPAA and Corporate Compliance procedures.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

72 Day Program - Shift Supervisor Supervises Direct Care Staff and services for a particular shift or team

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

73 Day Program Manager Manages all aspects of a Day Treatment/Day Habilitation program. Supervises Direct Care Staff, manages finances and coordination of services

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

74 Employment Manager Coordinates employment functions

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

75 Endowments and Grants Manager Plans and organizes endowment and grant activities. Increases community awareness of the endowment fund

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

76 Food Service Manager Supervises employees engaged in serving food in hospital, nursing home, school, or similar institutions, and in maintaining cleanliness of food service areas and equipment

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

77 Human Resource Manager Manages HR function and coordinates policies and programs regarding HR functional areas including recruitment and selection, employee relations, legal compliance and compensation/benefits programs.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

78 Maintenance Supervisor, Facilities Supervisor of maintenance, janitorial or cleaning staff

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

79 Medicaid Service Coordinators Supervisor Supervises Medicaid Service Coordinators

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

80 Nursing Supervisor Responsible for coordination of Nursing. Supervises RN's and/or LPN's

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

81 Operations/Marketing Manager Manages production and marketing operations of a sheltered workshop

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

82 Payroll Supervisor Manages employers payroll function including reconciliation of tax deposits and filings, preparation and auditing of a data; preparation of year-end and W-2 processing. Also recommends new products and processes, troubleshoots issues.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

83 Production Manager Plans, organizes, directs and controls the production phases in a sheltered workshop

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

84 Quality Assurance/Control Manager Manages and administers the organization's quality systems and procedures. Responsible for the development of systematic approaches to assure high quality products and services. Develops audit, test and inspection procedures. May be responsible for ISO certification.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

85 Rehabilitation Services Manager Performs vocational assessment, supervises development and maintenance of plans, records & reports

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

86 Residential House Manager

Manages all aspects of a residential group home including supervision of Direct Care Staff. Responsible for household and consumer finances as well as coordination of services

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

87 Residential Shift Supervisor

Supervises Direct Care Staff and services on a particular shift

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

88 Supported Employment Manager

Plans, organizes, directs and controls the Supported Work Program, Auto Detail & Mobile Cleaning Crews. Supervises staff, assists with the development of individual service plans. Develops and implements funding contracts

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

Executive

89 Chief Financial Officer (CFO) Top finance position responsible for financial control and planning for entire organization

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

90 Director Education Program To ensure provision of education services which meet the regulations of the State Education Department.

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

91 Director Human Resources Manages HR Managers, reports to VP

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

92 Director Information Technology Manages IT/ MIS Managers, reports to VP

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

93 Director Operations Manages Operations / Program Managers, reports to VP

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

94 Director, Assistant Reports to Executive Director, President, CEO, shared responsibility for leading organization

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

**95 President/ CEO/
Executive Director**

Top position responsible to lead entire organization

Starting Rate	Lowest Paid	Highest Paid	Average Annual Rate	Employees in Job	Comments

I. Benefits Section

A. Approach to Fringe Benefits:

- Traditional** **Cafeteria style** (choice on dollar expenditure for selected benefits)
 \$ _____ per employee (allocated in discretionary fund)

B. Total benefits costs as percent of payroll? _____%
 (include required benefits—workers compensation, NYS disability, FICA)

C. Benefits Plans:

HEALTH CARE- HMO (Community) Plan

Please check types of plans you offer:

- Independent Health** **Community Blue** **Univera**

Instructions

- For each employee type, indicate if group is eligible for this benefit by circling 'yes' or 'no' under column "Eligibility"
- If you have a high deductible plan*, enter the annual dollar amount of the deductible (such as \$1100) for *single* plan under column "Plan Deductible Amount \$"
- If you have a high deductible plan*, enter the annual dollar amount the employee contributes to this deductible for *single* plan under column "Employer Contrib to Deductible \$"
- For all plans, please indicate the employer contribution as a percentage of the total premium cost (of base or most popular plan) for single and family plans.
 - For example, employer pays 80% of the single plan premium and 70% of family plan, or employer pays 75% single- \$3,000 of the single plan that costs \$4,000.
 - Columns "Employer Contrib % Single/ Employer Contrib % Family"
- For column "Max Doctor Visit Co-pay" - Enter the plan co-pay for primary care visits (not specialists), if you have multiple plans, enter the co-pay of your base (or most popular) plan.

	Employee Type	Eligibility (Circle one!)	High Deductible Amount \$- Single	Employer Contribution Deductible \$ -Single	Employer Contrib % -Single	Employer Contrib % -Family	Max Doctor's Visit Co-Pay
1	Hourly	YES NO					
2	Non-Exempt	YES NO					
3	Exempt	YES NO					
4	Management	YES NO					
5	Part Time	YES NO					

PRESCRIPTION

Part of Community Plan (HMO) Self-Insured

	Employee Type	Eligibility (Circle one)	Max Co-Pay Amount	
			Generic Name	Brand Name (2nd Tier)
1	Hourly	YES NO		
2	Non-Exempt	YES NO		
3	Exempt	YES NO		
4	Management	YES NO		
5	Part Time	YES NO		

DENTAL (Separate Plan or rider)

Do Not Provide This Benefit Insured By Private Carrier Self-Insured

	Employee Type	Eligibility (Circle one!)	% Premium Paid By Employer	Annual Maximum Amount of Coverage
1	Hourly	YES NO		
2	Non-Exempt	YES NO		
3	Exempt	YES NO		
4	Management	YES NO		
5	Part Time	YES NO		

VISION (Separate Plan or rider)

Do Not Provide This Benefit Insured By Private Carrier Self-Insured

	Employee Type	Eligibility (Circle one!)	% Premium Paid By Employer	Annual Maximum Amount of Coverage
1	Hourly	YES NO		
2	Non-Exempt	YES NO		
3	Exempt	YES NO		
4	Management	YES NO		
5	Part Time	YES NO		

LIFE INSURANCE

Do Not Provide

	Employee Type	Eligibility (Circle one!)	% Premium Paid By Employer	Amount of Coverage (No. times salary or dollar amount)
1	Hourly	YES NO		
2	Non-Exempt	YES NO		
3	Exempt	YES NO		
4	Management	YES NO		
5	Part Time	YES NO		

SHORT TERM DISABILITY- Supplemental

Do Not Provide Supplemental *

Insured By Private Carrier

Self-Insured

	Employee Type	Eligibility (Circle one!)	% Premium Paid By Employer	Amount of Coverage	
				% Pay	# Weeks
1	Hourly	YES NO			
2	Non-Exempt	YES NO			
3	Exempt	YES NO			
4	Management	YES NO			
5	Part Time	YES NO			

*NYS requires policy for 50% of pay, up to \$170/wk— check “do not provide” if this describes your policy

LONG TERM DISABILITY (paid by employer)

Do Not Provide This Benefit

Insured By Private Carrier

Self-Insured

	Employee Type	Eligibility (Circle one!)	% Premium Paid By Employer	Amount of Coverage	
				% Pay	# Weeks
1	Hourly	YES NO			
2	Non-Exempt	YES NO			
3	Exempt	YES NO			
4	Management	YES NO			
5	Part Time	YES NO			

We provide employee purchase plan for individual L/T Disability policies

RETIREMENT / SAVINGS PLANS

- Defined Contribution** (fill out #1)
 Defined Benefit (fill out #2)
 Both Plans (DC & DB) (fill out #1 and #2)
 None

1. Defined Contribution (aka 403b)

	Employee Type	Eligibility (Circle one!)	Employee Maximum Contribution (% Pay)	Maximum Company Match* (% Pay)	Number Of Years To Full Vesting
1	Hourly	YES NO			
2	Non-Exempt	YES NO			
3	Exempt	YES NO			
4	Managers	YES NO			
8	Part Time	YES NO			

Comments: Any specific details/ plans not described above _____

2. Defined Benefit (aka Pension)

	Employee Type	Eligibility (Circle one)	Plan Type (Check One)			No. of Years To Full Vesting
			Cash Balance	Career Average	Final Average	
1	Hourly	YES NO				
2	Non-Exempt	YES NO				
3	Exempt	YES NO				
4	Managers	YES NO				
8	Part Time	YES NO				

Include any year-end profit sharing or other lump-sum disbursements under Variable Pay

TIME OFF BENEFITS

PTO: Does your company have a *combined* Paid Time Off (PTO) plan? YES NO
 (i.e., in lieu of separate vacation, holiday, sick, personal days)

If Yes, fill out PTO days in “Vacation” section (enter holiday/ sick only if additional to PTO time)

VACATION (list PTO hours here)

	Employee Type	Eligibility (Circle one!)	Number of days earned at each of the following years of service					
			1	5	10	15	20	>20
1	Hourly	YES NO						
2	Non-Exempt	YES NO						
3	Exempt	YES NO						
4	Management	YES NO						
5	Part Time*	YES NO						

**Note: If any Part-time benefits are pro-rated, write this in.*

HOLIDAY & SICK / PERSONAL DAYS (note any included in PTO plans)

	Employee Type	Eligibility (Circle one!)	Number of Holidays	Eligibility Sick / Personal (Circle one!)	Number of Sick / Personal Days
1	Hourly	YES NO		YES NO	
2	Non-Exempt	YES NO		YES NO	
3	Exempt	YES NO		YES NO	
4	Management	YES NO		YES NO	
5	Part Time*	YES NO		YES NO	

BEREAVEMENT

	Employee Type	Eligibility (Circle one!)	Average Number Of Days (immediate family)
1	Hourly	YES NO	
2	Non-Exempt	YES NO	
3	Exempt	YES NO	
4	Management	YES NO	
5	Part Time*	YES NO	

TUITION ASSISTANCE

	Employee Type	Eligibility (Circle one)	Maximum Dollar Amount Paid Per Year, Per Employee	Limitations
1	Hourly	YES NO		
2	Non-Exempt	YES NO		
3	Exempt	YES NO		
4	Management	YES NO		
5	Part Time*	YES NO		

*Note: If any Part-time benefits are pro-rated, write this in.

SUPPLEMENTAL PAY BENEFIT

Note: If you pay only the mandatory Jury Duty Pay, Check "Do Not Provide" in column below

	Employee Type	Jury Duty (Check one!)				Military Duty (Check one!)			
		Full Pay	Pay Difference	Other	Do Not Provide	Full Pay	Pay Difference	Other	Do Not Provide
1	Hourly								
2	Non-Exempt								
3	Exempt								
4	Management								
5	Part Time								

Limitations: _____

II. COMPENSATION SECTION

1. Compensation Practices

A. Variable Pay

1. Descriptions for type of plan:

- 1. Bonus (formula driven)
- 2. Gain Sharing (Driven by operation measures)
- 3. Profit sharing (driven by financial measures only)
- 4. Discretionary

Include any year-end profit sharing or other lump-sum disbursements under "Profit"

Employee Type	Eligibility		% of Total Compensation		Type of plan (check types):			
	(Circle one!)		Average Paid	Maximum %	Bonus	Gain	Profit	Discret.
Part-Time	Yes	No						
Hourly	Yes	No						
Non-Exempt	Yes	No						
Exempt	Yes	No						
Managers	Yes	No						

2. Frequency of Variable Pay-Out: (Check '√' all that apply for each employee type.)

Employee Type	Monthly	Quarterly	Semi-Annually	Annually
Part-Time				
Hourly				
Non-Exempt				
Exempt				
Managers				

Pay Rate Adjustments

Please estimate your company’s average increases in pay rates, including general, merit, and cost of living adjustments but excluding promotions.

Employee Type	Last Year’s Rate Increase (%)	This Year’s Rate Increase (Estimated %)	Next Year’s Rate Increase (Anticipated %)
Hourly			
Non-Exempt			
Exempt			
Management			
Part-Time			

Increases based on: Performance rating/ merit Across the board Tenure
 (enter in Comments online)

B. Pay Range Adjustments

Please indicate any adjustment(s) your company made or plans to make in your pay ranges.

Employee Type	Last Year’s Range Adjustment (%)	This Year’s Range Adjustment (Estimated %)	Next Year’s Range Adjustment (Anticipated %)
Hourly			
Non-Exempt			
Exempt			
Management			
Part-Time			

Note:

If completing the benefits section online, skip the following tables:

- Shift Premium
- Overtime Practices
- Promotion Increase