



2009 Compensation & Benefits Survey: Western New York

Return Survey to:

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Since 1999, serving 40+ WNY participants with comprehensive pay data

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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 August 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 position):

1. Assembler: Performs precision assembly operations							
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	15	√	assembler	

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Hourly

1 Assembler

Performs precision assembly and test operations on complex components or machines (electrical, electronic, hydraulic, and/or mechanical). Works from drawings, worksheets, engineering orders and other instructions. May perform diagnostic rework on units failing test requirements.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

2 Assembler (Sub)

Performs a wide variety of bench operations to produce subassemblies of internal and external components. Required to work from simple drawings, operation sheets and other instructions, both written and oral.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

3 Chemical Operator

Tends equipment units or semiautomatic systems that process chemical substances into industrial or consumer products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

4 CNC Machine Operator

Able to operate computer numerical control equipment to perform machine operations such as turning, boring, facing, and threading parts (lathe or machine center), this position usually performs the machine programming and setup.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

5 Compounder

Prepares bulk and raw materials for production. Mixes raw materials for product batches; assembles, maintains, and purges mixing equipment and transfer lines.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

6 Electrician

Repairs, installs, troubleshoots a wide variety of electrical and manufacturing equipment. Position requires knowledge of AC/DC, solid state circuitry and programmable controllers. Reads blueprints, wiring diagrams.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

**7 Equipment Operator-
Light Production**

Operates hand or power equipment that shapes or assembles light metal, plastic, or glass parts by crimping, shaping, locking, staking or pressing fittings. Aligns workpieces against fixtures as specified.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

**8 Equipment Operator,
General**

Operates mechanical or computerized machinery for a variety of tasks, including converting parts into finished products, cutting raw materials, shaping, assembly, labeling, processing, packing, etc.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

**9 Equipment Operator,
Heavy Production**

Sets up and operates metal fabricating machines such as brakes, rolls, shears, saws and presses to cut, bend, straighten and form metal plates, sheets and structural shapes according to blueprints and specifications.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

10 General Laborer

Entry level position that performs basic, routine production tasks

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

**11 Machinist, Equipment
Repair**

Repairs, installs or troubleshoots mechanical equipment by developing tools, parts and fixtures as required. Capable of interpreting complex engineering drawings and utilizing all standard machine tools to fabricate such components. Knowledgeable and skilled in welding, hydraulics, and pneumatics.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

12 Machinist, Production

Sets up and operates various types of lathes, mills, grinders or N/C machines to produce finished goods or components requiring close tolerances.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

13 Maintenance Equipment Technician

Provides equipment support for a production area, trouble shoots and repairs production assembly equipment, routine preventative maintenance procedures. Assists engineers with problem solving and production support. Must be able to read and interpret schematics, diagrams and manuals.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

14 Material Handler

(AKA Stock Handler). Operates hand or power trucks to dispense raw material supplied from warehouses to production area.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

15 Mechanic -- Buildings & Grounds

Performs plumbing, carpentry, painting, mechanical, general utility and repair duties to maintain buildings and grounds.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

16 Mechanic -- Equipment Repair

Troubleshoots, repairs, maintains, installs a wide variety of mechanical, hydraulic and pneumatic equipment. Reads blueprints and is capable of operating a full complement of shop equipment.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

17 Mechanic -- HVAC

Installs and maintains refrigeration, air conditioning, and air handling equipment and systems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

18 Millwright

Installs, aligns, diagnoses problems, and repairs large equipment.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

19 Model Maker

Performs planning, layout construction and diversified machining operations on a wide variety of intricate experimental products. Must perform a wide range of machining operations where no method or tooling is available.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

20 Packer

(AKA Order Filler). Performs basic packing duties including picking, pulling orders, packing, labeling and boxing of final order.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

21 Printing Press Operator

Under supervision, sets up and operates multiple color press. Must have experience and knowledge of variable depth, fanfold, dry/wet offset, letterpress, flexo, or gravure processes. Operates under close tolerances/specifications.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

22 Shipping & Receiving Clerk

Prepares merchandise for shipment, or receives and is responsible for incoming shipments of merchandise or other materials.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

23 Stockroom Clerk

Maintains stockroom inventory records, receiving and dispensing a wide variety of manufactured and purchased parts.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

24 Tool and Cutter Grinder

Works from drawings, sketches and verbal instructions to perform precision grinding on a variety of cutting tools, gauges, fixtures, sub-assemblies and assemblies.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

25 Tool Crib Attendant

Locates, handles, stores, receives and delivers a wide variety of tooling and operating supplies. Keeps updated records and maintains current inventory report.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

26 Tool Maker

Plans, lays out, constructs, revises and repairs a wide variety of complex jigs and fixtures for machine operations. Performs skilled bench work such as filing, scraping and lapping. Occasionally required to weld, braze, torch, heat, treat and build special dies.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

27 Trade Apprentice

Works and trains as an apprentice in a trade area, such as welding, mechanic, or machinist

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

28 Warehouse Person

(AKA Forklift Driver). Operates hand or power trucks to load or unload various materials on or from freight cases, trucks, or other transportation devices. Verifies materials against receiving documents. Routes materials to prescribed storage locations and stores, stacks or palletizes materials.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

29 Welder

Welds metal components together to fabricate and repair products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	Is this Job Unionized? (and other comments)

Non-Exempt

30 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

31 Administrative Assistant Performs secretarial and related services for company executive at Vice President level or equivalent. Composes letters and memoranda from dictation, verbal direction or from knowledge of company policy or procedures. Assists in some administrative details of a confidential nature.

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

32 Benefits Clerk Reviews for accuracy and completeness, and processes employee claims under the organization’s various benefits plans. Maintains employee benefits records and prepares required reports. May counsel employees regarding eligibility and coverage.

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

33 Cleaner/ Utility Worker Keeps variety of commercial establishments in clean and orderly condition by tending and making minor repairs to a variety of equipment. Sweeps, mops, scrubs and/or vacuums a variety of surfaces. Empties trash. May tend lawn, shovel snow.

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

34 Credit Collection Clerk Handles a wide variety of credit and collection functions. Files customer credit applications and receives delinquent payments. Responsible for collecting information, sending standard forms to credit companies, banks and loan associations. Maintains records on credit risks and delinquent accounts. Sends follow-up letters.

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

35 Customer Service Representative Replies to inbound customer inquiries regarding products, services, orders, or customer requests. May enter, maintain and track orders. Requires knowledge of company’s products and data systems.

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

36 Designer/Drafter

Formalizes designs (sketches and/or specifications) into detailed drawings and working plans and checks the accuracy of these renderings. May also include revising existing plans to conform to engineering changes.

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

37 Document Control Coordinator

Provides central coordination for all documents required to maintain a Quality System to QS 9000 standards. Duties include input and maintenance of database, distribution and control of all master documents and the manufacturing software configuration control system.

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

38 Drafter

Prepares layouts and drawings from specific instructions, in most cases using a computer and applicable CAD software.

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

39 Executive Assistant

Communicates, supports and assists senior management. Drafts professional and confidential documents, emails, memos and letters on executives behalf. Acting on executives behalf may have to anticipate, communicate, or respond on any business problem.

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

40 Graphic Designer

Designs art and copy layouts for material to be presented by visual communication media.

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

41 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

42 Inventory Control Associate

Counts and maintains inventory level, performs a variety of related tasks. May perform regularly scheduled cycle counts, investigate and report on causes of errors.

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

43 Inventory Planning Clerk

Provides data to forecast estimates and schedules of goods in process, needs for future order, stocking levels. May process shortages or coordinate with customer service.

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

44 IT Computer Operator

Operates computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions.

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

45 IT Data Entry Operator

Enter, verify, transmit and perform backup and restore procedures on the data entry computer.

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

46 IT Support- Hardware

Provides computer and peripheral equipment installation, maintenance, and support (such as PCs, printers, monitors, keyboards, scanners), usually on-site.

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

47 IT Support- Help Desk

Provides assistance (usually over the phone) for computer users regarding hardware and software setup, functioning, and problems. Requires identification and resolution of problems in timely manner.

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

48 Mail Clerk

Receives, sorts, delivers and posts all incoming, outgoing and interdepartmental mail.

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

49 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

50 Materials Coordinator (Shop Expediter)

Reviews schedules and parts lists with supervisors and transports parts from one department to another.

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

51 Office Clerical

Performs administrative tasks for appropriate department, in order to maintain flow of data, reporting, etc. Supports department management with efficient operation of department. Communication of information to internal and external customers as necessary. Makes recommendations for improvement of own work and related work. Duties may include word processing, data entry, copying and filing.

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

52 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

53 Production Scheduler

Responsible for coordination and production planning relative to resources and capacity. Issues detailed schedules following instructions from production planners. Prepares, maintains and publishes all related production reports.

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

54 Public Relations Specialist

Communicates, directly with all public levels on behalf of company. Utilizes various media as conduit for informing and sending messages to the public. May be required to routinely use creativity, act self confidently, and be outgoing. Demonstrates ability in communicating clearly to the public and entire organization.

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

55 Purchasing Assistant

Verifies Information such as Purchase Orders, requisitions, and contract release orders. Prepares and maintains all purchasing records and payment documents. Coordinates payment of invoices, and reconciles discrepancies in payments and purchase orders.

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

56 Quality Assurance Technician

Testing and analysis of incoming products to assure conformance to specifications. Assists in design of validation testing and maintains equipment calibration systems. Audits finished goods at various stages of storage.

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

57 Quality Inspector

Inspects materials and products for conformance to specifications, using fixed or preset measuring instruments. Examines for surface or structural defects, rejects defective parts. Performing sample inspections, and may coordinate corrective action as required.

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

58 Receptionist

Answers main phone number for organization, provides general information, transfers calls. May perform light clerical duties.

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

59 Remittance Processor Clerk

Operates the following machinery: mail sorter (30 pocket sort), encoders (10 key), meeting production and output standards.

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

60 Secretary

Performs secretarial and related administrative services for department, such as correspondence, data files, appointments, routine inquiries.

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

61 Security Guard

Guards property against fire, theft, vandalism, and illegal entry through a variety of tasks.

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

62 Team Leader

A non-exempt position that directs and oversees the tasks of a number of other hourly individuals. May be required to perform the tasks as needed. Considered a back-up to the department supervisor. Has responsibility over the individual's tasks and getting the job done. Does not have responsibility over employee's performance appraisal or disciplinary action.

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

63 Technical Writer

Prepares and procures a wide variety of technical documentation, coordinates customer field service training programs and post-training inquiries and implements customer-defined logistics requirements.

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

64 Technician, Electrical

Under the supervision of an engineer, builds, tests and troubleshoots analog and digital electrical circuits. Creates simple to moderate circuit designs. Builds and performs tests on electrical systems and components to determine operability.

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

65 Technician, Electro-Mechanical

Devises and fabricates improved mechanical components for production or quality control equipment. Studies mechanical processes and recommends new or revised machines or components. Supports the design and development of new products per the designated specifications. Builds, tests, and troubleshoots product prototypes.

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

66 Technician, Product Engineering

Conducts engineering tests; prepares assembly and test documentation; instructs and assists A&T supervisors and technicians in methods, use of equipment and instrumentation, and test failure diagnosis and rework and monitors product producibility through Assembly/Test Phase.

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

67 Technician, Test

Repairs and maintains production and test equipment / fixtures. Diagnoses faults and proposes necessary rework. May also test and repair products.

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

68 Transportation Analyst

Controls and optimizes costs for transportation and warehousing services; evaluates transportation activities for efficiency and economy of practices; audits freight costs; assesses availability of carriers. Secures rate quotations, traces shipments and acquires proof of delivery.

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

69 Truck Driver, CDL

Drive a tractor-trailer combination or a other vehicle to transport and deliver goods or materials in liquid, loose, or packaged form. May be required to unload truck. Requires commercial drivers license CDL.

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

70 Truck Driver, Light

Drive a delivery truck or van, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck. Does not require commercial drivers license to operate.

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

Exempt

71 Accountant, General Prepares income and balance sheets and other related statements and reports. Reviews journal entries and provides guidance to accounting clerks and bookkeepers regarding appropriate accounting practices. Typically holds bachelors degree.

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

72 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

73 Buyer, Technical Purchases assigned technical commodities and services. Assures that all purchases are made in compliance with government-imposed regulations. Knowledge of product specifications is required in order to determine suppliers and/or suggest substitution or alterations.

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

74 Chemist Conducts experiments and analyses on organic or inorganic substances to improve or develop products for market. May conduct experiments to evaluate materials or substances to improve product or process performance. Examines potential uses for chemical by-products.

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

75 Cost Accountant Prepares cost statements and reports for management to ensure proper control of expenditures. Analyzes actual costs compared with standard costs and compiles data and analysis of variances. Classifies material, labor and overhead costs to calculate unit cost of product or service.

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

76 Designer Prepares designs (sketches and/or specifications) into detailed drawings and working plans from verbal or written instructions. Works independently in the development of original designs and component selection. May also revise existing plans to conform to engineering changes.

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

77 Engineer, Electrical Performs activities concerned with design, testing and manufacture of electrical components, products and systems and in the development of applications of products for commercial, industrial or medical uses.

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

78 Engineer, Manufacturing Monitors production and assembly processes, identifying areas for improvement in producibility and quality. Initiates design change proposals for manager's review. Provides technical direction and direct support for failed units returned by the customer and in-house rejections.

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

79 Engineer, Mechanical Researches, plans and designs mechanical and electromechanical products and systems, and directs and coordinates activities involved in fabrication, operation, application, installation, and repair of mechanical and electromechanical products and systems. Designs products or systems including instruments, controls, robots, engines, machines, and mechanical, thermal, hydraulic, or heat transfer systems, applying knowledge of engineering principals.

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

80 Engineer, Methods Prepares detailed manufacturing instructions and programming data to produce machined parts & sub-assemblies to meet engineering drawings & specifications. Determines manufacturing procedures and operation sequencing and establishes tooling, gauging and machine requisitions to fabricate parts & sub-assemblies.

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

81 Engineer, Process Plans and coordinates efforts requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard and new production processes.

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

82 Engineer, Process/Project Coordinate all technical and engineering requirements needed to support manufacturing by product groups. May include raw material compatibility, process specifications, new product implementation, new equipment installation, design and development of innovative manufacturing techniques.

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

83 Engineer, Product Design/ Development

Independently evaluates, selects and applies engineering techniques and criteria in the design and development of new products and/or technologies, processes to meet cost, schedule and performance goals.

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

84 Engineer, Quality

Performs a variety of engineering work in the planning and design of quality control/assurance systems. Performs quality related inspection, testing and auditing as required; provides analysis of production process performance and issues to management. Recommends revision of specifications and standards when indicated.

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

85 Engineer, Safety

Plan, conduct, evaluate, and may supervise occupational health programs to prevent or correct hazardous working conditions. Ensures compliance with company and government requirements. Incumbents may have engineering degree or other related degree and/or experience.

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

86 Engineer, Sales/Application

Serves as liaison between sales representatives, manufacturing and customer. May work on-site in sales or implementation process, and may provide product customization based on customer needs. May issue quotations or assist in new product development.

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

87 Financial Analyst

Responsible for financial reporting, forecasting and planning. May support external audits and technical accounting interpretation.

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

88 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

89 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

90 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

91 Inventory Planner-DROP

Responsible for calculating and adjusting finished goods and/or raw materials stock levels. Performs analysis on service, turn rate, and obsolescence as required.

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

92 IT Computer Programmer

Assists in development of flow charts and computer programs based on program intent, customer output needs, input data constraints, and security requirements. Develops instructions for program use.

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

93 IT Engineer

Integrates new forms of technology to meet departmental goals. Reports, analyzes, troubleshoots, and assesses network related problems to Sr. Level Employees. Incorporates and designs simple technology solutions in an effort to maximize company efficiency with computer hardware, network, and IT maintenance tasks. May also mentor less experienced technicians or perform related IT tasks different from those of network administrators.

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

94 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

95 IT Programmer/Analyst Analyzes and evaluates existing or proposed systems, and develops systems, programs, and procedures to process information. Develops program specifications and diagrams and prepares flowcharts. Encodes, tests, debugs and installs operating programs.

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

96 IT Systems Analyst Analyzes and evaluates existing or proposed systems and devises computer systems to process data. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solution. Prepares detailed program specifications and flowcharts, and coordinates the system's installation with the user department, insuring satisfactory results.

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

97 IT, Database Administrator Directs and administers the activities related to data planning and development. Responsible for policies and procedures pertaining to data management, maintenance and security.

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

98 Market Research Analyst Analyzes existing and potential product or service markets. Collects and analyzes data on established and prospective customers and on competitors. Prepares reports, interpreting market conditions and potentials. Investigates methods, costs of distribution, and advertising.

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

99 Marketing Professional Analyzes and executes marketing programs. Utilizes multitasking, organizational management, and program communication skills in an effort to support marketing branding strategies and product promotions.

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

100 Master Production Scheduler Manages finished goods and materials inventory. Schedules plant directly or directs scheduling throughout production planners and schedulers. Interfaces with sales and marketing, customer service, distribution, and manufacturing.

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

101 Payroll Supervisor

Manages company's 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

102 Sales Representative, Outside

Visits or calls external customers in a local territory to sell a variety of products and services. (Report total compensation).

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

103 Sales Representative, Telephone (Inside)

Solicits orders for merchandise or services over telephone: Calls prospective customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customers to buy, using prepared sales presentation. May develop lists of prospects from various directories or leads.

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

104 Scientist

Provides research leadership in a well-defined technical area within a research section. Manages major research projects, oversees preparation, presentation, and follow-up of major proposals. Makes substantial contributions to the planning and execution of market and project development in technical areas. ADV: May establish technical objectives, select research staff and direct and participate in research efforts.

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

Management

105 Accounting Controller

Directs and administers financial operations and systems, prepares budgets, financial reports and analyses; typically manages one or more accounting departments.

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

106 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

107 Accounting Supervisor

Supervises and coordinates activities of workers engaged in calculating, posting, verifying and typing duties to obtain and record financial data for use in maintaining accounting and statistical records.

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

108 Corporate Counsel

Advises corporation regarding legal rights, obligations, and privileges. Examines legal data to determine advisability of defending or prosecuting lawsuits. May act as agent of corporation in various transactions.

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

109 Cost Accounting Manager

Manages cost accounting functions and the preparation of reports and data concerning material, labor, overhead, costs, variances, and other significant cost measurements. Plans and directs the implementation of cost control methods and activities.

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

110 Credit and Collection Manager

Manages credit and collection activities and preparation of reports and data regarding credit terms, outstanding balances and collection activities. Investigates customer/supplier credit risks. Recommends credit policies and procedures.

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

111 Customer Service Manager

Manages customer service function and coordinates policies and procedures involving customer sales and services.

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

112 Distribution Manager

Ensures adequate and timely distribution of products, parts, and accessories to attain maximum sales potential consistent with good inventory control. Plans and communicates responsibilities, objectives, opportunities, budgets, and programs for distribution department.

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

113 Distribution Supervisor

Administers, coordinates and controls the ordering and distribution of products, parts, and accessories within the framework of established policies and procedures. Prepares and analyzes inventory reports to identify slow moving and/or surplus stock. Arranges space requirements for storage of products to reflect changes in distribution practices and accommodates the introduction of new products.

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

114 Engineering Manager

Manages engineering activities, projects, and long-range plans for engineering function.

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

115 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

116 Machine Shop Supervisor

Supervises overall planning, direction and control of a basic production department; supervises Machine Shop Section Supervisors. Assigns and schedules work, trains and/or supervises training, selects qualified workers, consults with supervisors on overall problems concerning personnel problems, equipment procurement or maintenance, etc.

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

117 Maintenance Supervisor Supervises and coordinates activities of workers engaged in equipment repair and maintenance activities.

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

118 Manager Business Systems Works to develop long-range plans for computer technology and systems. Requires strong technical expertise in mainframe, mini and microcomputer capabilities as well as in depth knowledge of functional business requirements. Includes working knowledge of LAN and WAN technology.

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

119 Manufacturing Engineer Manager Manages manufacturing engineering activities to ensure that the manufacture or purchase of products meets functional requirements at lowest possible cost.

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

120 Marketing Communication Manager Coordinates sales and special promotions, determines organization's marketing communication and budget. Manages activities such as ad campaigns, special events, trade shows, literature and distribution.

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

121 Marketing Manager Devises and supports new product and service programs, measures customer satisfaction, identifies and leads business development initiatives and marketing and advertising strategy, builds customer relationships.

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

122 Materials Manager Manages the movement of materials in and out of plants. Responsible for the administration of materials related functions including purchasing, production scheduling, inventory control, warehousing.

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

123 Operations Manager

Manages organizations operations (non-manufacturing), including development of policies and procedures, and reporting and reviewing attainment of operational objectives.

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

124 Product Development Manager

Manages the product development process to develop new or enhanced products by the most efficient means. Recommends capital expenditures and production methods for products.

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

125 Product Manager

Responsible for the development of overall marketing programs for assigned product(s). Coordinates the development of sales objectives, strategies, and advertising and promotional programs and ensures the execution of these programs.

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

126 Production (Plant) Manager

Directs and manages overall plant operations. Reporting to the overall manufacturing executive, responsible for key plant functions, including production, production control, materials, cost accounting and warehousing.

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

127 Production Supervisor

Directs and coordinates, activities of production department(s) in processing materials or manufacturing products in industrial establishment, applying knowledge of production methods, processes, machines and equipment, plant layout, and production capacities.

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

128 Purchasing Manager

Responsible for the approval and control of the purchasing functions of the company. Oversees and analyzes all new development relative to material and supplies management. Makes recommendations designed to reduce cost and improve quality.

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

**129 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

**130 Research &
Development Manager**

Responsible for overall conception, development, and testing of products and processes with long range potential.

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

131 Safety Manager

Directs company safety policies and procedures, and develops and coordinates safety programs including training, injury reduction, hazard identification, and loss control.

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

132 Sales Manager

Manages activities of establishment, directs staffing, training, and performance evaluation to develop and control sales program. Coordinates distribution by establishing sales territories, quotas, and goals and advises dealers, distributors, and clients concerning sales techniques.

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

133 Shift Supervisor

Leads and coordinates the activities of the production workforce. Reports production, material and manpower usage, equipment and process issues; trains production team members; recommends improvements to equipment and processes

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

**134 System & Programming
Manager**

Manages and administers the system analysis and programming functions. Develops and establishes standards and procedures.

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

Executive

135 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

136 Director Engineering Manages Engineering Managers, reports to VP

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

137 Director Finance Manages Finance / Accounting Managers, reports to VP

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

138 Director Human Resources Manages HR Managers, reports to VP

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

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

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

140 Director Manufacturing Manages Manufacturing Managers, reports to VP

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

141 Director Marketing

Manages Marketing Managers, reports to VP

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

142 Director Operations

Manages Operations / Program Managers, reports to VP

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

143 Director Research & Development

Manages R&D Managers, reports to VP

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

144 Director Sales

Manages Sales Managers, reports to VP

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

145 President/ CEO/ Executive Director

Top position responsible to lead entire organization

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

146 Vice President Engineering

Leads functional area including long-range planning, reports to CEO

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

147 Vice President Finance

Leads functional area including long-range planning, reports to CEO

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

148 Vice President Human Resource

Leads functional area including long-range planning, reports to CEO

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

149 Vice President Information Technology

Leads functional area including long-range planning, reports to CEO

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

150 Vice President Manufacturing

Leads functional area including long-range planning, reports to CEO

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

151 Vice President Marketing

Leads functional area including long-range planning, reports to CEO

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

152 Vice President Operations

Leads functional area including long-range planning, reports to CEO

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

153 Vice President Research & Development

Leads functional area including long-range planning, reports to CEO

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

154 Vice President Sales

Leads functional area including long-range planning, reports to CEO

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 Health Care Plan (above) 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	# Years
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 401K)

	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			

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				

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 (skip sick/ holiday as needed)

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 (skip sick for 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

Do Not Provide

	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!)			
		Do Not Provide	Full Pay	Pay Difference	Other	Do Not	Full Pay	Pay Difference	Other
1	Hourly								
2	Non-Exempt								
3	Exempt								
4	Management								
5	Part Time								

Limitations: _____

II. COMPENSATION SECTION

1. Compensation Practices

A. Shift Premium

Please indicate any Shift Premiums you have (in \$ per hour or % of pay)

Employee Type	Afternoon	Night	Weekend
Hourly			
Non-Exempt			
Exempt			
Management			
Part-Time			

B. 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

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

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				
Executives				

B. 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 Rate Increase (%)	Current year Rate Increase (Estimated %)	Next year Rate Increase (Anticipated %)
Hourly			
Non-Exempt			
Exempt			
Management			
Part-Time			

C. Pay Range Adjustments

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

Employee Type	Last year Range Adjustment (%)	Current year Range Adjustment (Estimated %)	Next year Range Adjustment (Anticipated %)
Hourly			
Non-Exempt			
Exempt			
Management			
Part-Time			

D. Overtime Practices

Employee Type	Eligibility (Circle one)		Normal Work Week (Hrs.)	Overtime After How Many Hours?	Overtime Rate
	Yes	No			
Hourly	Yes	No			
Non-Exempt	Yes	No			
Exempt	Yes	No			
Management	Yes	No			
Part-Time	Yes	No			

Check if any apply: ___ OT for > 8 hours/day; ___ 2x OT for Sunday; ___ 2x max hrs/ week = ___ hrs