



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
of Ohio

# 2015 Salary & Fringe Benefit Survey

## Instructions

1. **Only firms that participate in the survey will receive a copy of the survey results.** Companies that do not participate will be able to purchase the final survey report for \$200. Please provide the "Contact Information" requested on the first page of the survey questionnaire so that we may contact you if there is a question about your data and so that we may provide you with a free copy of the survey report.
2. Please report salary rates and fringe benefits **currently in effect.**
3. Report salaries for your professional and technical support staff using the enclosed position descriptions. While your employees may have job responsibilities that differ somewhat from these position descriptions, report each employee's salary in the classification that most closely matches that employee's job responsibilities. **Do not report salaries of company principals or owners.**
4. When reporting staff salary information, **do not include overtime or bonus payments** in the calculation of base salary rates.
5. In the column on the questionnaire headed "Median Annual Base Salary," please provide the median salary of all employees in each classification (e.g., if you have seven employees in the Mechanical Engineer/Engineer 2 classification, all of whom earn different amounts, the Median Annual Base Salary is the median of those seven salaries).
6. If your company does business in more than one state, provide data for your **Ohio offices only.**
7. To obtain an interactive PDF that can be filled out on your PC, send a request to Cindy Mader at: [cmader@acecohio.org](mailto:cmader@acecohio.org)
8. If you have questions about the survey, please call ACEC Ohio at 614/487-8844.
9. Tabulated survey results will be mailed to all participating companies no later than December 4, 2015.
10. The deadline for returning your completed survey is **Friday, November 20, 2015, and this deadline will not be extended.** Return completed questionnaires to:

American Council of Engineering Companies of Ohio  
1650 Lake Shore Drive, Suite 200  
Columbus, OH 43204

or fax to ACEC Ohio at 614/487-8841 or e-mail to [cmader@acecohio.org](mailto:cmader@acecohio.org)

**All responses are kept in strict confidence. Only ACEC Ohio staff will have access to your survey questionnaire. All questionnaires are destroyed following tabulation.**



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## Position Descriptions

### ENGINEERS

#### Engineer 1

Entry level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to a degree) in appropriate education and experience. Works under close supervision; receives specific and detailed instructions for required tasks and results expected. Performs a variety of routine tasks, which provide experience and familiarity with engineering staff, methods, practices, and programs. Usually assumes no responsibility for direction of others.

#### Engineer 2

Continuing developmental level, performs routine engineering work requiring application of standard techniques and procedures. Limited exercise of judgment required when less common methods or procedures are necessary. Assignments may include higher-level work for training/developmental purposes. Supervisor screens assignments for unusual complexities and selects non-routine techniques and procedures to be applied. Receives close supervision on new aspects of assignments. Using prescribed methods, performs specific and limited segments of an experienced engineer's broader assignment. Generally requires a minimum of two years as Engineer 1 or related experience, or an MS Degree.

#### Engineer 3

Independently evaluates, selects, and applies standard engineering techniques and procedures while using judgment when making minor adaptations and modifications. Assignments have clear and specific objectives and require investigation of limited number of variables. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance given for unusual problems and normally reviewed for application of sound professional judgment. Performs work involving conventional plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are few precedents. May be assisted by engineers or technicians and be responsible for single phase of a project. Generally requires registration as a professional engineer.

#### Engineer 4

Fully competent engineer in all conventional aspects of subject matter or functional area of assignments; plans and conducts work requiring judgment in independent evaluation, selection, and substantial adaptation/modification of standard techniques, procedures, and criteria. Devises new solutions to problems encountered. Independently performs most assignments with instruction only regarding general expected results. Receives technical guidance for unusual or complex problems and supervisory approval of proposed project plans. May supervise a few engineers and/or technicians on project basis. Generally requires professional registration and two years as Engineer 3 or related experience.

#### Engineer 5

Applies diversified knowledge of engineering principles and practices to broad variety of assignments and related fields. Makes decisions independently regarding engineering complexities and methods. Requires use of advanced techniques and modification and extension of theories, precepts, and practices in individual's field. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. Typical duties and responsibilities include: 1) supervises, coordinates, and reviews work of small staff of engineers and/or technicians; 2) as individual researcher or staff specialist, performs complex or novel assignments requiring development of new and/or improved techniques and procedures. Registration as licensed professional engineer is required.

#### Engineer 6

Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial complexities which have important impact on major company programs. This involves exploration of subject area, definition of scope, selection of areas for investigation, and development of novel concepts. Acts as technical liaison to individuals within and outside his organization with responsibility to act independently regarding technical matters pertaining to individual's field. Supervision received is essentially administrative, with assignments given in broad terms concerning general objectives and limitations. Typical duties and responsibilities include: 1) plans, organizes, and supervises work of staff of engineers and technicians; 2) as individual researcher, consultant, or staff specialist, conceives plans and conducts research in areas of considerable scope and complexity. Registration as a licensed professional engineer is required.

#### Engineer 7

Makes authoritative decisions and recommendations having important impact on extensive engineering activities of company. Initiates and maintains extensive contacts with key engineers and officials of other organizations and companies, requiring skill in persuasion and negotiation of critical issues. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in anticipating and solving unprecedented engineering complexities, determining program objectives and requirements, organizing programs and projects, and developing standards and guidelines for diverse engineering activities. Typical duties and responsibilities include: 1) planning, organizing, and supervising work of large staff of engineers and technicians (in excess of 30 individuals); 2) as individual researcher or consultant, is recognized leader and authority in company in broad area of specialization or intensely specialized field. Registration as a licensed professional engineer is required.

## **ENGINEERING TECHNICIANS**

### **Engineering Technician 1**

Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers and maintains engineering data such as testing results, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

### **Engineering Technician 2**

Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a variety of standardized tests; may prepare test specimen; sets up and operates standard test equipment; records test data. Extracts engineering data from various prescribed sources; processes the data following well-defined methods; presents the data in prescribed form.

### **Engineering Technician 3**

Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical advice from supervisor or engineer. May be assisted by lower-level technicians. Compiles and computes a variety of engineering data; may analyze test and design data; develops or prepares schematics, designs, specifications, parts lists; or makes recommendations regarding these items. May conduct tests or experiments requiring selection and adaptation or modifications of equipment or procedures; records data; analyzes data and prepares reports.

### **Engineering Technician 4**

Performs non-routine and complex assignments with responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more-diverse project. Engineer outlines objectives, requirements, and design approaches. Maybe assisted by lower-level technicians. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; may calculate design data; prepares layouts, detailed specifications, parts lists, estimates, procedures, etc.

## **SURVEYORS & SUPPORT PERSONNEL**

### **Survey Technician I**

Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies for survey crew.

### **Survey Technician II**

Maintains and operates all instruments and measuring devices needed to complete different types of surveying assignments. Has ability to operate the following equipment: transit, level, the odolites, hp distance meter, GPS, ranger, chain, electrotope, and tellurometer.

### **Crew Chief**

Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates and records field data that are clear and understandable. Reviews job specifications and determines the best course for completing the fieldwork in an efficient and safe manner. Usually holds certification as a Surveyor Intern and may hold a license as a professional surveyor.

### **Professional Surveyor**

Responsible for initiating and completing both the preliminary and final land surveys and ensuring that accuracy of surveys reflects the integrity of design and meets all requirements. Is required to be a licensed professional surveyor with a minimum of five years of broad survey experience and some technical-school training. May supervise the activities of survey crews and provide training to staff.

### **Surveying Manager/Director**

Has overall responsibility for client contact, contract negotiations, staffing, department policies, research, computation, field work and drafting. Signs and seals surveys done under his or her direct supervision. Holds license as a professional surveyor.

## **CONSTRUCTION TESTING & INSPECTION**

### **Resident Engineer**

Monitors daily progress of projects and prepares periodic progress reports on job status. Provides technical guidance to contractor to assure complete understanding of the scope and intent of the project work. Provides on-site oversight and inspection services in order to maintain a high degree of workmanship on the project as well as compliance with plans and specifications. Coordinates and monitors on-site quality control and procures testing and laboratory services when needed. Reviews contractor's periodic pay estimates for conformity to contract documents and actual work performed, making recommendations to the client regarding justification of dollar amount requested. Field-measures and/or documents project equipment and materials as they are incorporated into the work and verifies that all equipment and/or materials used are as specified by the contract and approved for use. Reviews shop drawings on-site to verify equipment, and material compliance as well as proper installation procedure. Coordinates and witnesses all project system start-ups, verifying that system equipment is functioning properly within design parameters and ensures that client personnel receive adequate hands-on instruction and documentation. Reviews, verifies and coordinates all project change orders. Provides technical guidance should the project encounter problems during construction. Registration as Professional Engineer preferred, along with seven to eight years of field construction experience, including project engineering and administration.

### **Senior Technician**

Observes construction activities performed by contractors in the field on multiple projects. Performs tests to determine the quality of materials, particularly concrete, soil and steel with respect to their compliance with the project specifications. Assists project managers with project start up, troubleshooting problem situations and assisting with corrective measures on construction projects. Provides technical assistance to field and laboratory personnel, including assisting with training and mentoring fellow employees. Provides written and oral reports of construction observations and test results to the project manager on a daily basis. Assists with laboratory testing on concrete, soil and other construction materials when not assigned to field work. An associate degree or four-year degree in civil engineering technology is preferred. May require certification by local, state or federal agencies, or by nationally recognized accreditation organization.

### **Technician**

Observes construction activities performed by contractors in the field on multiple projects. Performs tests to determine the quality of materials, particularly concrete and soil with respect to their compliance with the project specifications. Provides written and verbal reports of construction observations and test results to the project manager. Assists with laboratory testing on concrete, soil and other construction materials when not assigned to field work. Performs maintenance on facilities and equipment and carries out other duties as assigned. An associate degree in civil engineering technology is preferred. May require certification by local, state or federal agencies, or by nationally recognized accreditation organization.

### **Construction Inspector**

Reviews and inspects daily work progress and materials used, including concrete forms, reinforcements, concrete mixing, excavating, grading, landscaping, paving, piping, sewer lines, electrical conduits and wiring, equipment and machinery, building construction, painting,

carpentry and plumbing. Verifies work in progress is in accordance with blueprints, drawings, layouts, specifications and in compliance with local ordinances. Tests completed portions of work by securing samples, calculating and measuring, triangulating, etc. Calls attention to work not in accordance with specification. Records daily work progress, labor, materials and equipment used, problems and revisions, and records in log or diary. Maintains daily contact with assigned engineer/architect to report progress, problems, etc. May compute and/or check contractor's payroll for proper rates and times on a weekly basis. Reviews detailed estimates of contractor costs for initial recommendation for approval. May do some on-site drafting or following engineer/architect's instructions. Four to six years of experience in construction required. High school diploma or equivalent required; associate degree in construction technology or related field preferred.

## **ARCHITECTS**

### **Architect 1**

Works under close supervision; receives specific and detailed instructions regarding tasks and expected results. Performs elementary architectural assignments and works from designs of others, compiles data, performs elementary design computations, makes quantity takeoffs and prepares estimates, prepares architectural plans/renderings, and inspects architectural features of structures in field. Entry level of professional work requiring bachelor's degree in architecture and no experience, or degree equivalent education and experience.

### **Architect 2**

Works from designs of others, compiles data, performs design computations, makes quantity takeoffs and prepares estimates, prepares architectural plans and renderings, consults manufacturers, evaluates materials, writes architectural specifications, and inspects architectural features of structures in the field. Limited judgment is required on work details when making preliminary selections and adaptations of alternatives. Assignments may include higher-level work for training/development purposes. Developmental level performs routine architectural assignments under direct supervision. Supervisor screens assignments for unusual or difficult problems and selects techniques/procedures for non-routine work. Receives close supervision on new aspects of assignments. Performs specific/limited portions of assignments suited to more experienced architects using prescribed methods. Generally requires minimum of one year Architect 1 or related experience, or an MS degree.

### **Architect 3**

Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria using judgment for minor adaptations and modifications. Assignments have clear and specific objectives requiring investigation of limited set of variables. Receives instruction on specific assignment objectives, complex features, and possible solutions. Assistance is required on unusual problems and assignments reviewed for sound application of professional judgment. Performs architectural assignments with direction, not immediate supervision and with limited design responsibility. Recommends and selects procedures. Writes reports and specifications covering architectural matters. May be assisted by architects or technicians. May be responsible for phases of individual revenue-producing projects. Generally requires minimum of one year Architect 2 or related work experience.

### **Architect 4**

Performs work requiring independent judgment in evaluation, selection, and substantial adaptation/modification of standard techniques, procedures, and criteria. Independently solves problems encountered. Fully competent architect in all conventional aspects of architecture. Performs architectural assignments under general supervision. Selects

and determines procedures in architectural matters. Writes reports and specifications. Reviews completed reports, plans, estimates, and calculations. Prepares and/or supervises preparation of architectural plans and renderings, consults manufacturers, evaluates and selects materials, and inspects architectural features of structures in the field. Independently performs most assignments with instruction. Receives technical guidance on unusual or complex issues and supervisory approval on proposed project plans. Supervises a few architects or technicians on assigned work. Generally requires minimum of two years Architect 3 or related experience. Registration as a licensed architect maybe required.

### **Architect 5**

Applies sound and diverse knowledge of architectural principles and practices in broad array of assignments and related fields. Acts independently regarding architectural methods and complexities. Requires use of advanced techniques and modification/extension of theories, precepts, and practices of individual's field. Supervision and guidance mainly concern overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor regarding unusual complexities and developments. Performs more visible architectural work with responsibility for independent action and decision. Plans, directs, and supervises architectural aspects of report, design, or construction projects. Responsible for finished plans, specifications, or approval of materials and construction. Typical duties/responsibilities include: 1) supervises, coordinates, and reviews work of small staff of architects and technicians, 2) as individual researcher or staff specialist, carries out complex or novel assignments requiring development of new or improved techniques and procedures. Registration as licensed architect required in most firms.

### **Architect 6**

Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops architectural projects concerning unique and/or controversial complexities which significantly impact major company programs. Involves exploration of subject area, definition of scope, selection of items for investigation, and development of novel concepts and methods. Maintains liaison with individuals and units in or outside firm with responsibility for technical matters pertaining to individual's field. Supervision received is mainly administrative, with assignments based on broad, general objectives and limits. Typical duties/responsibilities include: 1) plans, organizes, and supervises work of staff of architects and technicians (approx. 10-20 individuals), 2) as individual researcher, consultant, or staff specialist conceive plans and conducts research in areas of considerable scope and complexity. Registration as licensed architect required.

### **Architect 7**

Makes authoritative decisions and recommendations of significant impact on firm's primary architectural activities. Initiates and maintains contacts with key architects and officials of other organizations and companies, requiring skill in persuasion and negotiation of critical issues. Individual demonstrates creativity, foresight, and maturity in architectural judgment when anticipating and solving unprecedented architectural complexities, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse architectural activities. Typical duties and responsibilities include: planning, organizing, and supervising work of large staff of architects and technicians (greater than 20 individuals); as individual researcher or consultant, is recognized leader/authority in firm concerning broad area of specialization or narrow but highly specialized field. Registration as licensed architect is required.

## **ARCHITECTURAL DESIGNERS**

### **Architectural Designer 1**

Entry level position. Performs routine architectural design and provides office support for projects. Assists in preparation of design and construction documents, correcting and updating drawings.

### **Architectural Designer 2**

Prepares design and construction documents. Requires general knowledge of design development and production of presentation and construction documents. Requires working knowledge of construction techniques and related engineering principles. Performs more complex projects than Architectural Designer 1 and assists in architectural problem-solving as experience allows.

### **Architectural Designer 3**

Develops planning and creative-design concepts for projects. Requires substantial experience in architecture and engineering, specifically in planning and design. Prepares presentation and design drawings and details. Works independently on architectural design projects and will often coordinate project drafting efforts.

## **LANDSCAPE ARCHITECTS**

### **Landscape Architect 1**

Entry level professional work requiring bachelor's degree in applicable science and no experience, or the equivalent (to a degree) in education and experience.

### **Landscape Architect 2**

Intermediate professional level with developing ability to perform moderately complex project tasks with some independence. Normally reports to higher-level professional regarding work scope, schedule, analysis of design challenges, and evaluation and recommendation of design solutions including production of deliverables, and client contact. At least 1-2 years of applicable work experience.

### **Landscape Architect 3**

Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring judgment in independent evaluation, selection, and substantial adaptation and/or modification of standard techniques, procedures, and criteria. Generally receives technical guidance on unusual or complex situations and supervisory approval of prepared project plans. May manage clients and projects and direct work of others on project-assignment basis. At least 3 to 4 years of applicable experience.

### **Senior Landscape Architect**

Interprets, organizes, executes, and coordinates project assignments. Responsible for complex and/or diverse project assignment design and development, and may supervise lesser-experienced staff toward assigned project task completion. At least 5 years or more of applicable experience required.

### **Manager of Landscape Architecture**

Provides technical and administrative supervision and direction to assigned landscape architecture and support staff. Oversees and schedules all aspects of work within established operating unit of firm. Requires at least 10 years or more of applicable experience, and Masters Degree in applicable science.

## **ADMINISTRATIVE MANAGERS**

### **Marketing Coordinator**

Supports the principal and other staff members in business development efforts. Tasks will generally be divided into the basic areas of marketing and public relations, including maintaining records of completed projects; assisting with preparation of proposal and presentations;

monitoring publications for project leads; maintaining statements of qualifications; developing project leads; designing firm brochures; coordinating the efforts of the firm and its public relations and marketing consultants and printers; producing company newsletter; coordinating special events and arranging for staffing of company booth at trade shows; development and distribution of press releases; and arranging for company representatives to serve as speakers at meetings of client audiences. Requires bachelor's degree in marketing, communications or related field and five years' experience in business development, preferably for an A/E/P firm.

### **Information Technology Manager**

Generally responsible for maintaining all computerized systems, including servers, workstations, personal computers and plotter/printers, throughout the company's facilities. Maintains local network and equipment used for wide area network. Processes translations for other CADD systems and assists in setting up files before translation. Maintains system backup tapes and archive tapes of CADD files removed from the server. Loads and maintains engineering and other application programs on the network and assists users in their operation. Maintains full knowledge of system's capacity and operating features. Provides training for company standard software including word processing, spreadsheets, CADD systems and operating systems. Works with engineering staff and management to evaluate current and proposed technologies for all services. Maintains an inventory of company hardware/software and software licenses. Assists with company's IT planning and budgeting. Develops systems and procedures to safeguard company's IT systems and data. Requires associate degree in computer science or engineering/architecture with five or more years of experience in the computer/CADD field. Five or more years of CADD and/or design experience is preferred.

### **Accounting Manager/Controller**

Responsible for the execution of payroll, accounts payable and accounts receivable functions. Produces billings, financial reports and accurate, timely job costing reports. Assists in preparation of company's financial statements and development of operating and capital budgets. Oversees timely and proper preparation of all federal, state and local tax returns. Coordinates and facilitates annual audits by external accounting firm. Reconciles cash disbursements, cash accounts, check register and checkbook. May assist with daily cash management and purchasing functions. Consults with company management to improve financial controls. A minimum of five years' accounting background, supervisory experience, and experience with computerized accounting systems required. Degree in accounting preferred.

### **Human Resources Manager**

Responsible for company's recruitment and employment efforts, personnel records, employee relations, job evaluations, compensation, benefits administration, training programs, and development and implementation of HR policies and procedures. Provides advice and direction, interpretation of laws, guidance, training and support to company executives, managers, supervisors, and employees on all personnel matters. Maintains and updates both the supervisors' and employee policy manuals; affirmative action plan, equal employment opportunity programs and goals, and other programs/reports as required by law. Administers exempt and non-exempt wage reviews and performance appraisal program. Performs job analysis and proposes appropriate salary structures. Coordinates employment/hiring procedures to include internal and external advertising of position vacancies and notification. Manages system for tracking incoming resumes, interviews, letters. Pre-screens applicants, checks references, refers qualified applicants to the appropriate hiring authority. Conducts new employee orientation. Maintains personnel files, employee performance appraisals, and a variety of other employee confidential record-keeping systems. Requires a bachelor's degree in human resources management or related field and five years' experience as generalist in the field.



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of Ohio

# 2015 Salary & Fringe Benefit Survey

**Deadline for Response: Friday, November 20, 2015**

Mail completed questionnaire to ACEC Ohio • 1650 Lake Shore Drive, Suite 200 • Columbus, OH 43204

## Company & Contact Information

Company Name \_\_\_\_\_

Name of Person Completing Survey \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Which of the following best describes your company:

Full-Service Engineering (Civil, Structural, Mechanical, Electrical, etc.)	<input type="checkbox"/>
Multi-discipline Engineering (two or more disciplines but not Full-Service)	<input type="checkbox"/>
General Civil	<input type="checkbox"/>
Civil/Environmental	<input type="checkbox"/>
Civil/Transportation	<input type="checkbox"/>
Structural	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>
Electrical	<input type="checkbox"/>
Geotechnical	<input type="checkbox"/>
Other (please specify) _____	







# Fringe Benefits

1. Does your company have an IRS-qualified retirement plan for its employees?..... Yes      No

If yes, is it a:

fixed plan ..... Yes      No

matching plan..... Yes      No

discretionary contribution plan..... Yes      No

If fixed, what is the company's contribution?..... \_\_\_\_\_ % or      \$ \_\_\_\_\_

If your company matches employees' contributions, what is the rate of the match?..... \_\_\_\_\_ %

What is the maximum percentage of employee's salary company will match?..... \_\_\_\_\_ %

If discretionary, what is the average contribution percentage?..... \_\_\_\_\_ %

How long must employees participate in the plan before becoming fully vested?..... \_\_\_\_\_

  

2. Does your company make group medical insurance available to its employees?..... Yes      No

If yes, what percentage of the employee's group medical premium does your company pay?..... \_\_\_\_\_ %

What percentage of family coverage premium does your company pay?..... \_\_\_\_\_ %

What is your company's deductible per covered employee?..... \$ \_\_\_\_\_

What is your company's deductible per covered family?..... \$ \_\_\_\_\_

What is the maximum annual out-of-pocket expense (deductible plus co-pay) per employee?... \$ \_\_\_\_\_

What is the maximum annual out-of-pocket expense (deductible plus co-pay) per family?..... \$ \_\_\_\_\_

What is your company's average monthly medical insurance premium for an individual?..... \$ \_\_\_\_\_

What is your company's average monthly medical insurance premium for a family?..... \$ \_\_\_\_\_

What types of medical insurance plans does your company offer?

Preferred Provider Organization (PPO)      Health Reimbursement Account (HRA)

Health Savings Account (HSA)      Other \_\_\_\_\_

Flexible Spending Account

If you offer an HRA and/or HSA plan, what percentage of employees participate?..... \_\_\_\_\_ %

If you offer an HRA and/or HSA plan, what is the plan deductible?..... Individual      \$ \_\_\_\_\_

Family      \$ \_\_\_\_\_

Firm's contribution to employee's deductible (if any):..... Individual      \$ \_\_\_\_\_

Family      \$ \_\_\_\_\_

  

3. Does your company budget for annual pay increases?..... Yes      No

If so, what was the percentage increase in 2015?..... \_\_\_\_\_ %

How much are you budgeting for 2016?..... \_\_\_\_\_ %

What is the effective date of salary adjustments? \_\_\_\_\_

  

4. What is your company's policy on overtime for salaried (exempt) staff:

Overtime not paid      Paid at straight time

Paid at time-and-a-half      Paid at straight time if billable

Paid at time-and-a-half if billable      Compensated through payment of bonus

If your firm pays overtime to salaried (exempt) staff, how many hours are considered standard in a work week (before OT is paid) to these staff members? \_\_\_\_\_ hours.

5. Does your company allow salaried (exempt) staff to take compensatory time off in lieu of overtime pay? Yes      No

6. How many days of paid vacation does your company provide annually to employees with:  
0-5 years of service = \_\_\_\_\_ days      6-10 years of service = \_\_\_\_\_ days  
11-15 years of service = \_\_\_\_\_ days      16-20 years of service = \_\_\_\_\_ days  
20+ years of service = \_\_\_\_\_ days

7. Does your company provide employees separate allowances for vacation, sick leave and personal days, or do you provide them a single block of paid leave time to use as they wish?  
Separate allowances One block of paid leave

8. How many days of the following types of paid leave time do you provide your employees?  
Holidays = \_\_\_\_\_ days/yr.      Sick leave = \_\_\_\_\_ days/yr.  
Personal leave = \_\_\_\_\_ days/yr.      Other = \_\_\_\_\_ days/yr.

9. Does your company offer employees tuition reimbursement?..... Yes      No  
If yes, what is the maximum percentage per course the company will pay?..... \_\_\_\_\_ %