



2017 General Wage & Executive Compensation Survey

Thank you for participating in the Associated Industries of Massachusetts 2017 General Wage & Executive Compensation Survey.

Participating AIM members will receive a complimentary copy of the survey results. Non-member participants will receive the report at a 50% discount off the purchase price.

Please note: The Executive Compensation section is produced as a separate survey report. You must complete the Executive Compensation section in order to receive the Executive Report.

- Please report compensation data as of January 1, 2017.
- You may view and print a copy of the entire survey to use in preparing your responses by clicking [here](#).
- **You may view the job descriptions by clicking [here](#).**
- **Survey data will be reported in summary form only. Your individual survey responses kept confidential.**

Please submit your survey by Friday, February 20, 2017.

In order to produce the survey reports in a timely manner, requests to complete the survey beyond this date cannot be granted.

When you have completed the survey you will be offered the opportunity to print your survey responses. We recommend that you do print your responses and retain them for next year's survey. This may make the survey process easier for you next year.

If you have any questions, please contact Kyle Pardo at kpardo@aimnet.org or by calling 800-470-6277 x396.

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Does your organization have at least 20 full-time employees?

Participating companies must have at least 20 full-time employees, otherwise the survey will end.

- ☐ Yes
- ☐ No, we do not have 20 or more full-time employees.

General Information

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Participant Information

* Address 1	<input type="text"/>
Address 2	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Zip Code	<input type="text"/>
* Name of person responding	<input type="text"/>
* Title	<input type="text"/>
* Email address	<input type="text"/>
* Phone number	<input type="text"/>
* Company name	<input type="text"/>

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In which region of Massachusetts is your organization located?

Make your selection based on the address entered above. You may view a list of regions by city/town by clicking [here](#).

- ☐ Metro Boston
- ☐ North Shore
- ☐ South Shore
- ☐ Central
- ☐ Western

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How many Massachusetts employees does your organization have?

- ☐ 20 to 50
- ☐ 51 to 99
- ☐ 100 to 249
- ☐ 250 to 499
- ☐ 500 to 999

- ☐ 1,000 or more

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Is your organization Public or Privately-held?

- ☐ Public
☐ Privately-held (includes non-profits)

* 6

Please select the industry that best describes your organization.

Non-profits: Please select the most appropriate industry for your organization.

Manufacturing

- ☐ Manufacturing; Durable Goods (useful life=3+ yrs)
☐ Manufacturing; Non-Durable Goods (consumed in less than 3 yrs)

Non-manufacturing

- ☐ Construction
☐ Information (Communication/Broadcasting)
☐ Natural Resources / Mining
☐ Transportation / Warehousing
☐ Utilities
☐ Retail Trade

Service Industry

- ☐ Education Services
☐ Financial Services
☐ Health Services
☐ Leisure / Hospitality Services
☐ Professional / Business Services
☐ Public Administration
☐ Social Services
☐ Services, not elsewhere classified

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What was your organization's gross revenue in 2016?

Non-profits: Please select based on your organization's operating budget.

- ☐ Less than \$5 million
☐ \$5 to \$9.9 million
☐ \$10 to \$14.9 million
☐ \$15 to \$24.9 million
☐ \$25 to \$49.9 million
☐ \$50 to \$99.9 million
☐ \$100 to \$249.9 million
☐ \$250 to \$499.9 million
☐ \$500 million or more

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Are you a member of AIM?

- ☐ Yes
☐ No

Compensation Data - Executive Positions

* 9

EXECUTIVE Positions

Please select all the positions you wish to report on, and then enter the number of incumbents holding each selected position in the corresponding box to the right. You may leave the box blank if there is only one incumbent for a position.

You may view the job descriptions by clicking [here](#).

- ☐ 0002 : Business Development Executive
☐ 0004 : Chairman of the Board
☐ 0005 : Chief Executive Officer

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Instructions:

- Please report Full-Time Equivalent Salaries Only.**

	Annualized Base Salary	Bonus Eligible?	2016 Bonus Paid	Commission Eligible?	2016 Commissions Paid	Other 2016 Cash Compensation	Employment Contract?
0002 : Business Development Executive	*	*	*	*	*	*	*
0004 : Chairman of the Board	*	*	*	*	*	*	*
0005 : Chief Executive Officer	*	*	*	*	*	*	*
0006 : Chief Financial Officer	*	*	*	*	*	*	*
0007 : Chief Human Resources Officer (with or without Industrial Relations responsibility)	*	*	*	*	*	*	*
0009 : Chief Operating Officer	*	*	*	*	*	*	*
0011 : Controller	*	*	*	*	*	*	*
0013 : Division General Manager	*	*	*	*	*	*	*
0014 : Engineering Executive	*	*	*	*	*	*	*
0017 : General Manager	*	*	*	*	*	*	*
0018 : Government		*		*			*

Affairs Executive	*		*		*	*	
0019 : Information Systems Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0020 : Top Marketing Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0021 : Materials Management Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0022 : Manufacturing Operations Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0023 : Plant Manager	*	Select ▾	*	Select ▾	*	*	Select ▾
0025 : Product Management Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0027 : Public Relations Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0028 : Purchasing Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0029 : Quality Control Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0031 : Risk Management and Loss Prevention Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0032 : Sales and Marketing Executive	*	Select ▾	*	Select ▾	*	*	Select ▾
0033 : Regional Sales Manager	*	Select ▾	*	Select ▾	*	*	Select ▾
0034 : Top Sales Executive	*	Select ▾	*	Select ▾	*	*	Select ▾

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EXECUTIVE Benefits (part 1 of 2)

Please enter the monthly car allowance amount, if applicable, in whole dollars. Do not enter a '\$' sign or commas.

	Eligible for company car?	Is the car leased or owned?	Eligible for monthly car allowance?	Monthly car allowance amount	Eligible for supplemental life insurance?	Eligible for supplemental disability insurance?	Eligible for supplemental retirement program?
0002 : Business Development Executive	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0004 : Chairman of the Board	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0005 : Chief Executive Officer	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0006 : Chief Financial Officer	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0007 : Chief Human Resources Officer (with or without Industrial Relations responsibility)	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0009 : Chief Operating Officer	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0011 : Controller	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0013 : Division General Manager	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0014 : Engineering Executive	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾
0017 : General Manager	Select ▾	Select ▾	Select ▾		Select ▾	Select ▾	Select ▾

0018 : Government Affairs Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0019 : Information Systems Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0020 : Top Marketing Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0021 : Materials Management Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0022 : Manufacturing Operations Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0023 : Plant Manager	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0025 : Product Management Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0027 : Public Relations Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0028 : Purchasing Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0029 : Quality Control Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0031 : Risk Management and Loss Prevention Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0032 : Sales and Marketing Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0033 : Regional Sales Manager	*	*	*	*	* Select ▾	* Select ▾	* Select ▾
0034 : Top Sales Executive	*	*	*	*	* Select ▾	* Select ▾	* Select ▾

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EXECUTIVE Benefits (part 2 of 2)

	Eligible for paid physical exams?	Eligible for income tax preparation?	Eligible for estate planning?	Eligible for legal counseling?	Eligible for paid health club membership?	Eligible for paid country club membership?
0002 : Business Development Executive	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0004 : Chairman of the Board	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0005 : Chief Executive Officer	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0006 : Chief Financial Officer	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0007 : Chief Human Resources Officer (with or without Industrial Relations responsibility)	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0009 : Chief Operating Officer	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0011 : Controller	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0013 : Division General Manager	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0014 : Engineering Executive	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾
0017 : General Manager	*	* Select ▾	* Select ▾	* Select ▾	* Select ▾	* Select ▾

0018 : Government Affairs Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0019 : Information Systems Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0020 : Top Marketing Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0021 : Materials Management Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0022 : Manufacturing Operations Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0023 : Plant Manager	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0025 : Product Management Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0027 : Public Relations Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0028 : Purchasing Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0029 : Quality Control Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0031 : Risk Management and Loss Prevention Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0032 : Sales and Marketing Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0033 : Regional Sales Manager	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>
0034 : Top Sales Executive	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>	<div><div>*</div><div>Select ▾</div></div>

Compensation Data - Managerial, Supervisory and Professional Positions

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Accounting/Financial and Engineering/Research and Development

Please select all the positions you wish to report on, and enter the number of **unique rates of pay** for each selected position in the corresponding box to the right. (You may leave the box blank if there is only one unique rate of pay for a position.)

You may view the job descriptions by clicking [here](#).

For purposes of this survey, a unique rate of pay is defined as each specific pay rate for which you have one or more employees being paid. Example: Your organization has three Engineers. Two are paid \$70,000 and one is paid \$73,000. In this case you have 2 unique rates of pay.

Accounting/Financial

- ☐ 4001 : Accounting Director
- ☐ 4002 : Accounting Manager
- ☐ 4003 : Accounting Supervisor
- ☐ 4004 : Accountant
- ☐ 4005 : Accountant - Senior
- ☐ 4006 : Accounts Payable Manager
- ☐ 4007 : Accounts Receivable Manager
- ☐ 4012 : Cost Accountant
- ☐ 4013 : Cost Analyst
- ☐ 4014 : Credit Manager
- ☐ 4015 : Financial Analyst
- ☐ 4017 : Payroll Supervisor
- ☐ 4018 : Payroll Manager

Engineering/Research and Development

- ☐ 4101 : Application Engineer
- ☐ 4102 : Application Engineer - Senior
- ☐ 4103 : Application Engineering Manager
- ☐ 4104 : Cad Designer
- ☐ 4106 : Chemical Engineer - Senior
- ☐ 4108 : Chemist - Research and Development
- ☐ 4109 : Chief Design Engineer
- ☐ 4110 : Electronic Engineer
- ☐ 4111 : Electronic Engineer - Senior
- ☐ 4112 : Engineering Manager (Chief)
- ☐ 4113 : Hardware Design Engineer
- ☐ 4114 : Hardware Design Engineer - Senior
- ☐ 4116 : Industrial / Manufacturing Engineer
- ☐ 4117 : Industrial Engineer - Senior
- ☐ 4118 : Mechanical Engineer
- ☐ 4119 : Mechanical Engineer - Senior
- ☐ 4122 : Process Engineer
- ☐ 4123 : Product Engineer
- ☐ 4124 : Project Engineer
- ☐ 4125 : Project Engineer - Lead
- ☐ 4126 : Quality Engineer
- ☐ 4127 : Research and Development Engineer
- ☐ 4128 : Research and Development Scientist
- ☐ 4129 : Software Developer
- ☐ 4130 : Software Developer - Senior
- ☐ 4132 : Software Systems Engineer
- ☐ 4133 : Software Systems Engineer - Senior
- ☐ 4134 : Software Systems Engineering Manager
- ☐ 4135 : Systems Engineer
- ☐ 4136 : Systems Engineer - Senior
- ☐ 4137 : Systems Engineering Manager
- ☐ 4139 : Technical Service Engineer
- ☐ 4140 : Technical Service Engineer - Senior
- ☐ 4141 : Technical Service Manager
- ☐ 4142 : Tool Designer
- ☐ 4201 : Environmental Compliance Manager

☐ None of the above

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Accounting/Financial and Engineering/Research and Development

Instructions:

1. Report salary data as of January 1, 2017
2. Report compensation data by unique rates of pay (e.g., 5 incumbents at 53500, 3 incumbents at 55800, etc.)
3. Report Annualized Salary, Range Minimum, Range Maximum, and Average Bonus Paid in annualized dollars - enter whole dollars only (do not include '\$' signs or commas). Report Target Bonus as a percent of Annualized Salary (do not include '%' signs)
4. If you do not have salary ranges for a position, leave the range minimum and maximum cells blank
5. If the position IS bonus eligible, but no bonus was paid to anyone at that pay rate, please provide the target bonus and enter '0' as the average bonus paid
6. Target Bonus is defined as the maximum bonus eligibility. If a position is eligible for up to 15% bonus, their target bonus would be 15.

Please report Full-Time Equivalent Salaries Only.

	Number of employees at this pay rate	Annualized salary	Salary range Minimum	Salary range Maximum	Bonus eligible?	Target bonus percent	Average bonus paid in 2016 (\$)
4001 : Accounting Director	*	*	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="*"/>	<input type="text" value="*"/>
4002 : Accounting Manager	*	*	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="*"/>	<input type="text" value="*"/>
4003 : Accounting Supervisor	*	*	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="*"/>	<input type="text" value="*"/>

4004 : Accountant	*	*			Select ▾	*	*
4005 : Accountant - Senior	*	*			Select ▾	*	*
4006 : Accounts Payable Manager	*	*			Select ▾	*	*
4007 : Accounts Receivable Manager	*	*			Select ▾	*	*
4012 : Cost Accountant	*	*			Select ▾	*	*
4013 : Cost Analyst	*	*			Select ▾	*	*
4014 : Credit Manager	*	*			Select ▾	*	*
4015 : Financial Analyst	*	*			Select ▾	*	*
4017 : Payroll Supervisor	*	*			Select ▾	*	*
4018 : Payroll Manager	*	*			Select ▾	*	*
4101 : Application Engineer	*	*			Select ▾	*	*
4102 : Application Engineer - Senior	*	*			Select ▾	*	*
4103 : Application Engineering Manager	*	*			Select ▾	*	*
4104 : Cad Designer	*	*			Select ▾	*	*
4106 : Chemical Engineer - Senior	*	*			Select ▾	*	*
4108 : Chemist - Research and Development	*	*			Select ▾	*	*
4109 : Chief Design Engineer	*	*			Select ▾	*	*
4110 : Electronic Engineer	*	*			Select ▾	*	*
4111 : Electronic Engineer - Senior	*	*			Select ▾	*	*
4112 : Engineering Manager (Chief)	*	*			Select ▾	*	*
4113 : Hardware Design Engineer	*	*			Select ▾	*	*
4114 : Hardware Design Engineer - Senior	*	*			Select ▾	*	*
4116 : Industrial / Manufacturing Engineer	*	*			Select ▾	*	*
4117 : Industrial Engineer - Senior	*	*			Select ▾	*	*
4118 : Mechanical Engineer	*	*			Select ▾	*	*
4119 : Mechanical Engineer - Senior	*	*			Select ▾	*	*
4122 : Process Engineer	*	*			Select ▾	*	*
4123 : Product Engineer	*	*			Select ▾	*	*
4124 : Project Engineer							

	*	*			Select ▾	*	*	*
4125 : Project Engineer - Lead	*	*			Select ▾	*	*	*
4126 : Quality Engineer	*	*			Select ▾	*	*	*
4127 : Research and Development Engineer	*	*			Select ▾	*	*	*
4128 : Research and Development Scientist	*	*			Select ▾	*	*	*
4129 : Software Developer	*	*			Select ▾	*	*	*
4130 : Software Developer - Senior	*	*			Select ▾	*	*	*
4132 : Software Systems Engineer	*	*			Select ▾	*	*	*
4133 : Software Systems Engineer - Senior	*	*			Select ▾	*	*	*
4134 : Software Systems Engineering Manager	*	*			Select ▾	*	*	*
4135 : Systems Engineer	*	*			Select ▾	*	*	*
4136 : Systems Engineer - Senior	*	*			Select ▾	*	*	*
4137 : Systems Engineering Manager	*	*			Select ▾	*	*	*
4139 : Technical Service Engineer	*	*			Select ▾	*	*	*
4140 : Technical Service Engineer - Senior	*	*			Select ▾	*	*	*
4141 : Technical Service Manager	*	*			Select ▾	*	*	*
4142 : Tool Designer	*	*			Select ▾	*	*	*
4201 : Environmental Compliance Manager	*	*			Select ▾	*	*	*

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Graphic Design and Hospitality; Human Resources/Personnel; Insurance; Legal; Manufacturing/Management and Supervisory; Marketing/Sales; Management Information Systems/Data Processing; Office/Administrative; Purchasing

Please select all the positions you wish to report on, and enter the number of **unique rates of pay** for each selected position in the corresponding box to the right. (You may leave the box blank if there is only one unique rate of pay for a position.)

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For purposes of this survey, a unique rate of pay is defined as each specific pay rate for which you have one or more employees being paid. Example: Your organization has three Engineers. Two are paid \$70,000 and one is paid \$73,000. In this case you have 2 unique rates of pay.

Graphic Design and Hospitality

- ☐ 4301 : Graphic Artist
- ☐ 4302 : Graphic Designer
- ☐ 4404 : Front Office Manager
- ☐ 4405 : Housekeeping Manager

Human Resources/Personnel

- ☐ 4501 : Benefits Manager ☐
- ☐ 4502 : Compensation Analyst ☐
- ☐ 4503 : Compensation Analyst - Senior ☐
- ☐ 4504 : Compensation and Benefits Analyst ☐
- ☐ 4505 : Compensation and Benefits Manager ☐
- ☐ 4506 : Compensation Manager ☐
- ☐ 4507 : Human Resources Director ☐
- ☐ 4508 : HR Generalist ☐
- ☐ 4509 : Human Resources Specialist ☐
- ☐ 4510 : Human Resources/Personnel Manager ☐
- ☐ 4511 : Recruiter ☐
- ☐ 4513 : Safety Director/Manager ☐
- ☐ 4514 : Training and Development Specialist ☐
- ☐ 4515 : Training and Development Manager ☐

Manufacturing/Management and Supervisory

- ☐ 4802 : Department/Production Supervisor ☐
- ☐ 4803 : Dept./Production Supervisor - Multiple Operations ☐
- ☐ 4804 : Distribution Warehouse Manager ☐
- ☐ 4805 : Facilities Manager ☐
- ☐ 4806 : General Foreperson ☐
- ☐ 4807 : Inventory Analyst ☐
- ☐ 4808 : Quality Systems Administrator ☐
- ☐ 4809 : Maintenance Supervisor ☐
- ☐ 4810 : Manufacturing Manager ☐
- ☐ 4811 : Master Scheduler/Production ☐
- ☐ 4812 : Materials/Production Planning Manager ☐
- ☐ 4813 : Operations Manager ☐
- ☐ 4814 : Project Manager ☐
- ☐ 4815 : Plant Manager ☐
- ☐ 4816 : Quality Assurance/Control Manager ☐
- ☐ 4817 : Shipping / Receiving/Warehouse Supervisor ☐
- ☐ 4818 : Traffic Manager ☐

Marketing/Sales

- ☐ 4901 : Advertising Communications Manager ☐
- ☐ 4902 : Business Development Manager ☐
- ☐ 4903 : Customer Service Manager ☐
- ☐ 4904 : Field Service Manager ☐
- ☐ 4905 : Field Service Supervisor ☐
- ☐ 4906 : Inside Sales Manager ☐
- ☐ 4907 : Inside Sales Representative ☐
- ☐ 4908 : Inside Sales Supervisor ☐
- ☐ 4910 : Marketing Manager ☐
- ☐ 4911 : National Sales Manager ☐
- ☐ 4912 : Product Manager ☐
- ☐ 4913 : Product Manager - Senior ☐
- ☐ 4914 : Regional/District Sales Manager ☐
- ☐ 4915 : Retail Merchandiser ☐
- ☐ 4916 : Sales Applications Specialist ☐
- ☐ 4917 : Sales Engineer ☐
- ☐ 4918 : Sales Representative ☐
- ☐ 4919 : Sales Representative - Senior ☐
- ☐ 4920 : Telemarketing Supervisor ☐

Management Information Systems/Data Processing

- ☐ 5001 : Computer Operations Supervisor ☐
- ☐ 5002 : Manager of Information Technology ☐
- ☐ 5003 : PC Support Manager ☐

- ☐ 5004 : Programmer/Analyst ☐
- ☐ 5005 : Programmer/Analyst - Senior ☐
- ☐ 5006 : Systems Analyst ☐
- ☐ 5007 : Software Engineer ☐

Office/Administrative

- ☐ 5101 : Office Manager ☐
- ☐ 5102 : Administrative Manager ☐
- ☐ 5103 : Mailroom Supervisor ☐

Purchasing

- ☐ 5201 : Purchasing Manager ☐
- ☐ 5202 : Purchasing Agent ☐
- ☐ None of the above

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Graphic Design and Hospitality; Human Resources/Personnel; Insurance; Legal; Manufacturing/Management and Supervisory; Marketing/Sales; Management Information Systems/Data Processing; Office/Administrative; Purchasing

Instructions:

1. Report salary data as of January 1, 2017
2. Report compensation data by unique rates of pay (e.g., 5 incumbents at 53500, 3 incumbents at 55800, etc.)
3. Report Annualized Salary, Range Minimum, Range Maximum, and Average Bonus Paid in annualized dollars - enter whole dollars only (do not include '\$' signs or commas). Report Target Bonus as a percent of Annualized Salary (do not include '%' signs)
4. If you do not have salary ranges for a position, leave the range minimum and maximum cells blank
5. If the position IS bonus eligible, but no bonus was paid to anyone at that pay rate, please provide the target bonus and enter '0' as the average bonus paid
6. Target Bonus is defined as the maximum bonus eligibility. If a position is eligible for up to 15% bonus, their target bonus would be 15.

Please report Full-Time Equivalent Salaries Only.

	Number of employees at this pay rate	Annualized salary	Salary range Minimum	Salary range Maximum	Bonus eligible?	Target bonus percent	Average bonus paid in 2016 (\$)
4301 : Graphic Artist	*	*			Select ▾	*	*
4302 : Graphic Designer	*	*			Select ▾	*	*
4404 : Front Office Manager	*	*			Select ▾	*	*
4405 : Housekeeping Manager	*	*			Select ▾	*	*
4501 : Benefits Manager	*	*			Select ▾	*	*
4502 : Compensation Analyst	*	*			Select ▾	*	*
4503 : Compensation Analyst - Senior	*	*			Select ▾	*	*
4504 : Compensation and Benefits Analyst	*	*			Select ▾	*	*
4505 : Compensation and Benefits Manager	*	*			Select ▾	*	*
4506 : Compensation Manager	*	*			Select ▾	*	*
4507 : Human Resources Director	*	*			Select ▾	*	*
4508 : HR Generalist	*	*			Select ▾	*	*
4509 : Human Resources Specialist	*	*			Select ▾	*	*
4510 : Human Resources/Personnel Manager	*	*			Select ▾	*	*
4511 : Recruiter	*	*			Select ▾	*	*
4513 : Safety Director/Manager	*	*			Select ▾	*	*
4514 : Training and Development Specialist	*	*			Select ▾	*	*
4515 : Training and Development Manager	*	*			Select ▾	*	*

4802 : Department/Production Supervisor	*	*			Select ▾	*	*
4803 : Dept./Production Supervisor - Multiple Operations	*	*			Select ▾	*	*
4804 : Distribution Warehouse Manager	*	*			Select ▾	*	*
4805 : Facilities Manager	*	*			Select ▾	*	*
4806 : General Foreperson	*	*			Select ▾	*	*
4807 : Inventory Analyst	*	*			Select ▾	*	*
4808 : Quality Systems Administrator	*	*			Select ▾	*	*
4809 : Maintenance Supervisor	*	*			Select ▾	*	*
4810 : Manufacturing Manager	*	*			Select ▾	*	*
4811 : Master Scheduler/Production	*	*			Select ▾	*	*
4812 : Materials/Production Planning Manager	*	*			Select ▾	*	*
4813 : Operations Manager	*	*			Select ▾	*	*
4814 : Project Manager	*	*			Select ▾	*	*
4815 : Plant Manager	*	*			Select ▾	*	*
4816 : Quality Assurance/Control Manager	*	*			Select ▾	*	*
4817 : Shipping / Receiving/Warehouse Supervisor	*	*			Select ▾	*	*
4818 : Traffic Manager	*	*			Select ▾	*	*
4901 : Advertising Communications Manager	*	*			Select ▾	*	*
4902 : Business Development Manager	*	*			Select ▾	*	*
4903 : Customer Service Manager	*	*			Select ▾	*	*
4904 : Field Service Manager	*	*			Select ▾	*	*
4905 : Field Service Supervisor	*	*			Select ▾	*	*
4906 : Inside Sales Manager	*	*			Select ▾	*	*
4907 : Inside Sales Representative	*	*			Select ▾	*	*
4908 : Inside Sales Supervisor	*	*			Select ▾	*	*
4910 : Marketing Manager	*	*			Select ▾	*	*
4911 : National Sales Manager	*	*			Select ▾	*	*
4912 : Product Manager	*	*			Select ▾	*	*
4913 : Product Manager - Senior	*	*			Select ▾	*	*
4914 : Regional/District Sales Manager	*	*			Select ▾	*	*
4915 : Retail Merchandise	*	*			Select ▾	*	*
4916 : Sales Applications Specialist	*	*			Select ▾	*	*
4917 : Sales Engineer	*	*			Select ▾	*	*
4918 : Sales Representative	*	*			Select ▾	*	*
4919 : Sales Representative - Senior	*	*			Select ▾	*	*
4920 : Telemarketing Supervisor	*	*			Select ▾	*	*

5001 : Computer Operations Supervisor	*	*			Select ▾	*	*
5002 : Manager of Information Technology	*	*			Select ▾	*	*
5003 : PC Support Manager	*	*			Select ▾	*	*
5004 : Programmer/Analyst	*	*			Select ▾	*	*
5005 : Programmer/Analyst - Senior	*	*			Select ▾	*	*
5006 : Systems Analyst	*	*			Select ▾	*	*
5007 : Software Engineer	*	*			Select ▾	*	*
5101 : Office Manager	*	*			Select ▾	*	*
5102 : Administrative Manager	*	*			Select ▾	*	*
5103 : Mailroom Supervisor	*	*			Select ▾	*	*
5201 : Purchasing Manager	*	*			Select ▾	*	*
5202 : Purchasing Agent	*	*			Select ▾	*	*

Compensation Data - Hourly, Trades and Production Positions

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HOURLY Accounting/Financial; Engineering/Research and Development; Hospitality; Human Resources/Personnel

Please select all the positions you wish to report on. Wage data will be reported as an average hourly rate for each position. You may view the job descriptions by clicking [here](#).

Accounting/Financial

- ☐ 0101 : Accounting Clerk I
- ☐ 0102 : Accounting Clerk - Senior
- ☐ 0103 : Accounts Payable Clerk
- ☐ 0104 : Accounts Receivable Clerk
- ☐ 0105 : Accounts Payable/Accounts Receivable Clerk
- ☐ 0106 : Billing Clerk
- ☐ 0107 : Bookkeeper
- ☐ 0108 : Credit/Collection Clerk
- ☐ 0109 : Payroll Clerk
- ☐ 0110 : Payroll Clerk - Senior

Engineering/Research and Development

- ☐ 0201 : Cad Drafter
- ☐ 0202 : Design Drafter
- ☐ 0203 : Documentation Coordinator
- ☐ 0204 : Documentation/Engineering Assistant
- ☐ 0205 : Drafter-Detailer
- ☐ 0206 : Engineering Technician
- ☐ 0207 : Engineering Technician - Senior
- ☐ 0208 : Laboratory Technician
- ☐ 0209 : NC/CNC Programmer
- ☐ 0210 : Test Technician

Hospitality

- ☐ 0305 : Dishwasher
- ☐ 0306 : Front Desk Clerk
- ☐ 0309 : Maintenance Person
- ☐ 0310 : Restaurant Server
- ☐ 0312 : Room Attendant

Human Resources/Personnel

- ☐ 0401 : Benefits Administrator
- ☐ 0405 : Human Resources/Personnel Assistant
- ☐ 0406 : Human Resource Assistant - Senior

☐ None of the above

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HOURLY Accounting/Financial; Engineering/Research and Development; Hospitality; Human Resources/Personnel

Instructions:

1. Report wage data as average hourly rates as of January 1, 2017 - do not include a '\$' sign (example: 9.75)
2. If you do not have a wage range for a position, leave the range minimum and maximum cells blank
3. Bonus data should be reported as an annual amount. Please enter whole dollars only - do not include '\$' signs or commas (example: \$5,000 would be entered as 5000).
4. If the position IS bonus eligible but no bonus was paid, please provide the target bonus and enter '0' as the average bonus paid

	Number of employees	Exempt status	Union status	Average hourly wage	Range Minimum	Range Maximum	Bonus eligible?	Target bonus amount	Average bonus paid in 2016 (\$)
0101 : Accounting Clerk I	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0102 : Accounting Clerk - Senior	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0103 : Accounts Payable Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0104 : Accounts Receivable Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0105 : Accounts Payable/Accounts Receivable Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0106 : Billing Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0107 : Bookkeeper	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0108 : Credit/Collection Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0109 : Payroll Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0110 : Payroll Clerk - Senior	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0201 : Cad Drafter	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0202 : Design Drafter	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0203 : Documentation Coordinator	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0204 : Documentation/Engineering Assistant	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0205 : Drafter-Detailer	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0206 : Engineering Technician	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0207 : Engineering Technician - Senior	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0208 : Laboratory Technician	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0209 : NC/CNC Programmer	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0210 : Test Technician	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0305 : Dishwasher	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0306 : Front Desk Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0309 : Maintenance Person	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0310 : Restaurant Server	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0312 : Room Attendant	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0401 : Benefits Administrator	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0405 : Human Resources/Personnel Assistant	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>
0406 : Human Resource Assistant - Senior	*	*	*	*			*	*	*
	<input type="text"/>	Select	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>

HOURLY Manufacturing; Marketing/Sales; Management Information Systems/Data Processing; Office/Administrative; Purchasing

Please select all the positions you wish to report on. Wage data will be reported as an average hourly rate for each position. You may view the job descriptions by clicking [here](#).

Manufacturing

- ☐ 0701 : Inventory Control Clerk
- ☐ 0702 : Production Planner/Scheduler
- ☐ 0703 : Quality Assurance Specialist

Marketing/Sales

- ☐ 0801 : Customer Service Clerk
- ☐ 0802 : Customer Service Representative
- ☐ 0803 : Customer Service Representative - Senior
- ☐ 0804 : Customer Order Entry
- ☐ 0805 : Estimator
- ☐ 0806 : Export/Import Administrator
- ☐ 0809 : Field Service Technician
- ☐ 0810 : Inside Sales Representative
- ☐ 0811 : Marketing/Promotion Coordinator
- ☐ 0812 : Retail Clerk
- ☐ 0813 : Sales Assistant
- ☐ 0814 : Telemarketing Sales

Management Information Systems/Data Processing

- ☐ 0901 : Computer Operator
- ☐ 0902 : Data Entry Operator
- ☐ 0903 : Network Administrator - Lan/Wan
- ☐ 0904 : Network Systems Technician
- ☐ 0905 : Programmer
- ☐ 0906 : Technical Support Specialist
- ☐ 0907 : Webmaster

Office/Administrative

- ☐ 1001 : Administrative Assistant
- ☐ 1002 : Administrative Assistant - Senior
- ☐ 1005 : General Clerk
- ☐ 1009 : Receptionist
- ☐ 1010 : Secretary
- ☐ 1011 : Secretary - Executive
- ☐ 1013 : Switchboard Operator

Purchasing

- ☐ 1101 : Assistant Buyer
- ☐ 1102 : Expeditor
- ☐ 1103 : Purchasing Clerk
- ☐ None of the above

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HOURLY Manufacturing; Marketing/Sales; Management Information Systems/Data Processing; Office/Administrative; Purchasing

Instructions:

1. Report wage data as average hourly rates as of January 1, 2017 - do not include a '\$' sign (example: 9.75)
2. If you do not have a wage range for a position, leave the range minimum and maximum cells blank
3. Bonus data should be reported as an annual amount. Please enter whole dollars only - do not include '\$' signs or commas (example: \$5,000 would be entered as 5000).
4. If the position IS bonus eligible but no bonus was paid, please provide the target bonus and enter '0' as the average bonus paid

	Number of employees	Exempt status	Union status	Average hourly wage	Range Minimum	Range Maximum	Bonus eligible?	Target bonus amount	Average bonus paid in 2016 (\$)
0701 : Inventory Control Clerk	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0702 : Production Planner/Scheduler	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0703 : Quality Assurance Specialist	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0801 : Customer Service Clerk	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		

0802 : Customer Service Representative	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0803 : Customer Service Representative - Senior	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0804 : Customer Order Entry	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0805 : Estimator	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0806 : Export/Import Administrator	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0809 : Field Service Technician	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0810 : Inside Sales Representative	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0811 : Marketing/Promotion Coordinator	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0812 : Retail Clerk	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0813 : Sales Assistant	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0814 : Telemarketing Sales	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0901 : Computer Operator	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0902 : Data Entry Operator	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0903 : Network Administrator - Lan/Wan	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0904 : Network Systems Technician	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0905 : Programmer	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0906 : Technical Support Specialist	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
0907 : Webmaster	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1001 : Administrative Assistant	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1002 : Administrative Assistant - Senior	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1005 : General Clerk	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1009 : Receptionist	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1010 : Secretary	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1011 : Secretary - Executive	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1013 : Switchboard Operator	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1101 : Assistant Buyer	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1102 : Expeditor	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		
1103 : Purchasing Clerk	*	*	*	*			*	*	*
		Select ▾	Select ▾				Select ▾		

HOURLY Production, Services, Maintenance and Trades

Please select all the positions you wish to report on. Wage data will be reported as an average hourly rate for each position. You may view the job descriptions by clicking [here](#).

- ☐ 7101 : Assembler/Fabricator
- ☐ 7102 : Assembler Class A - Mechanical
- ☐ 7103 : Assembler Class B - Mechanical
- ☐ 7104 : Assembler Class A - Electrical/Electronic
- ☐ 7105 : Assembler Class B - Electrical/Electronic
- ☐ 7106 : Assembly - Mechanic/Machine Tool Builder
- ☐ 7109 : Building Maintenance Person
- ☐ 7110 : Calibration Technician
- ☐ 7113 : Computer Numerically Controlled Machine Operator
- 7114 : Driver - Class A

- ☐
- ☐ 7115 : Driver - Class B
- ☐ 7116 : Driver (Non-CDL)
- ☐ 7117 : Electrician - Maintenance
- ☐ 7118 : Extruder Operator
- ☐ 7119 : Finisher
- ☐ 7120 : Forklift Operator
- ☐ 7121 : Furnace Operator
- ☐ 7122 : Grinding Machine Operator
- ☐ 7123 : Group Leader/Lead-Person/Team Leader
- ☐ 7124 : Guard/Security Officer
- ☐ 7126 : HVAC - Maintenance Mechanic
- ☐ 7127 : Injection Molding Machine Operator
- ☐ 7128 : Inspector - Class A
- ☐ 7129 : Inspector - Class B
- ☐ 7130 : Janitor/Custodian
- ☐ 7131 : Labor - Production
- ☐ 7132 : Laborer
- ☐ 7133 : Lathe Operator - Class A (Engine Or Turret)
- ☐ 7135 : Machine Operator - Production
- ☐ 7136 : Machinist - All Around
- ☐ 7137 : Machinist - Maintenance
- ☐ 7138 : Manufacturing Technician
- ☐ 7139 : Material Handler
- ☐ 7140 : Mechanic - Maintenance
- ☐ 7144 : Mixer
- ☐ 7148 : Packer and Boxer
- ☐ 7149 : Painter - Production
- ☐ 7150 : Electro Plater
- ☐ 7151 : Polisher and Buffer
- ☐ 7152 : Printer
- ☐ 7153 : Production Expeditor
- ☐ 7154 : Punch Press Operator
- ☐ 7155 : Quality Technician
- ☐ 7156 : Screw Machine Operator
- ☐ 7157 : Set-Up Person
- ☐ 7158 : Sheet Metal Worker - Class A
- ☐ 7159 : Shipping and Receiving Clerk
- ☐ 7160 : Spray Painter
- ☐ 7161 : Stationary/Boiler Engineer
- ☐ 7162 : Stock Person
- ☐ 7163 : Test Technician
- ☐ 7164 : Tool and Die Maker - Class A
- ☐ 7165 : Tool and Die Maker - Class B (Journeyman)
- ☐ 7167 : Tool Crib Attendant
- ☐ 7168 : Traffic Clerk
- ☐ 7169 : Warehouse - Hand Trucker
- ☐ 7170 : Welder
- ☐ 7171 : Wastewater Treatment Operator
- ☐ None of the above

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HOURLY Production, Services, Maintenance and Trades

Instructions:

1. Report wage data as average hourly rates as of January 1, 2017- do not include a '\$' sign (example: 9.75)
2. If you do not have a wage range for a position, leave the range minimum and maximum cells blank
3. Bonus data should be reported as an annual amount. Please enter whole dollars only - do not include '\$' signs or commas (example: \$5,000 would be entered as 5000).
4. If the position is not bonus eligible, leave the bonus amount blank
5. If the position IS bonus eligible but no bonus was paid, please provide the target bonus and enter '0' as the average bonus paid

	Number of employees	Exempt status	Union status	Average hourly wage	Range Minimum	Range Maximum	Bonus eligible?	Target bonus amount	Average bonus paid in 2016 (\$)
7101 : Assembler/Fabricator	*	*	*	*			*	*	*
	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>

7102 : Assembler Class A - Mechanical	*	*	*	*			*	*	*
7103 : Assembler Class B - Mechanical	*	*	*	*			*	*	*
7104 : Assembler Class A - Electrical/Electronic	*	*	*	*			*	*	*
7105 : Assembler Class B - Electrical/Electronic	*	*	*	*			*	*	*
7106 : Assembly - Mechanic/Machine Tool Builder	*	*	*	*			*	*	*
7109 : Building Maintenance Person	*	*	*	*			*	*	*
7110 : Calibration Technician	*	*	*	*			*	*	*
7113 : Computer Numerically Controlled Machine Operator	*	*	*	*			*	*	*
7114 : Driver - Class A	*	*	*	*			*	*	*
7115 : Driver - Class B	*	*	*	*			*	*	*
7116 : Driver (Non- CDL)	*	*	*	*			*	*	*
7117 : Electrician - Maintenance	*	*	*	*			*	*	*
7118 : Extruder Operator	*	*	*	*			*	*	*
7119 : Finisher	*	*	*	*			*	*	*
7120 : Forklift Operator	*	*	*	*			*	*	*
7121 : Furnace Operator	*	*	*	*			*	*	*
7122 : Grinding Machine Operator	*	*	*	*			*	*	*
7123 : Group Leader/Lead- Person/Team Leader	*	*	*	*			*	*	*
7124 : Guard/Security Officer	*	*	*	*			*	*	*
7126 : HVAC - Maintenance Mechanic	*	*	*	*			*	*	*
7127 : Injection Molding Machine Operator	*	*	*	*			*	*	*
7128 : Inspector - Class A	*	*	*	*			*	*	*
7129 : Inspector - Class B	*	*	*	*			*	*	*
7130 : Janitor/Custodian	*	*	*	*			*	*	*
7131 : Labor - Production	*	*	*	*			*	*	*
7132 : Laborer	*	*	*	*			*	*	*
7133 : Lathe Operator - Class A (Engine Or Turret)	*	*	*	*			*	*	*
7135 : Machine Operator - Production	*	*	*	*			*	*	*
7136 : Machinist - All Around	*	*	*	*			*	*	*
7137 : Machinist - Maintenance	*	*	*	*			*	*	*
7138 : Manufacturing Technician	*	*	*	*			*	*	*
7139 : Material Handler	*	*	*	*			*	*	*
7140 : Mechanic - Maintenance	*	*	*	*			*	*	*
7144 : Mixer	*	*	*	*			*	*	*
7148 : Packer and Boxer	*	*	*	*			*	*	*
7149 : Painter - Production	*	*	*	*			*	*	*

7150 : Electro Plater	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7151 : Polisher and Buffer	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7152 : Printer	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7153 : Production Expeditor	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7154 : Punch Press Operator	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7155 : Quality Technician	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7156 : Screw Machine Operator	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7157 : Set-Up Person	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7158 : Sheet Metal Worker - Class A	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7159 : Shipping and Receiving Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7160 : Spray Painter	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7161 : Stationary/Boiler Engineer	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7162 : Stock Person	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7163 : Test Technician	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7164 : Tool and Die Maker - Class A	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7165 : Tool and Die Maker - Class B (Journeyman)	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7167 : Tool Crib Attendant	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7168 : Traffic Clerk	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7169 : Warehouse - Hand Trucker	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7170 : Welder	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>
7171 : Wastewater Treatment Operator	*	*	*	*			*	*	*
	<input type="text"/>	Select ▾	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="text"/>	<input type="text"/>

Compensation Practices

23

What is your payroll frequency?

	Weekly	Biweekly	Semi-Monthly	Monthly
Executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exempt/Professional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Exempt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hourly, Trades and Production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Union	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24

On what date do you typically provide salary increases?

	Anniversary of Hire Date	January 1st	Common Merit Review Date
Executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exempt/Professional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Exempt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hourly, Trades and Production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Union	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25

Please select your primary focus.

- 26

Enter as a percent change from 2016 (e.g., 3.3). Please do **not** include a percent sign.

Overall Organization	
Executive	
Exempt/Professional	
Non-Exempt	
Hourly, Trades and Production	
Union	

Enter as a percent change from 2015 (e.g., 3.3). Please do **not** include a percent sign.

Overall Organization	
Executive	
Exempt/Professional	
Non-Exempt	
Hourly, Trades and Production	
Union	

☐ Yes

☐ No

Please select all that apply.

- How do you handle employees who reach the maximum of their salary range?**

[illegible]

Hourly, Trades and Production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Union	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31

How frequently do you update your salary ranges?

- ☐ Once a year
- ☐ Every two years
- ☐ Upon request
- ☐ No set schedule

* 32

Please select those position classifications for which you have a formal performance management system in place.

Please select all that apply.

- ☐ Executive
- ☐ Exempt/Professional
- ☐ Non-Exempt
- ☐ Hourly, Trades and Production
- ☐ Union
- ☐ None of the above

33

What type of performance appraisal do you use for each position classification?

	Competency Based	Management by Objectives	Narrative Summary	360 Degree Feedback	Combination System
Executive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exempt/Professional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Exempt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hourly, Trades and Production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Union	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

34

Please select those position classifications for which your organization instituted a pay freeze in 2016.

Please select all that apply.

- ☐ Executive
- ☐ Exempt/Professional
- ☐ Non-Exempt
- ☐ Hourly, Trades and Production
- ☐ Union
- ☐ None of the above

35

Please select those position classifications for which your organization instituted a salary reduction program in 2016.

Please select all that apply.

- ☐ Executive
- ☐ Exempt/Professional
- ☐ Non-Exempt
- ☐ Hourly, Trades and Production
- ☐ Union
- ☐ None of the above

36

Please select those position classifications for which your organization is planning a pay freeze for 2017.

Please select all that apply.

- ☐ Executive
- ☐ Exempt/Professional
- ☐ Non-Exempt
- ☐ Hourly, Trades and Production
- ☐ Union

☐ None of the above

37

Please select those position classifications for which your organization is planning a salary reduction program for 2017.

Please select all that apply.

- ☐ Executive
- ☐ Exempt/Professional
- ☐ Non-Exempt
- ☐ Hourly, Trades and Production
- ☐ Union
- ☐ None of the above

38

What was your percentage of organization-wide **voluntary employee turnover in 2016?**

Please do not include a percent sign.

39

What was your percentage of organization-wide **involuntary employee turnover in 2016?**

Please do not include a percent sign.

40

Please rate the importance of the following compensation priorities for the coming year.

	Importance
Addressing compensation issues around market competitiveness	Select <input type="text"/>
Addressing compensation issues around minimum wage and compression	Select <input type="text"/>
Establishing salary increase schedules	Select <input type="text"/>
Putting more focus on compensation practices for high performers / high potential employees	Select <input type="text"/>
Revising sales compensation programs	Select <input type="text"/>
Revising organization-wide bonus / incentive programs	Select <input type="text"/>
Managing low performers	Select <input type="text"/>
Implementation of a new performance evaluation system	Select <input type="text"/>
Writing / updating job descriptions	Select <input type="text"/>
Implementation of a pay-for-performance program	Select <input type="text"/>
Training managers in conducting effective performance evaluation sessions with employees	Select <input type="text"/>
Communicating the organization's total compensation package (base, incentive, equity, benefits)	Select <input type="text"/>
Reducing overall salary expense through delayed salary increases or a freeze on salaries	Select <input type="text"/>
Reducing overall salary expense through one or more planned reductions in force	Select <input type="text"/>
Communicating the value of health insurance as part of the employees overall compensation package	Select <input type="text"/>
Implementing strategies to effectively reduce the overall cost of providing health insurance benefits to employees	Select <input type="text"/>
Other	Select <input type="text"/>

* 41

Do you offer a formal performance bonus program for any employee classification?

Employee classifications include Executive, Exempt/Professional, Non-Exempt, Hourly, Trades and Production and Union.

- ☐ Yes
- ☐ No

* 42

Please select those position classifications for which your organization is offering a formal performance bonus program for 2017.

Please select all that apply.

- ☐ Executive
- ☐ Exempt/Professional
- ☐ Non-Exempt
- ☐ Sales
- ☐ Hourly, Trades and Production

☐ Union

43

Please select the formal bonus program each employee class is eligible to participate in.

Please select all that apply.

	Gain sharing / team-based incentive	Incentive plans based on organizational performance	Incentive plans based on individual performance	A profit sharing plan (non- retirement)	Safety bonus
Executive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exempt/Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hourly, Trades and Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* 44

Is your incentive plan payable as a flat dollar amount or as a percent of base salary?

- ☐ Flat dollar amount
☐ Percent of base salary

45

What is the maximum incentive payable as a percent of base salary for each employee classification?

Please do **not** include a percent sign.

Executive	<input type="text"/>
Exempt/Professional	<input type="text"/>
Non-Exempt	<input type="text"/>
Sales	<input type="text"/>
Hourly, Trades and Production	<input type="text"/>
Union	<input type="text"/>

46

What is the maximum dollar amount paid for an incentive?

Please do **not** include a dollar sign.

Executive	<input type="text"/>
Exempt/Professional	<input type="text"/>
Non-Exempt	<input type="text"/>
Sales	<input type="text"/>
Hourly, Trades and Production	<input type="text"/>
Union	<input type="text"/>

* 47

Does your organization utilize spot bonuses to recognize employees for individual performance?

- ☐ Yes
☐ No

48

What is the typical value of your individual spot bonus awards?

- ☐ \$1 to \$25
☐ \$26 to \$50
☐ \$51 to \$100
☐ Greater than \$100

49

In what form does your organization present spot bonuses?

Please select all that apply.

Cash

- ☐
- ☐ Gift cards or certificates
- ☐ Other; please specify:

Sales Compensation Program(s)

* 50

Does your organization have formal sales compensation program(s)?

- ☐ Yes
- ☐ No

51

What is the Base / Incentive ratio for sales compensation?

The total must equal 100. Do **not** include percent signs.

Base percent

Incentive percent

52

What type of incentive program do you provide for sales personnel?

- ☐ Bonuses only
- ☐ Commissions only
- ☐ A combination of bonuses and commissions
- ☐ Other type(s) of incentive(s)

53

At what frequency are sales incentives paid?

- ☐ Monthly
- ☐ Quarterly
- ☐ Semi-annually
- ☐ Annually
- ☐ Other; please specify:

54

Does your organization place a cap on total compensation for sales representatives?

Total compensation includes base pay and commission/bonus pay.

- ☐ Yes
- ☐ No

55

Are sales commissions/bonus payments determined by...

- ☐ Gross sales only
- ☐ Profitability only
- ☐ A combination of gross sales and profitability
- ☐ Other; please specify:

Overtime, Differentials, etc.

* 56

Does your organization offer "Call-in pay" for non-exempt employees?

"Call-in pay" applies when employees are called back to work outside of their normal work hours.

- ☐ Yes
- ☐ No

57

Please select your organization's Call-in pay practice.

	Minimum hours paid	Pay rate
Pay practice	Select ▼	Select ▼

* 58

Does your organization offer "on-call" or "beeper" pay, even if the employee is not called or no work is performed?

- ☐ Yes
☐ No

59

How is "on-call" or "beeper" pay determined?

- ☐ As a percentage of hourly earnings
☐ As a percentage of hourly pay for each hour on-call
☐ As a fixed dollar amount for each hour on-call
☐ As a lump sum

60

If an employee reports to work and, due to a problem at the organization, work is unavailable, are they paid...

- ☐ 3 hours pay
☐ 4 hours pay
☐ More than 4 hours pay
☐ Other; please specify:
☐ They are not paid

* 61

Does your organization voluntarily pay overtime for work on Saturday and/or Sunday?

Please select only those days your organization is not required to pay overtime.

- ☐ Yes, for Saturday only
☐ Yes, for Sunday only
☐ Yes, for both Saturday and Sunday
☐ No, we do not voluntarily pay overtime for weekend work

62

What is the premium rate for weekend work?

	Pay rate	If "Other", please specify :
Saturday	Select ▼	
Sunday	Select ▼	

* 63

Please indicate below whether your organization offers a 2nd shift and/or a 3rd shift.

- ☐ We offer a second shift only.
☐ We offer a second and third shift.
☐ We offer a third shift only.
☐ We do not offer either a second shift or a third shift.

64

What shift differential does your organization pay?

For your convenience, you may enter either a percent OR a dollar amount for a given shift. Please do not enter both. If you enter a dollar amount, please report an hourly rate. Do not enter '%' or '\$' signs.

	Percent of base pay	Dollar amount
Second shift		
Third shift		

65

For 2016 and looking ahead to 2017, please indicate if you implemented or are planning to implement any of the following changes due to current business conditions.

	for 2016	in 2017
Implement(ed) an Unpaid Furlough Program	Select ▼	Select ▼

Eliminate(d) Overtime	Select ▾	Select ▾
Reduce(d) Overtime	Select ▾	Select ▾
Implement(ed) a voluntary reduction in hours program	Select ▾	Select ▾
Implement(ed) an Involuntary reduction in hours program	Select ▾	Select ▾
Eliminate(d) a second or third shift	Select ▾	Select ▾
Delay(ed) Promotions	Select ▾	Select ▾
Eliminate(d) Bonus Payments	Select ▾	Select ▾
Reduce(d) Bonus Payments	Select ▾	Select ▾
Reduce(d) the number of employees eligible for bonus	Select ▾	Select ▾

66

Please indicate the headcount percent change from January 1st, 2016 to December 31st, 2016.

Do not include a percent sign

%

Thank You!

Please click the "Submit Survey" button below to complete the survey.

You will be offered the opportunity to print your survey responses. We recommend that you do print your responses and retain them for next year's survey. This may make the survey process easier for you next year.

* = Required

98% Done

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