



2026 Benefits & Personnel Practices Survey

Nevada Association of Employers

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INTRODUCTION

Nevada Association of Employers would like to thank all the companies that took part in the 2026 Benefits & Personnel Practices Survey. We believe this survey provides the most comprehensive and current information on employers' benefits and personnel practices available.

METHODOLOGY

The questions were categorized within various sections: Work Schedules, Turnover, Rest & Meal Periods, Drug & Alcohol Testing, Hiring, Recruitment & Relocation, Dress & Appearance Standards, Holidays, Paid Time Off (PTO), Vacation, Sick Time, Personal Time Off, Leaves of Absence, Health & Welfare Insurance, Dental Insurance, Short-Term Disability, Long-Term Disability, Life Insurance, AD&D Insurance, Flexible Benefits, Severance Pay, Safety, Internet/Email, Miscellaneous Benefits & Personnel Practices, Part-Time Employee Benefits, and Pay Change.

The results for all questions are displayed as percentages of the total responses per category and have been rounded to the nearest whole number. The percentages were calculated by dividing the number of companies selecting a specific response by the total number of companies responding to the question. The higher the percentage, the more companies that selected that response to the question. PLEASE NOTE: for questions that allow for more than one response, the total may add up to more than 100%.

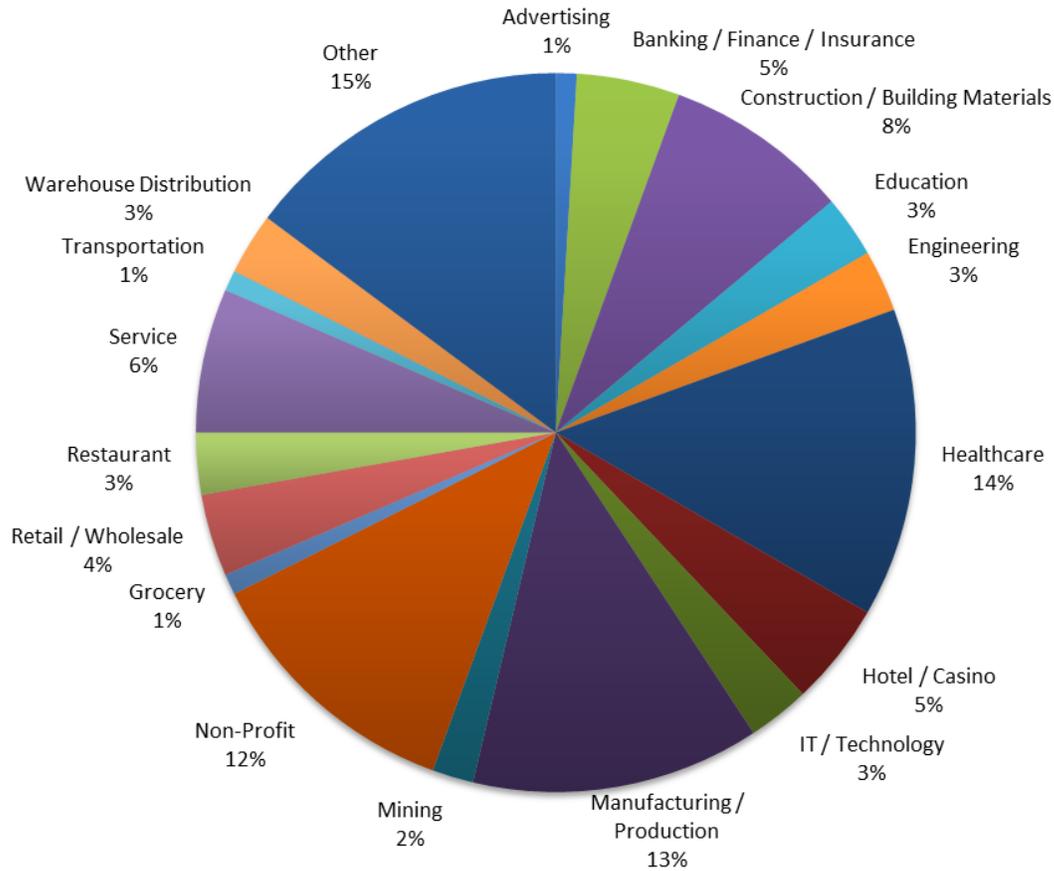
Interpretation of the survey results should be done with caution. The fact that a practice is followed by many companies may not be reason alone for any company to adopt the same practice. Special circumstances at one company may justify a practice or benefit, but this does not mean that same practice or benefit will be of equal value to another company.

DATA COLLECTION

Data for the 2026 Benefits & Personnel Practices Survey was collected from October 2025 through November 2025. A total of 108 companies throughout the state in over 18 different industry categories completed the survey.

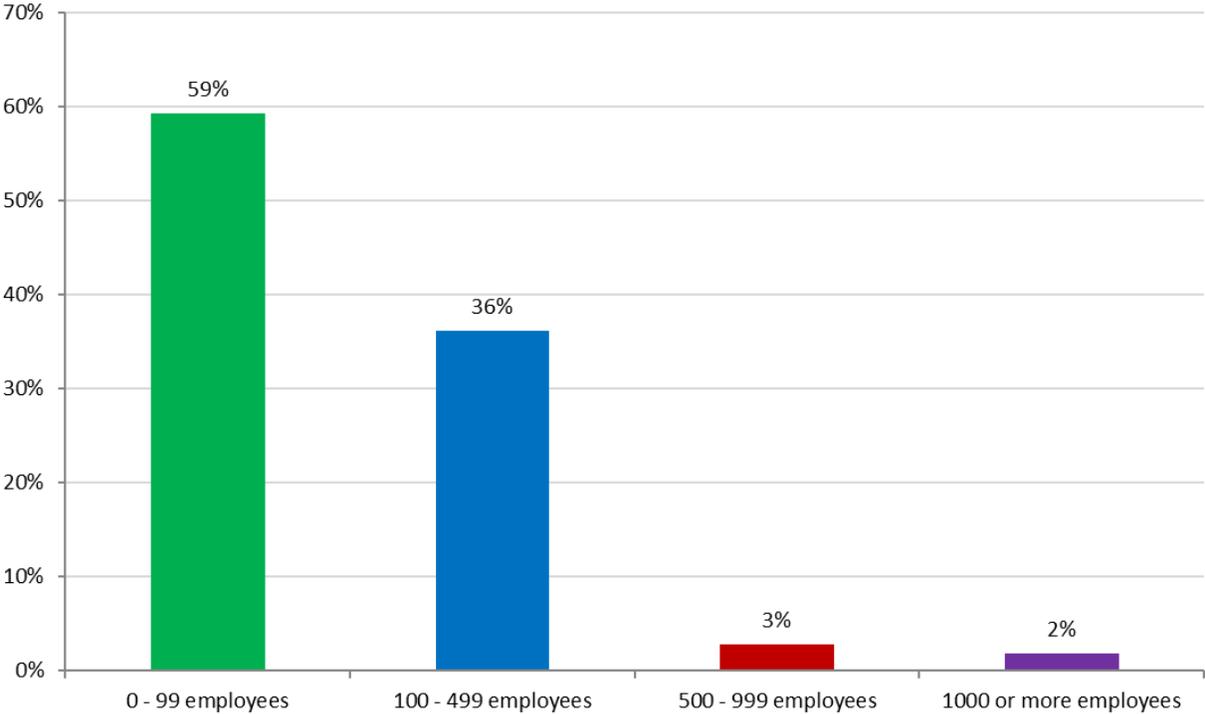
Did not get a chance to participate in our 2026 Benefits & Personnel Practices Survey? Contact surveys@nevadaemployers.org to get on the mailing list to be notified when the survey becomes available. Data collection for the 2027 Benefits & Personnel Practices Survey will begin in fall 2026.

2026 SURVEY PARTICIPANTS BY INDUSTRY



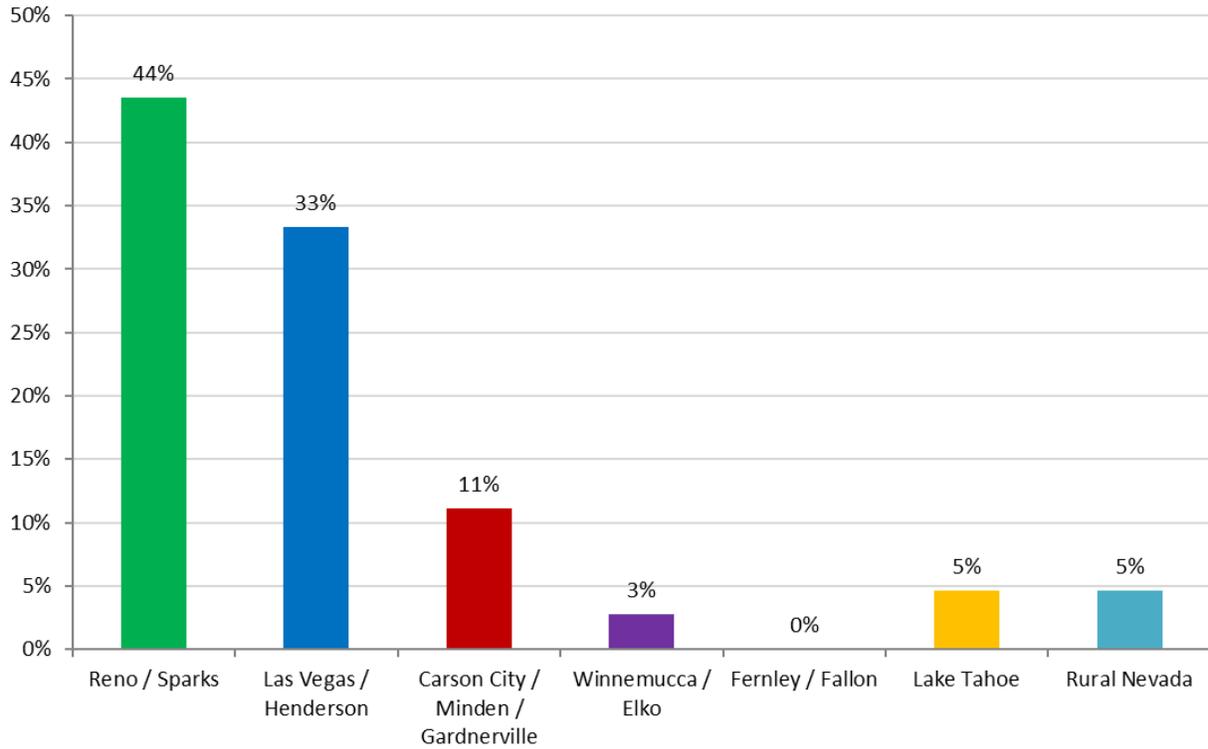
Industries	Percentage	Company Responses
Advertising	1%	1
Automotive	0%	0
Banking / Finance / Insurance	5%	5
Construction / Building Materials	8%	9
Education	3%	3
Engineering	3%	3
Healthcare	14%	15
Hotel / Casino	5%	5
IT / Technology	3%	3
Manufacturing / Production	13%	14
Mining	2%	2
Non-Profit	12%	13
Grocery	1%	1
Retail / Wholesale	4%	4
Restaurant	3%	3
Service	6%	7
Transportation	1%	1
Warehouse Distribution	3%	3
Other	15%	16

2026 SURVEY PARTICIPANTS BY COMPANY SIZE



Company Size	Percentage	Company Responses
0 - 99 employees	59%	64
100 - 499 employees	36%	39
500 - 999 employees	3%	3
1000 or more employees	2%	2

2026 SURVEY PARTICIPANTS BY GEOGRAPHIC REGION



Company Size	Percentage	Company Responses
Reno / Sparks	44%	47
Las Vegas / Henderson	33%	36
Carson City / Minden / Gardnerville	11%	12
Winnemucca / Elko	3%	3
Fernley / Fallon	0%	0
Lake Tahoe	5%	5
Rural Nevada	5%	5

WORK SCHEDULES

1. What is the normal work week schedule for full-time employees?

	Percentage	Company Responses
Five (5) days; 40 hours or less	60%	63
Five (5) days; more than 40 hours	16%	17
Four (4) ten-hour days ("4-10s")	3%	3
Three (3) twelve-hour days ("3-12s")	0%	0
Two or more of the above	21%	22

2. Do you offer any of the following alternative work schedule arrangements? (Check all that apply.)

	Percentage	Company Responses
Telecommuting (i.e., employees work from home)	54%	56
Flex time (employees choose start/quit time within hours set by employer)	32%	33
Compressed work week (any schedule permitting employees to work a full week in four or fewer days)	26%	27
Job sharing (full-time position performed by two part-time employees)	2%	2
Internship	20%	21
Regular part-time schedule	50%	52
None of these	18%	19

3. Who has the discretion to determine if employees may or may not participate in an alternative work schedule arrangement?

	Percentage	Company Responses
Employee	1%	1
Employee's immediate supervisor	10%	10
Department manager	37%	38
Top management	52%	53

WORK SCHEDULES

4. What percentage of your workforce takes part in alternative work schedule arrangements?

	Percentage	Company Responses
1% - 10%	56%	51
11% - 20%	10%	9
21% - 30%	9%	8
31% - 40%	2%	2
41% - 50%	5%	5
Over 50%	18%	16

5. If you do not currently offer alternative work scheduled, are there plans to do so within the next year?

	Percentage	Company Responses
Yes	2%	2
No	27%	28
Currently offer alternative work schedules	71%	72

6. If yes, which do you plan to offer? (Check all that apply)

	Percentage	Company Responses
Telecommuting (i.e., employees work from home)	33%	13
Flex time (employees choose start/quit time within hours set by employer)	8%	3
Compressed work week (any schedule permitting employees to work a full week in four or fewer days)	18%	7
Job sharing (full-time position performed by two part-time employees)	0%	0
Internship	5%	2
Regular part-time schedule	20%	8
None of these	55%	22

WORK SCHEDULES

7. Does your company offer alternative or light-duty positions for employees who sustain injuries or illnesses that are not work-related (not covered by workers' compensation insurance)?

	Percentage	Company Responses
Yes, always	20%	21
Yes, on a case-by-case basis	70%	73
No	10%	11

8. Does your organization utilize shifts (i.e., day, swing, graveyard)?

	Percentage	Company Responses
No	63%	66
Yes, 2 shifts	16%	17
Yes, 3 shifts	16%	17
Yes, other	4%	4

9. Does your organization pay shift differential?

	Percentage	Company Responses
Yes	22%	21
No	78%	76

10. How much premium (in percentages) is paid on the swing (2nd) shift?

	Percentage	Company Responses
Less than 2%	1%	1
2% - 5%	1%	1
5% - 7%	6%	5
Over 7%	4%	3
None	87%	69

WORK SCHEDULES

11. How much premium (in dollars) is paid on the swing (2nd) shift?

	Percentage	Company Responses
Less than \$0.25 per hour	0%	0
\$0.25 - \$0.49 per hour	0%	0
\$0.50 - \$0.75 per hour	5%	4
Over \$0.75 per hour	8%	6
None	87%	69

12. How much premium (in percentages) is paid on the graveyard (3rd) shift?

	Percentage	Company Responses
Less than 2%	1%	1
2% - 5%	1%	1
5% - 7%	3%	2
Over 7%	8%	6
None	87%	66

13. How much premium (in dollars) is paid on the graveyard (3rd) shift?

	Percentage	Company Responses
Less than \$0.25 per hour	0%	0
\$0.25 - \$0.49 per hour	0%	0
\$0.50 - \$0.75 per hour	3%	2
Over \$0.75 per hour	13%	10
None	85%	67

14. After what amount of time worked does the company pay overtime?

	Percentage	Company Responses
40 hours in a workweek	58%	59
40 hours in a workweek / 8 hours in a workday	33%	33
40 hours in a workweek / outside normally assigned shift	5%	5
Other	4%	4

WORK SCHEDULES

15. Does the company pay employees a premium for working Saturday and/or Sunday?

	Percentage	Company Responses
Yes, time and one-half	20%	20
Yes, double time	0%	0
No	80%	81

16. How often are salaried employees paid?

	Percentage	Company Responses
Weekly	16%	17
Bi-weekly (26 pay periods per year)	63%	66
Semi-monthly (24 pay periods per year)	19%	20
Other	1%	1

17. How often are hourly employees paid?

	Percentage	Company Responses
Weekly	20%	21
Bi-weekly (26 pay periods per year)	64%	67
Semi-monthly (24 pay periods per year)	15%	16
Other	0%	0

TURNOVER

1. Estimate the company's annual turnover rate for the past twelve (12) months.

	Percentage	Company Responses
Less than 5%	22%	22
5% - 10%	13%	13
11% - 15%	17%	17
16% - 20%	15%	15
21% - 25%	10%	10
26% - 30%	8%	8
More than 30%	13%	13

2. Estimate the company's annual full-time employee turnover rate for the past twelve (12) months.

	Percentage	Company Responses
Less than 5%	27%	26
5% - 10%	15%	15
11% - 15%	17%	17
16% - 20%	14%	14
21% - 25%	5%	5
26% - 30%	10%	10
More than 30%	11%	11

3. Estimate the company's annual part-time employee turnover rate for the past twelve (12) months.

	Percentage	Company Responses
Less than 5%	64%	56
5% - 10%	10%	9
11% - 15%	14%	12
16% - 20%	2%	2
21% - 25%	1%	1
26% - 30%	1%	1
More than 30%	8%	7

REST & MEAL PERIODS

1. What is the number and duration of rest periods for a full-time shift (8 hours)?

	Percentage	Company Responses
Two (2) ten-minute breaks	50%	51
Two (2) fifteen-minute breaks	29%	30
Varies; depends on department and/or shift	15%	15
Other	6%	6

2. Is the meal period paid or unpaid?

	Percentage	Company Responses
Paid, all employees	20%	21
Unpaid, all employees	57%	59
Depends on position and/or classification of employee	22%	23

3. What is the length of the scheduled meal period? (Check all that apply.)

	Percentage	Company Responses
30 minutes	77%	79
45 minutes	6%	6
60 minutes	44%	45
Other	11%	11

DRUG & ALCOHOL TESTING

1. Does the company have a written drug and alcohol policy?

	Percentage	Company Responses
Yes	90%	92
No, but considering such a policy	5%	5
No	5%	5

2. If the company has a written policy, do you conduct pre-employment drug testing?

	Percentage	Company Responses
Yes	37%	37
No	63%	62

3. If the company conducts pre-employment testing, what substances are tested? (Check all that apply.)

	Percentage	Company Responses
Marijuana (THC)	71%	27
Cocaine	100%	38
Opioids	100%	38
Amphetamines / Methamphetamines	95%	36
Ecstasy / MDMA	61%	23
Phencyclidine (PCP)	89%	34
Barbiturates	71%	27
Benzodiazepines	71%	27
Other	8%	3

4. If the company has a written policy, do you require drug and/or alcohol testing for current employees?

	Percentage	Company Responses
Yes	50%	49
No	50%	49

DRUG & ALCOHOL TESTING

5. If you require testing for current employees, in what situations do you test? (Check all that apply.)

	Percentage	Company Responses
At random	23%	18
In the event of a lost time injury	51%	39
When there is probable cause / reasonable suspicion	86%	66
As a regular part of a physical exam	5%	4
DOT-recordable injury	27%	21
Other	10%	8

6. If the company requires tests for current employees, what substances are tested? (Check all that apply.)

	Percentage	Company Responses
Marijuana (THC)	88%	58
Cocaine	95%	63
Opioids	97%	64
Amphetamines / Methamphetamines	89%	59
Ecstasy / MDMA	62%	41
Phencyclidine (PCP)	85%	56
Barbiturates	74%	49
Benzodiazepines	70%	46
Alcohol	83%	55
Other	11%	7

DRUG & ALCOHOL TESTING

7. What is the company's policy if an employee refuses to take a drug or alcohol test? (Check all that apply.)

	Percentage	Company Responses
Discharge	77%	60
Suspension (for reconsideration of refusal)	49%	38
Written counseling	22%	17
Verbal counseling	15%	12
No action taken	4%	3
Other	8%	6

8. What is the company's policy if a current employee tests positive? (Check all that apply.)

	Percentage	Company Responses
Discharge	78%	62
Suspension	41%	32
Written counseling	33%	26
Verbal counseling	22%	17
Required participation in an approved rehabilitation program	32%	25
Referral to an Employee Assistance Program (EAP)	35%	28
No action taken	0%	0

HIRING, RECRUITMENT & RELOCATION

1. Does the company have an internal job posting system?

	Percentage	Company Responses
Yes	62%	63
No	38%	39

2. If there is an internal job posting system, what jobs are posted?

	Percentage	Company Responses
All openings	71%	46
Company chooses	28%	18
Professional openings only	0%	0
Administrative/clerical jobs only	2%	1
Skilled/semi-skilled openings only	0%	0
Unskilled openings only	0%	0

3. If there is an internal job posting system, how long are job vacancies posted?

	Percentage	Company Responses
1 - 2 working days	0%	0
3 - 4 working days	11%	7
5 - 7 working days	35%	22
Two (2) weeks	19%	12
Three (3) weeks	3%	2
More than three (3) weeks	31%	19

HIRING, RECRUITMENT & RELOCATION

4. Which of the following materials and/or procedures are used in the orientation of new employees? (Check all that apply.)

	Percentage	Company Responses
Benefit booklets	74%	74
Tour of the facility	91%	91
Employee handbook	94%	94
Formal written safety rules	72%	72
Orientation video/slides	61%	61
Training videos	56%	56
Written job descriptions	73%	73
Employee assigned mentors	37%	37
Training manuals	46%	46
Annual report	3%	3
Other	19%	19

5. Are employees required to sign any of the following agreements? (Check all that apply.)

	Percentage	Company Responses
None	1%	1
Patent/trade secret agreement	24%	24
Conflict of interest agreement	39%	39
No outside employment agreement	7%	7
Non-competition agreement	20%	20
Code of business ethics	47%	47
Proprietary customer list	9%	9
Receipt of employee handbook	96%	96
Background check consent form	65%	65
Other	16%	16

6. Does the company consider hiring relatives of current employees?

	Percentage	Company Responses
Yes	90%	90
No	10%	10

HIRING, RECRUITMENT & RELOCATION

7. If yes, under what conditions does the company hire relatives? (Check all that apply.)

	Percentage	Company Responses
No restrictions	23%	20
Spouses not allowed in same department	32%	28
Spouses not allowed in supervisory relationship	59%	52
Relatives not allowed in same department	28%	25
Relatives not allowed in supervisory relationship	67%	59
Other	5%	4

8. Does your company offer a bonus or gift to employees who refer new employees?

	Percentage	Company Responses
Yes, a financial bonus	46%	46
Yes, a non-financial gift	2%	2
No	52%	53

9. If the company offers a bonus or gift for a hiring referral, what is the value of the bonus or gift?

	Percentage	Company Responses
\$0 - \$50	12%	6
\$51 - \$100	10%	5
\$101 - \$150	2%	1
\$151 - \$200	4%	2
\$201 - \$250	14%	7
\$251 - \$300	12%	6
\$301 - \$350	2%	1
\$351 - \$400	0%	0
\$401 - \$450	0%	0
\$451 - \$500	24%	12
More than \$500	22%	11

HIRING, RECRUITMENT & RELOCATION

10. Does the new employee have to remain with the company for a certain period of time before the person who referred them receives the referral bonus?

	Percentage	Company Responses
Yes, 30 days	5%	3
Yes, 60 days	7%	4
Yes, 90 days	42%	23
Yes, 6 months	20%	11
Yes, 12 months	2%	1
Yes, other	4%	2
No	20%	11

11. What is the company's policy on outside employment? (Check all that apply.)

	Percentage	Company Responses
Do not permit outside employment	0%	0
Permitted, though discouraged	11%	11
Permitted with prior company approval	10%	10
Permitted, as long as there is no conflict of interest	67%	68
Permitted, no restrictions	8%	8
No policy	23%	23

12. Does the company require applicants to sign an authorization to release prior employment information for background / reference checks?

	Percentage	Company Responses
Yes	70%	69
No	30%	30

HIRING, RECRUITMENT & RELOCATION

13. Does the company use an outside firm to conduct the background check?

	Percentage	Company Responses
Yes, exclusively	66%	59
Yes, in conjunction with company efforts	12%	11
No, in-house only	21%	19

14. What items are checked as part of the background check? (Check all that apply.)

	Percentage	Company Responses
Criminal record	85%	73
Driving record	55%	47
Credit record	13%	11
Educational credentials	22%	19
Employment history	52%	45
Personal references	38%	33
Other	8%	7

15. Does the company have a probationary / introductory period for new hires?

	Percentage	Company Responses
Yes, one (1) month or less	1%	1
Yes, 31 - 90 days	70%	71
Yes, 91 - 180 days	6%	6
Yes, 181 - 365 days	2%	2
Yes, one (1) year or more	0%	0
Varies by job or department	4%	4
No	17%	17

HIRING, RECRUITMENT & RELOCATION

16. What are the company's most effective recruiting sources? (Check all that apply.)

	Percentage	Company Responses
Newspaper - daily	0%	0
Newspaper - weekend	0%	0
Newspaper - minority	0%	0
Private employment agencies	15%	15
Temporary agencies	17%	17
Employment Security Division	1%	1
Employee referrals	56%	57
Walk-ins	22%	22
Vocational schools	4%	4
High schools	2%	2
Colleges/universities	10%	10
Job fairs	14%	14
Help wanted signs	3%	3
Professional trade publications	3%	3
Internet	72%	73
Social media sites (i.e., LinkedIn, Facebook, etc.)	49%	49
Other	12%	12

17. Does the company have a formal policy regarding relocation of employees?

	Percentage	Company Responses
Yes, all employees	4%	4
Yes, certain types of employees only	19%	19
No	77%	78

HIRING, RECRUITMENT & RELOCATION

18. Does the company reimburse transportation costs for the employee and his / her family?

	Percentage	Company Responses
Yes, new hires only	2%	2
Yes, transfers only	1%	1
Yes, new hires and transfers	4%	4
Yes, executive level only	11%	10
Yes, department heads and above only	11%	10
No	70%	62

19. Does the company reimburse reasonable household moving costs?

	Percentage	Company Responses
Yes, new hires only	3%	3
Yes, transfers only	1%	1
Yes, new hires and transfers	6%	5
Yes, executive level only	11%	10
Yes, department heads and above only	13%	12
No	66%	59

20. Does the company provide assistance with the sale of the employee's home?

	Percentage	Company Responses
Yes, new hires only	0%	0
Yes, transfers only	2%	2
Yes, new hires and transfers	2%	2
Yes, executive level only	1%	1
Yes, department heads and above only	0%	0
No	95%	86

HIRING, RECRUITMENT & RELOCATION

21. Does the company provide temporary housing?

	Percentage	Company Responses
Yes, new hires only	1%	1
Yes, transfers only	1%	1
Yes, new hires and transfers	1%	1
Yes, executive level only	3%	3
Yes, department heads and above only	3%	3
Negotiable for new hires	2%	2
No	88%	81

22. If a new hire or transfer does not remain with the company for a required period of time, the employee required to repay relocation expenses?

	Percentage	Company Responses
Yes	25%	21
No	5%	4
No policy	70%	59

DRESS & APPEARANCE STANDARDS

1. Does the company have a formal written dress and/or appearance policy?

	Percentage	Company Responses
Yes, only for employees with customer contact	6%	6
Yes, for all employees regardless of customer contact	81%	83
No	13%	13

2. Does the company require employees to wear uniforms?

	Percentage	Company Responses
Yes, all employees	9%	9
Yes, some employees	32%	32
No	59%	60

3. Does the company have a casual dress policy or practice?

	Percentage	Company Responses
Yes, one day a week	21%	21
Yes, only during summer months	2%	2
Yes, only on special days or events as approved by the company	19%	19
Yes, every day with no restrictions	28%	28
No policy or practice	40%	40

HOLIDAYS

1. How many paid holidays does the company observe each year for employees?

	Percentage	Company Responses
Six (6) or fewer observed holidays	23%	23
Seven (7) observed holidays	5%	5
Eight (8) observed holidays	17%	17
Nine (9) observed holidays	13%	13
Ten (10) observed holidays	13%	13
Eleven (11) or more observed holidays	29%	29

2. Which paid holidays does the company observe annually? (Check all that apply.)

	Percentage	Company Responses
New Year's Day	96%	96
Martin Luther King Jr. Day	30%	30
President's Day	45%	45
Good Friday	4%	4
Memorial Day	92%	92
Juneteenth	27%	27
Independence Day	95%	95
Labor Day	91%	91
Columbus Day	3%	3
Nevada Day	30%	30
Veteran's Day	24%	24
Thanksgiving Day	99%	99
Family Day (day after Thanksgiving)	69%	69
Christmas Eve (half day)	10%	10
Christmas Eve (full day)	41%	41
Christmas Day	95%	95
New Year's Eve (half day)	7%	7
New Year's Eve (full day)	18%	18
Floating holiday(s)	19%	19
Employee's birthday	11%	11
Other	13%	13

HOLIDAYS

3. What is the minimum service requirement before an employee is eligible for paid holidays?

	Percentage	Company Responses
No service requirement	73%	72
30 days or less	2%	2
31 - 60 days	5%	5
61 - 90 days	15%	15
91 - 120 days	4%	4
Over 120 days	1%	1

4. Once an employee is eligible for holiday pay, what requirements must be met in order to receive holiday pay?

	Percentage	Company Responses
Must work partial scheduled shift before and partial scheduled shift after holiday	4%	4
Must work full scheduled shift before and full scheduled shift after holiday	34%	33
Must work partial scheduled shift before or partial scheduled shift after holiday	4%	4
Must work full scheduled shift before or full scheduled shift after holiday	6%	6
No requirements; receives pay automatically	40%	39
Other	11%	11

5. What is the company's pay practice for work performed on a recognized, paid holiday in addition to the holiday pay?

	Percentage	Company Responses
Straight time	32%	30
Time and one-half (1.5)	25%	24
Double time (2)	13%	12
Double time and one-half (2.5)	3%	3
Triple time (3)	1%	1
None	26%	25

HOLIDAYS

6. How does the company calculate pay in a week in which a holiday falls?

	Percentage	Company Responses
Holiday pay counts as time worked for purposes of overtime	23%	22
Holiday pay does not count as time worked	77%	73

7. What adjustments are made for a paid holiday falling within an employee's paid vacation period?

	Percentage	Company Responses
Extra day off granted	37%	36
Extra day's pay granted	4%	4
Extra day or pay, employee's option	9%	9
Extra day or pay, company's option	2%	2
Holiday is forfeited	7%	7
No formal policy	40%	39

PAID TIME OFF (PTO)

1. Does the company grant PTO rather than vacation, sick time, and/or personal time?

	Percentage	Company Responses
Yes	66%	65
No	34%	34

2. What is the minimum service requirement to receive one (1) week PTO?

	Percentage	Company Responses
No service requirement	26%	21
Three (3) months	26%	21
Six (6) months	14%	11
One (1) year	21%	17
More than one (1) year	0%	0
Do not grant one (1) week PTO	13%	10

3. What is the minimum service requirement to receive two (2) weeks PTO?

	Percentage	Company Responses
No service requirement	25%	20
Three (3) months	6%	5
Six (6) months	3%	2
One (1) year	26%	21
Two (2) years	13%	10
Three (3) years	6%	5
Four (4) years	0%	0
Five (5) years	4%	3
More than five (5) years	0%	0
Do not grant two (2) weeks PTO	18%	14

PAID TIME OFF (PTO)

4. What is the minimum service requirement to receive three (3) weeks PTO?

	Percentage	Company Responses
0 - 4 years	48%	38
5 years	13%	10
6 - 9 years	8%	6
10 years	3%	2
11 - 14 years	1%	1
15 years	0%	0
More than 15 years	0%	0
Do not grant three (3) weeks PTO	29%	23

5. What is the minimum service requirement to receive four (4) weeks PTO?

	Percentage	Company Responses
5 years	32%	24
6 - 9 years	9%	7
10 years	8%	6
11 - 14 years	1%	1
15 years	1%	1
16 - 19 years	0%	0
20 years	0%	0
More than 20 years	1%	1
Do not grant four (4) weeks PTO	46%	34

PAID TIME OFF (PTO)

6. What is the minimum service requirement to receive five (5) weeks PTO?

	Percentage	Company Responses
10 years	18%	13
11 - 14 years	4%	3
15 years	3%	2
16 - 19 years	1%	1
20 years	1%	1
21 - 24 years	0%	0
25 years	0%	0
More than 25 years	0%	0
Do not grant five (5) weeks PTO	72%	52

7. On what basis is PTO pay calculated?

	Percentage	Company Responses
Base pay, including shift premium	10%	7
Base pay, excluding shift premium	4%	3
Base pay, company does not pay a shift premium	53%	38
Average of total earnings	1%	1
Other	32%	23

8. How often do employees accrue PTO?

	Percentage	Company Responses
Every hour worked	28%	21
Every pay period worked	54%	40
Every month worked	4%	3
Every year worked	7%	5
Other	7%	5

PAID TIME OFF (PTO)

9. What is the company's policy regarding carry-over of accrued, but unused PTO?

	Percentage	Company Responses
May carry-over all accrued, unused PTO	24%	17
May carry-over only a specified amount of PTO	49%	35
Employee loses unused PTO	10%	7
Employee is paid for unused PTO	4%	3
Carry-over or paid for unused PTO, employee's option	4%	3
Other	10%	7

10. If employees are allowed to carry-over a specified amount of PTO, how much is allowed?

	Percentage	Company Responses
8 hours (1 day)	2%	1
40 hours (1 week)	23%	11
80 hours (2 weeks)	25%	12
120 hours (3 weeks)	15%	7
160 hours (4 weeks)	15%	7
More than 160 hours	21%	10

11. Does the company set a limit (cap) as to the amount of PTO an employee may accrue?

	Percentage	Company Responses
Yes	76%	54
No	24%	17

PAID TIME OFF (PTO)

12. If the company sets a cap as to the amount of PTO an employee can accrue, what is the cap?

	Percentage	Company Responses
8 hours (1 day)	2%	1
40 hours (1 week)	9%	5
80 hours (2 weeks)	13%	7
120 hours (3 weeks)	15%	8
160 hours (4 weeks)	23%	12
200 hours (5 weeks)	13%	7
240 hours (6 weeks)	11%	6
More than 240 hours	13%	7

13. Does the company payout unused PTO at termination of employment?

	Percentage	Company Responses
Yes, with proper notice	31%	26
Yes, no restrictions	33%	28
No	25%	21
Do not offer PTO	11%	9

VACATION

1. Does the company grant paid vacation time?

	Percentage	Company Responses
Yes	42%	40
No	58%	55

2. What is the minimum service requirement to receive one (1) week of paid vacation?

	Percentage	Company Responses
No service requirement	14%	8
Three (3) months	11%	6
Six (6) months	21%	12
One (1) year	19%	11
More than one (1) year	0%	0
Do not grant one (1) week of vacation	35%	20

3. What is the minimum service requirement to receive two (2) weeks of paid vacation?

	Percentage	Company Responses
No service requirement	9%	5
Three (3) months	2%	1
Six (6) months	4%	2
One (1) year	35%	20
Two (2) years	9%	5
Three (3) years	0%	0
Four (4) years	0%	0
Five (5) years	7%	4
More than five (5) years	0%	0
Do not grant two (2) weeks of vacation	35%	20

VACATION

4. What is the minimum service requirement to receive three (3) weeks paid vacation?

	Percentage	Company Responses
0 - 4 years	18%	10
5 years	32%	18
6 - 9 years	9%	5
10 years	7%	4
11 - 14 years	0%	0
15 years	0%	0
More than 15 years	0%	0
Do not grant three (3) weeks of vacation	35%	20

5. What is the minimum service requirement to receive four (4) weeks of paid vacation?

	Percentage	Company Responses
5 years	11%	6
6 - 9 years	11%	6
10 years	12%	7
11 - 14 years	7%	4
15 years	2%	1
16 - 19 years	2%	1
20 years	4%	2
More than 20 years	0%	0
Do not grant four (4) weeks of vacation	53%	30

VACATION

6. What is the minimum service requirement to receive five (5) weeks of paid vacation?

	Percentage	Company Responses
10 years	4%	2
11 - 14 years	0%	0
15 years	4%	2
16 - 19 years	4%	2
20 years	4%	2
21 - 24 years	0%	0
25 years	0%	0
More than 25 years	0%	0
Do not grant five (5) weeks of vacation	86%	48

7. What is the minimum service requirement to receive six (6) weeks of paid vacation?

	Percentage	Company Responses
15 years	2%	1
16 - 19 years	0%	0
20 years	0%	0
21 - 24 years	0%	0
25 years	2%	1
26 - 29 years	0%	0
30 years	2%	1
More than 30 years	0%	0
Do not grant six (6) weeks of vacation	95%	53

VACATION

8. On what basis is vacation pay calculated?

	Percentage	Company Responses
Base pay, including shift premium	7%	3
Base pay, excluding shift premium	11%	5
Base pay, company does not pay a shift premium	48%	21
Average of total earnings	5%	2
Other	30%	13

9. How often do employees accrue vacation?

	Percentage	Company Responses
Every hour worked	20%	9
Every pay period worked	43%	19
Every month worked	5%	2
Every year worked	18%	8
Other	14%	6

10. What is the company's policy regarding carry-over of accrued, but unused vacation?

	Percentage	Company Responses
May carry-over all accrued, unused vacation	14%	6
May carry-over only a specified amount of vacation	43%	18
Employee loses unused vacation	17%	7
Employee is paid for unused vacation	0%	0
Carry-over or paid for unused vacation, employee's option	2%	1
Cease accrual until unused vacation time is used	5%	2
Other	19%	8

VACATION

11. If employees are allowed to carry over a specified amount of vacation, how much is allowed?

	Percentage	Company Responses
8 hours (1 day)	0%	0
40 hours (1 week)	19%	5
80 hours (2 weeks)	12%	3
120 hours (3 weeks)	12%	3
160 hours (4 weeks)	27%	7
More than 160 hours	31%	8

12. Does the company set a limit (cap) as to the amount of vacation an employee may accrue?

	Percentage	Company Responses
Yes	76%	28
No	24%	9

13. If the company sets a cap as to the amount of vacation an employee can accrue, what is the cap?

	Percentage	Company Responses
8 hours (1 day)	0%	0
40 hours (1 week)	3%	1
80 hours (2 weeks)	7%	2
120 hours (3 weeks)	14%	4
160 hours (4 weeks)	41%	12
200 hours (5 weeks)	17%	5
240 hours (6 weeks)	7%	2
More than 240 hours	10%	3

VACATION

14. Does the company pay out unused vacation at termination of employment?

	Percentage	Company Responses
Yes, with proper notice	19%	12
Yes, no restrictions	30%	19
No	14%	9
Do not offer vacation time	37%	23

SICK TIME

1. Does the company provide time off exclusively for illness / sickness of employees?

	Percentage	Company Responses
Yes, formal policy for paid sick time	38%	35
Yes, formal policy for unpaid sick time	1%	1
No formal policy; management discretion, paid or unpaid	3%	3
No	58%	54

2. If sick time is paid, how much time is provided each year?

	Percentage	Company Responses
32 hours or less (4 days or less)	14%	5
40 - 48 hours (5 - 6 days)	37%	13
56 - 64 hours (7 - 8 days)	20%	7
72 - 80 hours (9 -10 days)	23%	8
88 - 96 hours (11 - 12 days)	3%	1
More than 96 hours (more than 12 days)	3%	1

3. What is the minimum service requirement before an employee is eligible for sick time?

	Percentage	Company Responses
No service requirement	46%	18
2 months or fewer	3%	1
3 months	44%	17
4 - 5 months	0%	0
6 months	5%	2
7 - 11 months	0%	0
12 months	3%	1
More than 12 months	0%	0

SICK TIME

4. What is the company's policy regarding carry-over or reimbursement of unused sick time?

	Percentage	Company Responses
May carry-over all unused sick time	32%	12
May carry-over limited amount of sick time	18%	7
Reimbursed for all unused sick time	0%	0
Reimbursed for limited amount of sick time	3%	1
No carry-over or reimbursement permitted	47%	18
May carry-over a limited amount of sick time and are reimbursed for a limited amount of sick time	0%	0

5. What is the maximum accrual or amount of sick time an employee is allowed per year?

	Percentage	Company Responses
32 hours or less (4 days or less)	11%	4
40 - 48 hours (5 - 6 days)	28%	10
56 - 64 hours (7 - 8 days)	6%	2
72 - 80 hours (9 - 10 days)	22%	8
88 - 96 hours (11 - 12 days)	6%	2
More than 96 hours (12 days)	17%	6
No maximum	11%	4

6. If sick time is paid, at what rate is it paid?

	Percentage	Company Responses
Regular rate, including premium or differential	28%	10
Regular rate, excluding premium or differential	72%	26
Less than regular rate	0%	0

7. How do you calculate pay in a week in which sick time occurs?

	Percentage	Company Responses
Sick time counts as time worked for purposes of overtime	18%	7
Sick time does not count as time worked	82%	32

SICK TIME

8. Does the company require written documentation for use of sick time?

	Percentage	Company Responses
No documentation required	29%	12
Physician's statement for any time off	7%	3
Statement for more than 8 hours off	0%	0
Statement for more than 16 hours off	2%	1
Statement for more than 24 hours off	61%	25

9. Does the company set a limit (cap) as to the amount of sick time an employee may accrue?

	Percentage	Company Responses
Yes	58%	22
No	42%	16

10. If the company sets a cap as to the amount of sick time an employee may accrue, what is the cap?

	Percentage	Company Responses
40 hours (1 week)	35%	8
80 hours (2 weeks)	22%	5
120 hours (3 weeks)	4%	1
160 hours (4 weeks)	9%	2
200 hours (5 weeks)	0%	0
240 hours (6 weeks)	4%	1
More than 240 hours (more than 6 weeks)	26%	6

SICK TIME

11. Does the company payout unused sick time at termination of employment?

	Percentage	Company Responses
Yes, with proper notice	5%	3
Yes, no restrictions	2%	1
No	54%	34
Do not offer sick time	40%	25

PERSONAL TIME OFF

1. Does the company provide paid personal time off?

	Percentage	Company Responses
Yes, in addition to sick time	15%	14
Yes, but no differentiation is made between sick and personal time	18%	17
No	66%	61

2. If the company does provide personal time in addition to sick time, how much paid personal time is provided?

	Percentage	Company Responses
8 - 16 hours (1 - 2 days)	28%	5
24 -32 hours (3 - 4 days)	22%	4
40 - 48 hours (5 - 6 days)	17%	3
56 -64 hours (7 - 8 days)	0%	0
72 hours or more (9 days or more)	33%	6

3. What is the minimum service requirement before an employee is eligible for paid personal time?

	Percentage	Company Responses
No service requirement	52%	16
2 months or less	0%	0
3 months	29%	9
4 - 5 months	0%	0
6 months	6%	2
7 - 11 months	0%	0
12 months	6%	2
More than 12 months	6%	2

PERSONAL TIME OFF

4. How do you calculate pay in a week in which paid personal time off occurs?

	Percentage	Company Responses
Personal time counts as time worked for purposes of overtime	13%	4
Personal time does not count as time worked	87%	26

5. What is the company's policy regarding the carry-over or reimbursement of unused paid personal time?

	Percentage	Company Responses
May carry-over all unused personal time	11%	3
May carry-over limited amount of unused personal time	32%	9
Reimbursed for all unused personal time	7%	2
Reimbursed for limited amount of unused personal time	0%	0
No carry-over or reimbursement permitted	50%	14

6. Does the company set a limit (cap) as to the amount of personal time an employee may accrue?

	Percentage	Company Responses
Yes	65%	17
No	35%	9

7. If the company sets a cap as to the amount of personal time an employee may accrue, what is the cap?

	Percentage	Company Responses
40 hours (1 week)	29%	4
80 hours (2 weeks)	14%	2
120 hours (3 weeks)	0%	0
160 hours (4 weeks)	43%	6
200 hours (5 weeks)	0%	0
240 hours (6 weeks)	7%	1
More than 240 hours (more than 6 weeks)	7%	1

PERSONAL TIME OFF

8. Does the company payout unused personal time off at termination of employment?

	Percentage	Company Responses
Yes, with proper notice	5%	3
Yes, no restrictions	14%	8
No	35%	20
Do not offer personal time off	46%	26

LEAVES OF ABSENCE

1. Does the company grant the following leaves of absence? (Check all that apply.)

	Percentage	Company Responses
Bereavement / funeral leave	94%	83
Personal leave	76%	67
Maternity leave	76%	67
Paternity leave	64%	56
Parental leave	61%	54
Volunteer / community service leave	28%	25

2. How does the company pay employees while on military leave?

	Percentage	Company Responses
Pay difference between military pay and regular pay	13%	11
Regular pay	15%	13
Do not pay for military leave	72%	61

3. If the company does grant paid military leave, which is the maximum number of workdays paid?

	Percentage	Company Responses
5 days or less	4%	1
6 - 9 days	0%	0
10 days	21%	5
11 - 14 days	0%	0
15 days	33%	8
More than 15 days, but not paid for entire length of leave	17%	4
No maximum, paid for entire length of leave	25%	6

LEAVES OF ABSENCE

4. How does the company pay employees for jury duty?

	Percentage	Company Responses
Pay difference between jury duty pay and regular pay	27%	24
Regular pay in addition to jury duty pay	32%	29
No pay granted	31%	28
Other	10%	9

5. If the company pays for jury duty, what is the maximum number of workdays paid?

	Percentage	Company Responses
Less than one (1) week	19%	12
One (1) week	23%	14
Two (2) weeks	16%	10
Three (3) weeks	2%	1
Four (4) weeks	2%	1
More than four (4) weeks, but not paid for entire length of jury duty	2%	1
No maximum, paid for entire length of jury duty	37%	23

LEAVES OF ABSENCE

6. If the company provides paid bereavement / funeral leave, who is included in the definition of “immediate” family? (Check all that apply.)

	Percentage	Company Responses
Employee's parents	100%	81
Employee's siblings	100%	81
Employee's children	100%	81
Employee's spouse	100%	81
Employee's grandparents	84%	68
Employee's grandchildren	72%	58
Employee's aunts, uncles, cousins	32%	26
Spouse's parents	72%	58
Spouse's siblings	58%	47
Spouse's grandparents	52%	42
Spouse's aunts, uncles, cousins	21%	17
Step relations (stepparent, stepchildren, etc.)	67%	54
Person legally acting in one of these capacities	51%	41
Other relative living in the employee's residence	27%	22

7. How does the company pay employees while on bereavement/funeral leave?

	Percentage	Company Responses
Full pay for length of leave	13%	11
Full pay for specified period of time	67%	57
Accrued PTO, vacation and/or sick pay only	8%	7
Do not pay for bereavement/funeral leave	9%	8
Other	2%	2

LEAVES OF ABSENCE

8. What is the maximum number of paid days off for an immediate family member's death?

	Percentage	Company Responses
1 - 2 days	8%	7
3 - 4 days	57%	50
5 - 6 days	18%	16
7 days or more	3%	3
No paid time off	13%	11

9. Does the company grant bereavement / funeral leave for non-immediate family members?

	Percentage	Company Responses
Yes, 1 - 2 days	25%	21
Yes, 3 - 4 days	12%	10
Yes, 5 - 6 days	4%	3
No leave granted for non-immediate family members	59%	49

10. What is the maximum number of paid days off for a non-immediate family member's death?

	Percentage	Company Responses
1 - 2 days	21%	16
3 - 4 days	12%	9
5 - 6 days	0%	0
7 days or more	1%	1
No paid time off	66%	50

11. Does the company require documentation before the employee is paid for bereavement / funeral leave?

	Percentage	Company Responses
Yes, always	16%	13
Sometimes, at management's discretion	35%	29
No	49%	40

LEAVES OF ABSENCE

12. If the company grants personal leave, what is the maximum number of days?

	Percentage	Company Responses
Up to 30 days	32%	18
Up to 60 days	9%	5
Up to 90 days	16%	9
More than 90 days	11%	6
No maximum	33%	19

13. How does the company pay employees while on personal leave?

	Percentage	Company Responses
Full pay for length of leave	3%	2
Full pay for specified period of time	1%	1
Accrued PTO, vacation and/or sick pay only	50%	37
Do not pay for personal leave	45%	33
Other	1%	1

14. If the company grants maternity leave, what is the maximum amount of leave?

	Percentage	Company Responses
Up to 4 weeks	4%	3
Up to 6 weeks	12%	8
Up to 8 weeks	4%	3
Up to 12 weeks	62%	43
More than 12 weeks	4%	3
No maximum	13%	9

LEAVES OF ABSENCE

15. How does the company pay employees while on maternity leave?

	Percentage	Company Responses
Full pay for length of leave	6%	5
Full pay for specified period of time	9%	7
Accrued PTO, vacation and/or sick pay only	47%	37
Do not pay for maternity leave	27%	21
Other	11%	9

16. If the company grants paternity leave, what is the maximum amount of leave?

	Percentage	Company Responses
Up to 4 weeks	11%	7
Up to 6 weeks	16%	10
Up to 8 weeks	3%	2
Up to 12 weeks	55%	34
More than 12 weeks	0%	0
No maximum	15%	9

17. How does the company pay employees while on paternity leave?

	Percentage	Company Responses
Full pay for length of leave	7%	5
Full pay for specified period of time	10%	7
Accrued PTO, vacation and/or sick pay only	49%	35
Do not pay for paternity leave	26%	19
Other	8%	6

LEAVES OF ABSENCE

18. If the company grants parental leave, what is the maximum amount of leave?

	Percentage	Company Responses
Up to 4 weeks	10%	6
Up to 6 weeks	14%	8
Up to 8 weeks	3%	2
Up to 12 weeks	57%	33
More than 12 weeks	0%	0
No maximum	16%	9

19. How does the company pay employees while on parental leave?

	Percentage	Company Responses
Full pay for length of leave	7%	5
Full pay for specified period of time	8%	6
Accrued PTO, vacation and/or sick pay only	47%	34
Do not pay for parental leave	32%	23
Other	7%	5

HEALTH & WELFARE INSURANCE

1. How many hours must an employee be regularly scheduled to work to be considered full-time for benefits eligibility?

	Percentage	Company Responses
Minimum of 40 hours per week	16%	15
Minimum of 35 hours per week	8%	7
Minimum of 30 hours per week	24%	22
Minimum of 25 hours per week	45%	41
Minimum of 20 hours per week	0%	0
Other	3%	3

2. What types of group insurance coverage does the company make available to employees? (Check all that apply.)

	Percentage	Company Responses
Medical	98%	90
Catastrophic medical	20%	18
Health Maintenance Organization (HMO)	40%	37
Preferred Provider Organization (PPO)	72%	66
Point-of-service plan	4%	4
Dental coverage	99%	91
Vision care	98%	90
Short-term disability	68%	63
Long-term disability	59%	54
Group life	75%	69
Accidental Death & Dismemberment (AD&D)	68%	63
Business travel insurance	9%	8

3. Does the company offer domestic partner health insurance?

	Percentage	Company Responses
Yes	67%	60
No	33%	29

HEALTH & WELFARE INSURANCE

4. Is the company self-insured?

	Percentage	Company Responses
Yes	22%	20
No	78%	69

5. If the company offers some form of medical insurance, what is the minimum service requirement before a full-time employee is eligible for medical insurance?

	Percentage	Company Responses
No minimum requirement; eligible on date of hire	9%	8
First of the month following 30 days	23%	21
First of the month following 60 days	45%	41
First of the month following 90 days	11%	10
Other	13%	12

6. Approximately what percentage of the premium for “employee only” medical coverage is paid for by the company?

	Percentage	Company Responses
0%	1%	1
1% - 25%	2%	2
26% - 50%	6%	5
51% - 75%	13%	12
76% - 99%	22%	20
100%	28%	25

HEALTH & WELFARE INSURANCE

7. Approximately what percentage of the premium for “employee + one dependent” medical coverage is paid for by the company?

	Percentage	Company Responses
No dependent coverage offered	24%	21
0%	8%	7
1% - 25%	9%	8
26% - 50%	21%	18
51% - 75%	24%	21
76% - 99%	13%	11
100%	1%	1

8. Approximately what percentage of the premium for “employee + two or more dependents” medical coverage is paid for by the company?

	Percentage	Company Responses
No dependent coverage offered	26%	22
0%	7%	6
1% - 25%	14%	12
26% - 50%	16%	14
51% - 75%	24%	21
76% - 99%	12%	10
100%	1%	1

9. Does the company offer prescription drug coverage to full-time employees?

	Percentage	Company Responses
Yes, under regular medical insurance plan	88%	79
Yes, as a separate plan with separate provisions for payment	0%	0
Yes, under major medical plan	4%	4
Yes, other	2%	2
No	6%	5

DENTAL INSURANCE

1. Does the company offer group dental coverage?

	Percentage	Company Responses
Yes, under a separate basic dental insurance plan	81%	74
Yes, as part of a primary medical plan	18%	16
No	1%	1

2. What is the minimum service requirement for a new employee to be eligible for group dental insurance?

	Percentage	Company Responses
No service requirement; eligible on date of hire	8%	7
First of the month following 30 days	22%	20
First of the month following 60 days	46%	41
First of the month following 90 days	11%	10
Other	13%	12

3. Approximately what percentage of the premium for “employee-only” dental insurance is paid for by the company?

	Percentage	Company Responses
0%	23%	20
25% or less	7%	6
26% - 50%	9%	8
51% - 75%	13%	11
76% to 99%	17%	15
100%	31%	27

DENTAL INSURANCE

4. Approximately what percentage of the premium for “employee + one dependent” dental insurance is paid for by the company?

	Percentage	Company Responses
No dependent coverage offered	22%	19
0%	21%	18
25% or less	8%	7
26% - 50%	17%	15
51% - 75%	23%	20
76% to 99%	6%	5
100%	2%	2

5. Approximately what percentage of the premium for “employee + two or more dependents” dental insurance is paid for by the company?

	Percentage	Company Responses
No dependent coverage offered	22%	19
0%	21%	18
25% or less	12%	10
26% - 50%	15%	13
51% - 75%	23%	20
76% to 99%	5%	4
100%	2%	2

SHORT-TERM DISABILITY

1. Does the company offer short-term disability insurance to full-time employees?

	Percentage	Company Responses
Yes	65%	60
No	35%	32

2. How is the premium for short-term disability paid?

	Percentage	Company Responses
100% company paid	42%	25
Cost shared by company and employee	7%	4
100% employee paid	52%	31

3. What is the minimum service requirement for a full-time employee to be eligible for short-term disability?

	Percentage	Company Responses
No service requirement; eligible on date of hire	21%	12
First of the month following 30 days	28%	16
First of the month following 60 days	28%	16
First of the month following 90 days	16%	9
More than 90 days	9%	5

4. What is the maximum weekly benefit amount?

	Percentage	Company Responses
Less than \$149	0%	0
\$150 - \$199	8%	4
\$200 or more	45%	22
Percentage of pay depending on length of service	47%	23

SHORT-TERM DISABILITY

5. How is the amount of weekly benefit determined? (Check all that apply.)

	Percentage	Company Responses
Uniform for all employees	52%	27
Graduated according to pay	38%	20
Graduated according to job	4%	2
Graduated according to service	0%	0
Graduated according to pay and service	10%	5
Other	12%	6

6. If weekly benefits are a percentage of pay, what is the percentage?

	Percentage	Company Responses
59% or less	16%	7
60% - 69%	73%	32
70% or more	11%	5

7. How long do short-term disability benefits continue?

	Percentage	Company Responses
Less than 13 weeks	58%	30
13 - 25 weeks	17%	9
26 weeks or more	12%	6
Based on length of service	2%	1
Other	12%	6

LONG-TERM DISABILITY

1. Does the company offer long-term disability insurance to full-time employees?

	Percentage	Company Responses
Yes	55%	49
No	45%	40

2. What is the minimum service requirement for a full-time employee to be eligible for long-term disability?

	Percentage	Company Responses
No service requirement; eligible on date of hire	21%	10
First of the month following 30 days	32%	15
First of the month following 60 days	21%	10
First of the month following 90 days	17%	8
More than 90 days	9%	4

3. How is the premium for long-term disability paid?

	Percentage	Company Responses
100% company paid	61%	30
Cost shared by company and employee	6%	3
100% employee paid	33%	16

4. What is the maximum weekly benefit amount?

	Percentage	Company Responses
Less than \$149	0%	0
\$150 - \$199	5%	2
\$200 or more	29%	12
Percentage of pay	66%	27

LONG-TERM DISABILITY

5. How is the amount of weekly benefit determined? (Check all that apply.)

	Percentage	Company Responses
Uniform for all employees	50%	21
Graduated according to pay	29%	12
Graduated according to job	7%	3
Graduated according to service	0%	0
Graduated according to pay and service	14%	6
Other	10%	4

6. If the weekly benefits are a percentage of pay, what is the percentage?

	Percentage	Company Responses
59% or less	11%	4
60% - 69%	83%	29
70% or more	6%	2

7. What is the maximum duration of long-term disability benefits? (Check all that apply.)

	Percentage	Company Responses
Set number of years	25%	10
Until age 65	40%	16
Until age 70	8%	3
Lifetime payments	0%	0
Based on age at beginning of disability	15%	6
Other	23%	9

LIFE INSURANCE

1. Does the company offer group term life insurance to full-time employees?

	Percentage	Company Responses
Yes	79%	71
No	21%	19

2. What is the minimum service requirement before an employee is eligible for life insurance coverage?

	Percentage	Company Responses
No service requirement; eligible on date of hire	18%	12
First of the month following 30 days	26%	18
First of the month following 60 days	35%	24
First of the month following 90 days	16%	11
More than 90 days	4%	3

3. What is the value of basic life insurance?

	Percentage	Company Responses
\$10,000 or less	23%	15
\$10,001 - \$20,000	8%	5
\$20,001 - \$30,000	23%	15
\$30,001 or more	45%	29

4. What is the amount of basic life insurance as a percentage of pay?

	Percentage	Company Responses
One (1) times the employee's annual pay	61%	17
One and one-half (1.5) times the employee's annual pay	11%	3
Two (2) times the employee's annual pay	21%	6
More than two (2) times the employee's annual pay	7%	2

LIFE INSURANCE

5. How is the premium for basic life insurance paid?

	Percentage	Company Responses
100% company paid	83%	58
Shared by employee and company	3%	2
100% employee paid	14%	10

6. Does the company provide dependent life insurance coverage to full-time employees?

	Percentage	Company Responses
Yes	54%	39
No	46%	33

7. How is the premium for dependent life insurance paid?

	Percentage	Company Responses
100% company paid	17%	8
Shared by employee and company	4%	2
100% employee paid	78%	36

8. Does the company provide supplemental life insurance coverage to full-time employees?

	Percentage	Company Responses
Yes	62%	43
No	38%	26

9. How is the premium for supplemental life insurance paid?

	Percentage	Company Responses
100% company paid	0%	0
Shared by company and employee	4%	2
100% employee paid	96%	44

AD&D INSURANCE

1. Does the company provide AD&D insurance coverage to full-time employees?

	Percentage	Company Responses
Yes	66%	58
No	34%	30

2. How is premium for AD&D paid?

	Percentage	Company Responses
100% company paid	66%	38
Shared by employee and company	5%	3
100% employee paid	29%	17

3. What is the minimum service requirement before an employee is eligible for AD&D insurance coverage?

	Percentage	Company Responses
No service requirement; eligible on date of hire	18%	10
First of the month following 30 days	22%	12
First of the month following 60 days	36%	20
First of the month following 90 days	16%	9
6 months	4%	2
More than 6 months	4%	2

4. If the amount of coverage is uniform for all employees, what is the coverage amount?

	Percentage	Company Responses
\$7,500 or less	5%	2
\$7,501 - \$10,000	16%	6
More than \$10,000	79%	30

AD&D INSURANCE

5. If the amount of coverage is a percentage of pay, what is the percentage?

	Percentage	Company Responses
One (1) times the employee's annual pay	48%	12
One and one-half (1.5) times the employee's annual pay	20%	5
Two (2) times the employee's annual pay	20%	5
More than two (2) times the employee's annual pay	12%	3

FLEXIBLE BENEFITS

1. Does the company have flexible benefits plan?

	Percentage	Company Responses
Yes, full cafeteria plan	27%	23
Yes, with alternative choices	14%	12
No	59%	50

2. Is the company's flexible benefits plan set up to allow for Section 125 deductions?

	Percentage	Company Responses
Yes	63%	31
No	37%	18

3. What core benefits are provided in the company's flex plan? (Check all that apply.)

	Percentage	Company Responses
Pension	6%	2
Medical insurance	75%	27
Disability insurance	36%	13
Life insurance	42%	15
Savings / investment plan	50%	18
Vacation	11%	4
Child care	36%	13
Other	22%	8

4. Does the company have a thrift / savings or investment plan for employees? (Check all that apply.)

	Percentage	Company Responses
Yes, 401(k)	69%	53
Yes, other	12%	9
No	22%	17

FLEXIBLE BENEFITS

5. What minimum vesting schedule does the company follow for this plan?

	Percentage	Company Responses
Immediate vesting	27%	17
1 - 2 years of service	29%	18
3 - 4 years of service	11%	7
5 years of service	21%	13
More than 5 years of service	8%	5
Other	5%	3

6. In this plan, what is the basis of the company's match of employee contributions for an employee who has one year of service?

	Percentage	Company Responses
No matching employer contribution	24%	10
\$0.25 or less for each employee dollar contributed	22%	9
\$0.26 - \$0.50 for each employee dollar contributed	15%	6
\$0.51 - \$0.75 for each employee dollar contributed	10%	4
\$0.76 or more for each employee dollar contributed	29%	12

7. What is the maximum percentage of pay to which the company will match the employee's contribution?

	Percentage	Company Responses
No matching employer contribution	7%	4
3% or less	35%	21
4%	32%	19
5%	10%	6
6%	8%	5
More than 6%	8%	5

FLEXIBLE BENEFITS

8. Does the company have an employee stock ownership plan?

	Percentage	Company Responses
Yes	4%	3
No	96%	72

9. Does the company provide a pension retirement plan for the majority of each employee group?

	Percentage	Company Responses
Yes, exempt employees only	0%	0
Yes, non-exempt employees only	0%	0
Yes, both exempt and non-exempt employees	18%	13
No	82%	61

10. Does the company's pension retirement plan allow for employee contributions?

	Percentage	Company Responses
Yes	26%	12
No	74%	34

11. What type of pension plan does the company provide?

	Percentage	Company Responses
Defined benefit plan; a plan providing benefits based on length of service and pay under a formula	18%	2
Defined contribution plan; a plan that provides certain contributions to be credited to an individual employee's account	45%	5
Combination of both	36%	4

SEVERANCE PAY

1. Does the company ever grant some form of severance pay (other than earned vacation or other time-off benefits) to employees who are terminated (except in cases of poor performance or misconduct)?

	Percentage	Company Responses
Yes	53%	47
No	47%	42

2. If yes, how is the pay amount determined?

	Percentage	Company Responses
Number of weeks per year of service	29%	14
Management discretion	67%	33
Other	4%	2

3. If based on a certain number of weeks per year of service, what is the formula?

	Percentage	Company Responses
Less than one week pay per year of service	6%	1
One week pay per year of service	69%	11
Two weeks pay per year of service	13%	2
More than two weeks pay per year of service	13%	2

4. If there is a maximum number of weeks' pay allowed under the severance plan, what is the maximum?

	Percentage	Company Responses
Less than 13 weeks	54%	7
13 weeks	15%	2
26 weeks	23%	3
52 weeks	8%	1
78 weeks	0%	0
More than 78 weeks	0%	0

SEVERANCE PAY

5. If there is a minimum number of weeks' pay allowed under the severance plan, what is the minimum?

	Percentage	Company Responses
2 weeks or less	78%	14
4 weeks	11%	2
8 weeks	0%	0
12 weeks	0%	0
Other	11%	2

SAFETY

1. What methods does the company use to promote safe practices? (Check all that apply.)

	Percentage	Company Responses
Safety committee	60%	50
Safety Director / Manager	50%	42
Employee classroom instruction	40%	34
Protective equipment	65%	55
Equipment standards program	38%	32
Safety inspection program	62%	52
Fire-fighting training, equipment, and procedures	21%	18
First aid training	45%	38
CPR training	44%	37
Safety-oriented movie / DVD	36%	30
Written formal safety program	76%	64
Posters and flyers	76%	64
Safety contest	13%	11
Other	17%	14

2. For which of the following does the company have a formal emergency plan established? (Check all that apply.)

	Percentage	Company Responses
Fire	81%	60
Severe weather / natural disaster	61%	45
Riot	18%	13
Bomb threat	38%	28
Armed robbery	28%	21
In-house toxic spill	31%	23
General evacuation	84%	62
Workplace violence	66%	49
Pandemic / infectious / communicable diseases	51%	38
Utility interruption	34%	25
Other	18%	13

SAFETY

3. How do you typically handle medical emergencies?

	Percentage	Company Responses
In-house medical staff (nurse / doctor)	2%	2
Emergency response team	11%	9
Outside medical service contract	9%	8
Security staff	2%	2
911	75%	64

4. If you require the use of specific safety-related equipment or apparel, which of the following does the company subsidize or provide? (Check all that apply.)

	Percentage	Company Responses
Non-specialty safety toe protective footwear	64%	25
Non-specialty prescription safety eyewear	64%	25
Ordinary sunglasses	5%	2
Ordinary cold weather or rain gear	31%	12
Back belts	23%	9

5. How do you typically subsidize the purchase of safety equipment?

	Percentage	Company Responses
Company provides necessary equipment	83%	53
Company and employee share cost	11%	7
Company reimburses full cost	6%	4

SAFETY

6. What emergency first aid equipment is on the company premises? (Check all that apply.)

	Percentage	Company Responses
First aid kits	100%	86
Oxygen / respiratory equipment	20%	17
Eye wash stations or showers	56%	48
Wheelchairs / stretchers	16%	14
Life lines	3%	3
Gas detection meters	22%	19
Burn kits and dressings	38%	33
Defibrillators	38%	33

7. Does the company have an established modified duty return-to-work program for employees?

	Percentage	Company Responses
Yes, only if injury is work-related	40%	32
Yes, regardless of type of injury	37%	30
No	23%	19

MISCELLANEOUS

1. Check those items that the company provides. (Check all that apply.)

	Percentage	Company Responses
Annual employee parties / outings	81%	71
Bonuses	78%	69
Holiday gift (turkey, fruit basket, etc.)	52%	46
Free meals	51%	45
Credit unions	2%	2
Education reimbursement	50%	44
Employee Assistance Program (EAP)	58%	51
Employee discounts or purchasing privileges	33%	29
Employee newsletter	31%	27
Employee service awards	42%	37
Formal suggestion system awards	8%	7
Profit sharing	11%	10
Telecommuting	42%	37
Student loan repayment assistance	8%	7
On-site childcare	3%	3
Childcare subsidies	1%	1
Health club membership	8%	7
Pet insurance or leave	13%	11
Employee opinion / attitude surveys	43%	38
Mileage reimbursement	70%	62

2. If the company offers mileage reimbursement, how does the company reimburse employees for use of their own cars on company business?

	Percentage	Company Responses
A uniform monthly car allowance is reimbursed	8%	5
A certain number of cents per mile is reimbursed	86%	54
Other	6%	4

MISCELLANEOUS

3. If reimbursed by cents per mile, how many cents per mile is reimbursed?

	Percentage	Company Responses
\$0.25 or less	0%	0
\$0.26 - \$0.29	2%	1
\$0.30 - \$0.33	0%	0
\$0.34 - \$0.37	2%	1
\$0.38 - \$0.40	2%	1
over \$0.40	5%	3
Whatever the IRS standard mileage rate is	91%	58

PART-TIME EMPLOYEE BENEFITS

1. Does the company employ part-time employees?

	Percentage	Company Responses
Yes	70%	62
No	30%	27

2. How many hours per week do the part-time employees work in order to be considered part-time?

	Percentage	Company Responses
Up to 39 hours	6%	4
Up to 35 hours	2%	1
Up to 30 hours	8%	5
Up to 25 hours	50%	32
Up to 20 hours	17%	11
Other	11%	7

PART-TIME EMPLOYEE BENEFITS

3. Indicate which benefits the company offers to part-time employees: (Check all that apply.)

	Percentage	Company Responses
The company does not provide any benefits for part-time employees	60%	29
Paid holidays	63%	30
Paid time off (PTO)	25%	12
Paid vacation	31%	15
Paid sick days	6%	3
Paid personal days	8%	4
Paid maternity / paternity leave	8%	4
Paid parental leave	31%	15
Paid jury duty	33%	16
Paid funeral / bereavement leave	17%	8
Medical insurance	19%	9
Dental insurance	19%	9
Vision insurance	13%	6
Short-term disability	8%	4
Long-term disability	17%	8
AD&D insurance	27%	13
Life insurance	60%	29

4. Do part-time employees pay more than full-time employees for the same benefits?

	Percentage	Company Responses
Yes	8%	4
No	92%	49

PAY CHANGE

1. What was the average pay change for exempt positions over the previous 12 months?

	Percentage	Company Responses
0%	9%	7
0.5%	3%	2
1%	0%	0
1.5%	1%	1
2%	4%	3
2.5%	5%	4
3%	38%	30
3.5%	1%	1
4%	12%	9
4.5%	1%	1
5%	15%	12
5.5%	0%	0
6%	3%	2
6.5%	0%	0
7%	1%	1
7.5%	0%	0
8%	0%	0
8.5%	0%	0
9%	1%	1
9.5%	0%	0
10%	3%	2
More than 10%	3%	2

Average

3.6

PAY CHANGE

2. What was the average pay change for non-exempt positions over the previous 12 months?

	<u>Percentage</u>	<u>Company Responses</u>
0%	4%	3
0.5%	1%	1
1%	0%	0
1.5%	3%	2
2%	5%	4
2.5%	8%	6
3%	38%	29
3.5%	4%	3
4%	16%	12
4.5%	4%	3
5%	5%	4
5.5%	1%	1
6%	3%	2
6.5%	0%	0
7%	1%	1
7.5%	0%	0
8%	1%	1
8.5%	1%	1
9%	0%	0
9.5%	0%	0
10%	3%	2
More than 10%	1%	1

Average

3.7

PAY CHANGE

3. What does the pay increase consist of?

Exempt Positions

	Merit-based Increase		General Increase (including COLA and across the board)	
	Percentage	Company Responses	Percentage	Company Responses
0%	15%	9	31%	13
0.5%	3%	2	0%	0
1%	2%	1	2%	1
1.5%	2%	1	0%	0
2%	5%	3	14%	6
2.5%	2%	1	7%	3
3%	36%	21	26%	11
3.5%	2%	1	0%	0
4%	8%	5	10%	4
4.5%	0%	0	2%	1
5%	12%	7	2%	1
5.5%	0%	0	0%	0
6%	3%	2	0%	0
6.5%	0%	0	0%	0
7%	2%	1	0%	0
7.5%	0%	0	0%	0
8%	2%	1	0%	0
8.5%	0%	0	0%	0
9%	2%	1	0%	0
9.5%	0%	0	0%	0
10%	0%	0	5%	2
More than 10%	5%	3	0%	0
Average		3.4		2.4

PAY CHANGE

3. What does the pay increase consist of?

Non-Exempt Positions

	Merit-based Increase		General Increase (including COLA and across the board)	
	Percentage	Company Responses	Percentage	Company Responses
0%	11%	6	24%	10
0.5%	2%	1	2%	1
1%	0%	0	0%	0
1.5%	2%	1	0%	0
2%	7%	4	12%	5
2.5%	4%	2	10%	4
3%	38%	21	24%	10
3.5%	5%	3	0%	0
4%	14%	8	7%	3
4.5%	2%	1	5%	2
5%	2%	1	5%	2
5.5%	0%	0	0%	0
6%	4%	2	2%	1
6.5%	0%	0	0%	0
7%	2%	1	2%	1
7.5%	0%	0	0%	0
8%	0%	0	2%	1
8.5%	2%	1	0%	0
9%	0%	0	0%	0
9.5%	0%	0	0%	0
10%	0%	0	0%	0
More than 10%	7%	4	2%	1
Average		3.6		2.8

PAY CHANGE

4. What is the effective date of your salary range movement?

	Exempt Positions		Non-Exempt Positions	
	Percentage	Company Responses	Percentage	Company Responses
1 st Calendar Quarter	91%	20	77%	17
2 nd Calendar Quarter	90%	9	100%	10
3 rd Calendar Quarter	80%	8	90%	9
4 th Calendar Quarter	100%	6	83%	5
Employee's Anniversary Date	84%	16	95%	18
As Needed	89%	24	100%	27

PAY CHANGE

5. What is the anticipated increase for the next 12 months?

Exempt Positions

	Planned Merit-based Increase		Planned Salary Range Adjustment	
	Percentage	Company Responses	Percentage	Company Responses
0%	10%	6	40%	16
0.5%	2%	1	0%	0
1%	3%	2	3%	1
1.5%	3%	2	0%	0
2%	10%	6	10%	4
2.5%	3%	2	3%	1
3%	38%	23	33%	13
3.5%	2%	1	0%	0
4%	10%	6	5%	2
4.5%	0%	0	0%	0
5%	17%	10	5%	2
5.5%	0%	0	0%	0
6%	0%	0	0%	0
6.5%	0%	0	0%	0
7%	2%	1	0%	0
7.5%	0%	0	0%	0
8%	0%	0	0%	0
8.5%	0%	0	0%	0
9%	0%	0	3%	1
9.5%	0%	0	0%	0
10%	0%	0	0%	0
More than 10%	0%	0	0%	0
Average		2.9		1.9

PAY CHANGE

5. What is the anticipated increase for the next 12 months?

Non-Exempt Positions

	Planned Merit-based Increase		Planned Salary Range Adjustment	
	Percentage	Company Responses	Percentage	Company Responses
0%	10%	6	36%	14
0.5%	2%	1	3%	1
1%	2%	1	3%	1
1.5%	2%	1	0%	0
2%	16%	9	10%	4
2.5%	3%	2	3%	1
3%	38%	22	33%	13
3.5%	3%	2	3%	1
4%	9%	5	3%	1
4.5%	2%	1	0%	0
5%	12%	7	5%	2
5.5%	0%	0	0%	0
6%	2%	1	3%	1
6.5%	0%	0	0%	0
7%	0%	0	0%	0
7.5%	0%	0	0%	0
8%	0%	0	0%	0
8.5%	0%	0	0%	0
9%	0%	0	0%	0
9.5%	0%	0	0%	0
10%	0%	0	0%	0
More than 10%	0%	0	0%	0
Average		2.8		1.9