

## PRE-SURVEY CHECKLIST

The pre-survey checklist is available to help you organize the data needed to complete the survey and facilitate you through the questionnaire. Please note that the Wage and Compensation Survey 2019 is based on conditionality. Your exposure to sections and questions will be based on your responses. CAMC has also scheduled two webinars to address potential questions that may arise.

### ❑ **SECTION 1: BASIC INFORMATION ( 5 Questions)**

The first section collects basic information on the *company's background and survey taker*. Please use the following guidelines for the questions below:

**Q1.3:** Requires you to input the number of sites and plants ONLY within CAMC's service areas of the following counties: Ingham, Clinton, Eaton, Shiawassee, Livingston

**Q1.4:** Requires you to select the NAICS (North American Industry Classification System) code that best applies to your company. To learn more about the codes, please refer to the descriptions list the link [here](#).

### ❑ **SECTION 2: EMPLOYMENT TYPE ( 5 Questions)**

The second section collects information on the type of workforce employed by your company. You could save time by gathering data beforehand, such as *hiring categories, the total number of employees within those categories, the average workforce age, and the percentage of temporary staff*. Please use the following guidelines for the questions below:

**Q2.2 and Q2.3:** Please select the average biological age of your employees, not their average employment time with the company.

### ❑ **SECTION 3: PAY AND SCHEDULE TYPE ( 21 Questions)**

The third section collects information on how employee pay is compensated based on performance and schedule type.

To save time, we recommend gathering the following data beforehand - *shift premiums for the second, third, and weekend shifts*. Please use the following guidelines for the questions below:

**Q3.5:** Answer Choice Descriptions:

a) Review Market Comparables: If you review the salaries of your employees by comparing them against roles at other companies with similar characteristics.

- b) Balance Loyalty and Merit: If you use the length of employment tenure to calculate compensation raise.
- c) Recognize Value: If you raise salaries by recognizing the talent of employees who go above and beyond.
- d) Goal-Oriented Evaluations: If you qualify employees for a pay raise by setting goals as a way to measure success.
- e) Employee Self-Assessment: If you consider objective self-performance evaluation of employees as a basis for pay raises.

**Q3.8, Q3.9, Q3.10, Q3.11:** Please use the following example to understand the correct answer format:

\$ / Hour : 0.75, 1.00, 1.50 etc

% / Hour : 6, 7.5 etc.

#### ❑ **SECTION 4: PLANT SHUTDOWN ( 3 Questions)**

The fourth section collects information about the compensation during plant shutdown periods. If the questions do not apply to your company, please select 'no' in Q4.1 in order to proceed to Section 5.

We suggest using the following guidelines for the questions below:

**Q4.2 and Q4.3:** Please limit your response to 20 words.

#### ❑ **SECTION 5: RETIREMENT BENEFITS ( 5 Questions)**

The fifth section collects information on the retirement benefits offered by your company. To save time, we highly recommend knowing your *company's maximum contribution to employee 401(K) plan*. Please use the following guidelines for the questions below:

**Q5.5:** Refer to the following [article](#) to understand the answer choices

#### ❑ **SECTION 6: HEALTH INSURANCE BENEFITS ( 19 Questions)**

The sixth section collects key information on the health care benefits offered by your company.

To save time, please gather the following data - *type of health care plan, health care savings account, prescription coverage, employer contribution to the plan, employee contribution to the plan, deductibles, dental and vision coverage (if applicable), Short and Long-term disability insurance (if applicable)*.

❑ **SECTION 7: PAID LEAVE BENEFITS ( 8 Questions)**

The seventh section is about paid leave benefits. We highly recommend knowing the following information beforehand: *the type of paid leave program offered by your company, time-off benefits based on length of service, and carrying over policy.*

❑ **SECTION 8: OTHER BENEFIT OFFERINGS AND INCENTIVES ( 4 Questions)**

The eighth section collects information about some miscellaneous benefits offered by your company. Key information to gather in the section, if applicable, is about *the tuition assistance program and perfect attendance bonus program.*

We suggest using the following guidelines for the questions below:

**Q8.2 and Q8.3:** Please limit your response to 20 words.

❑ **SECTION 9: OCCUPATION WAGE SUMMARY ( 1 Question)**

Finally, for the last question, please enter the actual wages and number of workers for every level of each position. Any boxes corresponding with positions your company does not have and/or does not have salary information on at this time should be left blank. You may refer to the following [article](#) to learn how to convert a salary to an hourly range.