

2017 Chippewa Valley & Coulee Region Wage Survey Eau Claire-Chippewa-Dunn-Barron-La Crosse

Distributed March 20, Due May 20, copies available July 20

INSTRUCTIONS – PLEASE READ CAREFULLY!!

WAGE SURVEY FORMS: All industry data-collection forms are in ONE easy-to-use alphabetical format.

DATA IS REPORTED BY INDUSTRY GROUP – General Business, Manufacturing, Healthcare, Financial Institutions, Non-Profit.

A. DUE DATE: Surveys are due back to the Eau Claire Chamber by **MAY 20, 2017** for *confidential* data entry

B. DATA-COLLECTION DETAILS: The survey includes descriptions on 150 common jobs in our area. Here is important information for completing it correctly:

- 1. Complete the form based on your actual compensation data as of APRIL 1, 2017.**
2. Compare your job descriptions to the short job descriptions in the survey – NOT THE JOB TITLE. Indicate how closely *your* job description matches that in our description. This will be used to refine descriptions in the future. **We added one new new job, revised one job, and deleted two positions this year based on the 2016 results, so please check them carefully again this year.**

Revised: Payroll Clerk

New: Payroll Administrator

It is UNLIKELY that you will be able to match all your jobs to these survey descriptions. If you have a job that doesn't fit, DO NOT REPORT IT. We are capturing common jobs, and due to time, cost, and relevance constraints, we can't report on every job title or description that exists in our reporting area.

3. The survey covers REGULAR employees only – not temporary or contract workers. It DOES include full-time and part-time employees.
4. **USE HOURLY RATES ONLY.** Easy for hourly employees. For salaried employees, calculate an hourly rate by dividing their annual salary by the 2,080 hours normally worked in a year for full-timers (40 hours X 52 weeks - or other appropriate hours worked per year). **For jobs with base pay and commissions, add them together and divide by 2,080 hours to calculate an hourly rate of pay.**

5. Only report job information for our geographic areas in western Wisconsin (areas surrounding Eau Claire-Chippewa-Dunn-Barron-La Crosse) – do not report numbers for employees that work outside of this area.

C. THE FORM – DETAILS AND DEFINITIONS

1. The **COVER SHEET/ORDER FORM** asks for Company name and contact person in case we need to call and clarify information (unlikely, but possible), and in order to verify your participation so you receive the discounted participant price. This sheet also acts as an INVOICE if you would like to order your copy now. This page will be separated from the detailed wage information as soon as it is received at the Eau Claire Chamber office, so the data entry person has no idea whose information they are entering. **CONFIDENTIALITY** is absolutely assured.
2. The remaining forms are for individual job information. Please check them **carefully** and **match the JOB DESCRIPTION to your jobs** – do **not** go strictly on job titles!
3. **Degree of Match:** Indicate “degree of match” – this lets us know how closely your job description matches the one we provided and will be reported in the results. It will also help us refine job descriptions for next year’s survey.
4. **PAY DATA:** In order to get *statistically accurate information*, we need to collect **individual** pay rates for each employee. We can then provide you with 25th, 50th, and 75th percentile statistics, as well as true weighted averages (not just averages of averages).
 - a. **On the paper forms** you can record multiple numbers of employees who have the same rate of pay on one line, as well as individual pay data for single-incumbent jobs, or for multiple pay rates for the same job. There is room for up to 15 different employees and/or pay rates on the paper forms, and if you need more room, there is an extra sheet you can copy at the back of the survey.
 - b. **For the Excel® electronic form**, just **insert** as many lines as you need for each job title. If you report data electronically, **DO NOT INCLUDE** employee names – just the rates of pay for each person in each job.
5. **Union/Non-union:** Check whether this job is union or non-union.
6. **Exempt/Non-exempt:** Check whether this job is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). The FLSA *requires* that employees in NON-EXEMPT jobs be paid 1.5X overtime for hours worked over 40 in a week (usually paid hourly). Employees in EXEMPT positions are **NOT required** to be paid overtime (usually paid a salary).

- 7. Bonus/Incentive Eligibility:** Indicate if the position is **eligible** for an annual bonus AND/OR a production incentive (usually paid monthly or quarterly). This is just eligibility – NOT whether anyone actually received additional compensation. You could check one, both, or neither of these boxes for any given position. Annual bonuses are typically discretionary cash profit sharing (NOT a contribution to a qualified retirement plan), are based on total company performance, and are paid out at the end of a year. Production incentives are typically based on work actually produced by an individual or group, compared to an established goal. This includes gainsharing and goal-sharing types of plans.
- 8. Pay Range:** If you have established a formal pay range for this position, please indicate the range minimum, midpoint, and maximum. If you do not have an established pay range for a position, **leave it blank**.

Any questions on either the paper/PDF form or the Excel® electronic form, please contact Casey Schumacher at the Eau Claire Chamber for the template and instructions to transmit the file securely if necessary. 715-858-0614

Please e-mail all completed forms to Casey at schumacher@eauclairechamber.org or mail them to Eau Claire Area Chamber of Commerce, Attn: Casey Schumacher, PO Box 1107, Eau Claire, WI 54702.

EXAMPLE of PDF Form:

ACCOUNTANT/CPA: GO										
<i>(Staff Accountant, Certified Public Accountant (CPA), General Accountant, Business Analyst, Cost Accountant, Internal Auditor)</i> Analyze financial information and prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization. May also perform operational, financial, interim, and compliance audits. Reviews records, documents, loans, policies and procedures.										
This job is...(check one) Union _____ Non Union _____		This job is... (check one) Exempt (no OT) _____ Non-Exempt (OT) _____		Degree of Match: Our job is... <i>(check one)</i> Less than this job description _____ Very close match to this job description _____ More than this job description _____						
Eligible for... _____ Annual Bonus <i>(check none, one, or both)</i> _____ Production Incentive										
Compensation Data: Pay Range For This Job: _____Min _____Mid _____Max										
# people	Rate/hr		# people	Rate/hr		# people	Rate/hr		# people	Rate/hr
_____ @ _____			_____ @ _____			_____ @ _____			_____ @ _____	
_____ @ _____			_____ @ _____			_____ @ _____			_____ @ _____	
_____ @ _____			_____ @ _____			_____ @ _____			_____ @ _____	