

2009 Brief Benefit Overview

Questions are divided into three columns for “Production Hourly,” “Office/Clerical, Non-Exempt,” and “Exempt” employees. Please answer either Y (yes) or N (no). On several of the questions, if the answer is Y, you may need to fill in a number or additional information.

	<u>PRODUCTION HOURLY</u>	<u>OFFICE/CLERICAL NON-EXEMPT</u>	<u>EXEMPT</u>
Does your company offer: (Y or N)			
Paid lunch breaks: (if Y, how many minutes)			
Incentive Pay: (if Y, specify basis: individual, team, production)			
Vacation:			
1 week after ___ (years)			
2 weeks after ___ (years)			
3 weeks after ___ (years)			
4 weeks after ___ (years)			
5 weeks after ___ (years)			
6 weeks after ___ (years)			
Paid Holidays: (if Y, how many)			
Waiting Period Eligibility (if Y, how many days)			
Shift Differential: (if Y, show % or \$.00 amount)			
2nd Shift			
3rd Shift			
Weekend/Sunday			
Paid Time Off: (if Y, how many days)			
Funeral/Bereavement (Days)			
Jury Duty			
Military Duty			
Paid Leave of Absences:			
Sick leave (if Y, how many days)			
No. of days out before starting disability coverage			
Short term disability (if Y, covered by company or insurance)			
Long term disability (if Y, covered by company or insurance)			
Personal reasons (if Y show number of days)			
Benefits:			
Pension (if Y, indicate type)			
Defined benefit			
Defined contribution			
Term Life			
Supplemental Life			
Contributory			
401K Plan			
Contributory			
Co. Match %			
Healthcare			
If Y, indicate total cost/employee (Single/Family)/mo			
If Y, indicate percentage co. pays (Single / Family)/mo			
HRAs, HSAs, or other health coverage alternative			
Dental			
Vision			
Short Term Disability			
Long Term Disability			
Tuition reimbursement			
Employee assistance			
Section 125 Plan			
Profit Sharing: (if Y, indicate Benefit Percentage)			
Other			

SALES

CUSTOMER SERVICE REPRESENTATIVE

Provides assistance to customers including information on products and shipments, takes orders enters orders and billing information. May function as an inside sales person, account liaison, account support.

WAGES					
EMPLOYEES					

SALES REPRESENTATIVE

Responsible for direct interface with the customers, growth and development of existing and new business, including national accounts.

WAGES					
EMPLOYEES					

MARKETING MANAGER

Responsible for developing and implementing marketing plan.

WAGES					
EMPLOYEES					

EXECUTIVE

GENERAL MANAGER/CEO/COO

Serves as the top official at the facility.

WAGES					
EMPLOYEES					

ADDITIONAL JOB TITLES

(If you list a job title, *please give a detailed job description*)

TITLE:

DESCRIPTION:

WAGES					
EMPLOYEES					

TITLE:

DESCRIPTION:

WAGES					
EMPLOYEES					

TITLE:

DESCRIPTION:

WAGES					
EMPLOYEES					

TITLE:

DESCRIPTION:

WAGES					
EMPLOYEES					

TITLE:

DESCRIPTION:

WAGES					
EMPLOYEES					

CLERICAL

CLERICAL SUPPORT

May perform any one or a combination of any of the following; copying, collating, filing, answering phone calls, compiling data, processing mail and general support functions.

WAGES					
EMPLOYEES					

RECEPTIONIST/OPERATOR

Operates the facility phone system and/or acts as facility receptionist; may include clerical/administrative duties.

WAGES					
EMPLOYEES					

ADMINISTRATIVE SUPPORT I

Under immediate supervision, performs administrative functions for one or more department head or higher level management.

WAGES					
EMPLOYEES					

ADMINISTRATIVE SUPPORT II

Under general supervision, performs various administrative functions for one or more department heads or high level management.

WAGES					
EMPLOYEES					

OFFICE MANAGER

Manages office functions to include supervision of office personnel.

WAGES					
EMPLOYEES					

HUMAN RESOURCES

HUMAN RESOURCES MANAGER

Responsible for the entire Human Resource department at the facility (may also be responsible for multiple plants).

WAGES					
EMPLOYEES					

HUMAN RESOURCE SPECIALIST

May perform any one or combination of the human resource functions. Reports to a high level human resource position.

WAGES					
EMPLOYEES					

PAYROLL ADMINISTRATOR/SUPPORT

Performs functions relative to the generation of payroll.

WAGES					
EMPLOYEES					

TRAINER/INSTRUCTOR

Conducts training of general, safety or technical nature.

WAGES					
EMPLOYEES					

LEAN SIGMA TRAINER

Conducts training of a specialized nature (i.e., 5S, black belt, continuous improvement etc.)

WAGES					
EMPLOYEES					

ENVIRONMENT/SAFETY

ENVIRONMENTAL AFFAIRS MANAGER

Serves as an on-site resource for environmental requirements.

WAGES					
EMPLOYEES					

SAFETY COORDINATOR

Serves as the on-site resource/trainer for safety requirements. Ensures compliance with all applicable laws and regulations.

May also include security specialists or security personnel, first aid and nurses.

WAGES					
EMPLOYEES					

ACCOUNTANT

ACCOUNTANT

Applies accounting principles and techniques to systematically record, present, and interpret financial data. May be involved in a specific area of accounting such as tax, budget or costs. May be a Generalist.

WAGES					
EMPLOYEES					

ACCOUNTING SUPPORT PERSONNEL

Non-exempt and/or clerical personnel to include accounts receivable, accounts payable, credit, collections, cost accounting and etc...

WAGES					
EMPLOYEES					

BUYER/PURCHASING AGENT

Purchases materials, supplies, or service necessary for the operation of the business or unit.

WAGES					
EMPLOYEES					

CONTROLLER/CHIEF FINANCIAL OFFICER

Top financial officer for the business unit.

WAGES					
EMPLOYEES					

PURCHASING MANAGER

Plans, organizes, directs and controls the activities of buyers, purchasing agents and other purchasing employees.

WAGES					
EMPLOYEES					

INFORMATION SYSTEMS

COMPUTER ANALYST

Designs, programs and maintains complete applications and software. Provides software and operational support to the operating departments; may include both mainframe and personal computer equipment.

WAGES					
EMPLOYEES					

COMPUTER OPERATOR

Monitors and controls computers to process the company's data according to operating instructions.

WAGES					
EMPLOYEES					

INFORMATION SYSTEMS MANAGER

Plans, schedules and coordinates a data processing/MIS operation facility.

WAGES					
EMPLOYEES					

WEBMASTER

Design and/or maintain company website.

WAGES					
EMPLOYEES					

PRODUCTION SUPERINTENDENT

Directly responsible for production product. Supervises shifts and/or first line supervision.

WAGES					
EMPLOYEES					

PRODUCTION MANAGEMENT TRAINEE

Directs and/or controls production crew under supervision.

WAGES					
EMPLOYEES					

FIRST LINE SUPERVISOR

Schedules, directs, and controls activities of a production crew on a shift basis.

WAGES					
EMPLOYEES					

WAREHOUSE/SHIPPING SUPERVISOR

Organizes, directs, controls and coordinates the receipt, storage and dispatch of materials, products, equipment and/or workers of the unit.

WAGES					
EMPLOYEES					

ENGINEERING

ENGINEERING MANAGER

Plans, organizes, directs or coordinates activities in fields such as architecture, engineering, physical sciences, statistics and system analyses.

WAGES					
EMPLOYEES					

PLANT ENGINEER

Plans, organizes and directs engineering activities concerned with the design, cost, construction, installation and maintenance of equipment, machinery and properties in an industrial facility.

WAGES					
EMPLOYEES					

ALL OTHER ENGINEERS

Includes Mechanical, Field Service, Civil, Sales, Project, Manufacturing, Chemists, etc...

WAGES					
EMPLOYEES					

ENGINEERING TECHNICIAN

Assists degreed engineers in analysis, collection, recommendations, project installation, may also be degreed.

WAGES					
EMPLOYEES					

CAD DRAFTSMAN

Uses CAD equipment to provide support to designers by preparing routine layouts, detailing drawings, sketches, diagrams, detailed to include all views and dimensions necessary for manufacture. Solid understanding of drafting techniques and familiarity with engineering technology.

WAGES					
EMPLOYEES					

QUALITY/LABORATORY

LAB TECHNICIAN

Works in a laboratory on projects and experiments relating to R&D, process control and problem analyses.

WAGES				
EMPLOYEES				

QUALITY ASSURANCE MANAGER/SUPERVISOR

Plans, directs, controls and /or supervises all aspects of the quality assurance system. (sampling, inspection, testing)

WAGES				
EMPLOYEES				

QUALITY ASSURANCE INSPECTORS

Performs inspection, testing and grading of parts, products and equipment for defects or deviation from specifications.

WAGES				
EMPLOYEES				

GENERAL/LABORERS

JANITOR

Keeps the building, plant and grounds clean and orderly. Performs routine janitorial duties; may include production area, including sanitizing. May operate standard types of building and ground maintenance equipment.

WAGES				
EMPLOYEES				

GENERAL PRODUCTION NONSPECIFIC

Relatively unskilled employee. Usually entry level. May be a laborer, material mover, painter or helper.

WAGES				
EMPLOYEES				

PACKER/PACKAGERS/PICKERS

Picks, packages, and/or sorts products and materials.

WAGES				
EMPLOYEES				

PRINTING/PRESS OPERATOR

Prints product labels and/or other packaging components using either multi-color or offset print process.

WAGES				
EMPLOYEES				

PRODUCTION SUPPORT

PLANT MANAGER

Directly responsible for the overall plant operation.

WAGES				
EMPLOYEES				

DEPARTMENT MANAGERS

Directs activities of an established production department.

WAGES				
EMPLOYEES				

MAINTENANCE SUPERVISOR

Plans, schedules and directs activities of maintenance personnel.

WAGES				
EMPLOYEES				

PRODUCTION SCHEDULER

Communicates production schedule to all departments and attempts to resolve schedule conflicts.

WAGES				
EMPLOYEES				

TRUCK DRIVERS, HEAVY

Drive tractor-trailer trucks with a capacity of at least three tons to deliver or pick up merchandise/product/materials.

WAGES					
EMPLOYEES					

TRUCK DRIVERS, LIGHT

Drive trucks, vans, or automobiles with less than three ton capacity to pick up/deliver merchandise/product/materials.

WAGES					
EMPLOYEES					

PRODUCTION

ASSEMBLERS & FABRICATORS

Assemble or fit together parts to form completed units or subassemblies. May work at a bench, conveyor line, sewing machine, or on the floor. **They do not perform precision work.**

WAGES					
EMPLOYEES					

CNC OPERATORS (including Tool and Die Makers)

Sets up, programs and operates computer numerical controlled machines that automatically mill, punch, drill, broach or ream metal and/or parts plastic parts. Makes adjustments, monitors to ensure proper functioning, makes general decisions regarding quality, tolerance and operation sequence.

WAGES					
EMPLOYEES					

FORKLIFT OPERATORS

Operates gasoline, electrical or diesel powered industrial forklifts; may include pallet jack operators.

WAGES					
EMPLOYEES					

MACHINE OPERATORS, Entry Level

Operate and tend equipment or machinery to perform product assembly or fabrication.

WAGES					
EMPLOYEES					

MACHINE OPERATORS, Intermediate Level

Requires more than one year of experience to perform the functions of operating and tending equipment or machinery to perform product assembly or fabrication.

WAGES					
EMPLOYEES					

MACHINE OPERATORS, Advanced/Senior Level

Requires three or more years of training/experience to operate and tend equipment or machinery to perform product assembly or fabrication.

WAGES					
EMPLOYEES					

PROCESS OPERATORS

Monitors and operates plant process equipment. May include scheduling, organizing and controlling the preparation of materials going into the process.

WAGES					
EMPLOYEES					

SHIPPER/RECEIVER

Responsible for shipping and/or receiving materials. May include loading/unloading trucks, delivering materials, assisting in shipping/receiving office, making computer entries and other functions to ship and receive products.

WAGES					
EMPLOYEES					

TRADES

CARPENTERS

Construct, erect, install and repair fixtures using carpentry tools and woodworking machines.

WAGES

EMPLOYEES

ELECTRICAL/ ELECTRONIC ASSEMBLERS

Assembles electrical or electronic equipment, devices, or controls.

WAGES

EMPLOYEES

ELECTRICIANS

Install, maintain and repair electrical wiring, equipment and fixtures.

WAGES

EMPLOYEES

ELECTRICAL TECHNICIAN

Electrical and mechanical troubleshooting, repair and/or maintenance.

WAGES

EMPLOYEES

MECHANICAL TECHNICIAN/MILLWRIGHT

Specialized, skilled workers involved in construction, assembly, or maintenance/repair/rebuild of complex industrial machinery or components.

WAGES

EMPLOYEES

MACHINIST

Sets up and operates machine tools. Fit and assemble parts. Fit, assemble, make or repair metal parts, mechanisms, tools or machines.

WAGES

EMPLOYEES

MAINTENANCE HELPER

Assist mechanics and repairers in maintenance, parts replacement, and repair of vehicles and industrial machinery. May be maintenance mechanic or maintenance repairer trainee.

WAGES

EMPLOYEES

MAINTENANCE MECHANICS

Repairs and maintains the operating condition of industrial production and processing machinery.

WAGES

EMPLOYEES

MAINTENANCE REPAIRERS

Keep equipment, mechanical systems and structures in repair. Will possess one or more skills such as plumbing, electrical or carpentry.

WAGES

EMPLOYEES

METAL FABRICATION WORKERS

Fabricates, assembles, installs and repairs sheet and other metal products and equipment.

WAGES

EMPLOYEES

WELDERS/CUTTERS/PIPEFITTERS

Use hand welding and flame cutting equipment to weld together, cut, trim or scarf metal components.

WAGES

EMPLOYEES

PAINTERS

Hand brush or power spray painting for production, identification (stenciling) or maintenance/repair.

WAGES

EMPLOYEES



FIRST COAST
MANUFACTURERS
ASSOCIATION

2009
WAGE & BENEFIT
SURVEY

Company Name:

Completed By / Phone:

*(This information will not be given out—
For internal use only)*



**FIRST COAST
MANUFACTURERS
ASSOCIATION**

TO: FCMA Manufacturing Members
RE: FCMA 2009 Wage & Benefit Survey

Dear Survey Participant:

We are conducting the annual FCMA Wage and Benefit Survey for manufacturers ONLY. Our goal is to collect the information and disseminate it so that you can make decisions regarding where you currently stand and what adjustments you would like to make to your own wage and benefit package. Please understand there will be no interpretation or conclusions drawn from the information given on the part of the survey administrators. We will only provide the data as reported by category. Information reported will be held in the strictest confidence.

Report those employees where the job duties match those of the occupation listed. If the job duties do not substantially match, then don't report that employee. When reporting information please list the wage rate on a per hour basis and underneath that, the number of employees you have that are paid that specific wage rate. Use a separate entry for a change in rate. Following is an example:

ACCOUNTANT:

Wages	\$10.50	11.25	15.50
Employees	2	3	5

Please report only base wages. Do not include bonus or incentive pay. Calculate and report all wages as an hourly rate. If an employee is salaried, hourly rate is computed by dividing the annual salary by 2080 (hours). We have included an area for you to report jobs that are not included. Please be sure to include a complete job description.

The benefit portion of the survey has been broken down into three areas: *Production Hourly, Non-Exempt (Office & Clerical); and, Exempt*. If you have questions regarding the survey or require assistance, please contact the First Coast Manufacturers Association at (904) 296-9664. Email all responses no later than **June 26** to debbie@fcmaweb.com or information@fcmaweb.com. If you prefer, you may print out only those pages completed and return by mail or fax to:

First Coast Manufacturers Association
4215 Southpoint Blvd., Suite #140
Jacksonville, FL 32216
Fax (904) 296-9644

Remember--the information you report will be treated with the strictest of confidence. Results will be published in summary only and no individual company information will be divulged. Please give us your comments on how we may improve this survey. Your participation is appreciated. Survey results should be available by the end of July and will be furnished to all survey participants free of charge. Non-participating FCMA members will be charged \$75. This survey is not for sale to non-members.

Thank you for completing the survey!