

Addison County Economic Development Corporation

2003

Regional Employment Compensation Survey

Addison County Economic Development Corp.

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*Addison County Economic Development Corporation
would like to take this opportunity to thank all
of the businesses who took the time
to complete the survey this year.*

Introduction:

Earlier this year, Addison County Economic Development Corporation distributed the regional employment compensation survey to companies throughout the county. The resulting information has been compiled to provide aggregate comparative data by job classification, company size, and - to a lesser degree - industry sector. Responding companies, as a group employing approximately 12% of the Addison County workforce, represent a variety of industry sectors such as Municipal, Retail, Construction, Finance & Insurance, and Manufacturing & Wholesale Distribution. Responding companies from the latter sector represent nearly 60% of the Manufacturing & Wholesale Distribution workforce in the county. We are therefore pleased to present breakout data in most sections of the report from this sector only, honoring our commitment to protect the proprietary information of reporting companies representing other industry sectors. We represent this information as no more than a "snapshot" of compensation and benefit data for the region, and we hope it will be helpful in planning for future employment needs.

(A). Background Data: source VT Department of Employment & Training

Quick Stats			
Unemployment Rate			
Seasonally Adjusted			
	Dec 2002	Nov 2002	Dec 2001
Vermont	4.2%	4.0%	4.3%
New England	4.9%	4.7%	4.3%
United States	6.0%	6.0%	5.8%
Next Vermont release : March 11			
Other Vt areas & months...			
Consumer Price Index			
	United States		
	Dec 2002	Nov 2002	Avg 2002
Index	180.9	181.3	179.9
Year Chg	2.4%	2.2%	1.6%
Next release: February 21			
For a 10 year table click here and select "U.S. All items, 1982-84=100".			

COMPARISON OF NEW ENGLAND AND NATIONAL EMPLOYMENT AND WAGES *			
2001			
	Employment	Total Wages (000)	Annual Avg. Wage
UNITED STATES	129,635,800	\$4,695,225,123	\$36,214
CONNECTICUT	1,665,607	\$78,272,099	\$46,963
MAINE	593,166	\$17,092,043	\$28,815
MASSACHUSETTS	3,276,224	\$147,348,234	\$44,976
NEW HAMPSHIRE	610,192	\$21,650,267	\$35,479
RHODE ISLAND	468,952	\$15,758,369	\$33,592
VERMONT	297,987	\$9,010,919	\$30,239
NEW ENGLAND	6,912,128	\$289,131,931	\$41,830
* Includes Private Industry and Government Activity			
Source: UI Covered Employment & Wages			
Vermont DET, U.S. Bureau of Labor Statistics			

Last Updated on 12/12/02

By Mike Griffin

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VERMONT AVERAGE HOURLY EARNINGS			
FOR PRODUCTION AND NON-SUPERVISORY WORKERS			
2000 - 2001			
INDUSTRY TITLE	2000	2001	PERCENT CHANGE
	\$	\$	
MANUFACTURING	14.23	14.32	0.6%
DURABLE GOODS	14.47	14.58	0.8%
LUMBER & WOOD PRODUCTS	10.83	11.06	2.1%
FURNITURE & FIXTURES	11.67	11.70	0.3%
STONE, CLAY, GLASS	14.36	14.55	1.3%
PRIMARY & FAB. METAL PROD.	12.12	12.03	-0.7%
MACH & ELECTRIC EQUIPMENT	15.65	15.75	0.6%
TRANSPORTATION EQUIPMENT	17.13	17.00	-0.8%
NONDURABLE GOODS	13.62	13.64	0.1%
FOOD & KINDRED PRODUCTS	13.23	13.20	-0.2%
APPAREL	9.76	9.74	-0.2%
PAPER	15.33	15.55	1.4%
PRINTING & PUBLISHING	15.33	15.27	-0.4%
RUBBER & MISC. PLASTICS	11.71	11.85	1.2%
TRANSPORTATION & PUBLIC UTILITIES	14.50	14.65	1.0%
WHOLESALE TRADE	15.29	15.40	0.7%
RETAIL TRADE	9.75	9.82	0.7%
FINANCE,INSURANCE & REAL ESTATE	14.57	14.66	0.6%
SELECTED SERVICE INDUSTRIES			
HOTELS & OTHER LODGING	9.93	10.22	2.9%
HEALTH SERVICES	16.53	16.94	2.5%
HOSPITALS	19.89	19.95	0.3%
SOURCE: VT DEPT. OF EMPLOYMENT & TRAINING IN COOPERATION WITH THE U.S. BUREAU OF LABOR STATISTICS.			

*Last Updated on 4/4/02
By Mike Griffin*

Regional Labor Market Data:

ADDISON COUNTY	12/02	11/02	12/01
Labor Force	20,800	21,100	20,150
Unemployment	800	750	750
Rate	3.8%	3.5%	3.7%
Employment	20,000	20,350	19,400

Average annual wages by sector classification in Addison County 2001:

	2001	2000	% change
Manufacturing	\$38,174	\$36,295	5.18
Financial	\$31,471	\$29,556	6.48
Services	\$26,081	\$25,033	4.19
Retail	\$22,919	\$21,419	7.00

Data would indicate that wages have risen in Addison County at a rate well beyond the increase in wages throughout the rest of Vermont, and at a rate more than three times the rate of the national cost of living. Although the regional unemployment rate has increased slightly in the past year, it is considerably lower than Vermont as a whole. Wages in Vermont continue to be low compared to national data, with 2001 wages at nearly 84% of national average.

(B) Survey Results

The following is the aggregated responses to the specific survey questions:

General Information

1. Total Number of Employees

100+ employees (3) 1,023	<100 employees (16) 663	Total 1,681
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Regular Full-time (30+hr.s/wk)

100+ employees (3) 992	<100 employees (16) 460	Total 1,204
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Regular Part-time

100+ employees (2) 17	<100 employees (12) 56	Total 73
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Temporary Full-time

(hired for short periods, or as regular seasonal workforce, 30+ hr.s/wk)

100+ employees () 12	<100 employees (4) 25	Total 37
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Temporary Part-time (same as above, but less than 30 hrs/wk)

100+ employees (1) 2	<100 employees (6) 22	Total 24
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2. Total annual base payroll: \$64,847,924.00 (Wages/salaries only, excluding benefits)
one company not reporting

3. Regular Full-time work week: hrs/wk

100+Employees	<100 Employees
	24 hrs/wk (1)
40 hrs/wk (2)	37.5 hrs/wk (2)
	30-39 hrs/wk (1)
36-48 hrs/wk (1)	40 hrs/wk (12)

Work hour differential by employee group:

1 company reported office hourly employees at 37.5 hrs/wk, others at 40hr.s/wk
 1 company reported hourly employees at 36 hrs/wk with 3 hrs free for perfect attendance, and salaried at 40 hrs/wk.

1 company reported that their salaried staff work 48 hrs one week, and 36 hrs the next.

Dominant response was 40 hours/week defined full time for all employees.

Compensation**1. What average of base pay increase are you currently estimating /budgeting for 2003.**

All employees:

100+ Employees	<100 Employees
3% (1)	0% (3)
3.5% (1)	2-3% (1)
	3% (3)
	4% (2)
	5% (4)

Additionally:

<100 employees

1 company reported that they plan to increase hrly salaries by 2.5%, upper management by 9%

1 company reported that they plan to increase hrly salaries by \$0.50/hr

Average base pay increase estimating/ budgeting for 2003 Manufacturing and Wholesale Distribution sector:

# comp's reporting	#empl's represented	estim'd base pay increase
13	1,317	2.96%

2. What was your company's average percent of base pay increase in 2002, as an overall percentage of base wages/salaries?

All employees:

100+ employees %	<100 employees %
3.0 (1)	0 (4)
	3.0 (2)
	4.384 (1)
	5.0 (1)
	6.0 (1)
	6.7 (1)
	14.0 (1)

Additionally:

100+ employees

1 company reported hourly 3%, salaried 4%, upper mgmt. 4%

1 company reported paycuts for most of 2002: 5% salaried and 10% upper mgmt

<100 employees

1 company reported hourly 3%, salaried 2.5%, upper mgmt. 3%

1 company reported hourly 3%, salaried 6%, upper mgmt. 6%

1 company reported hourly 2.5%, upper mgmt 9%

1 company reported \$0.50 increase per hour

1 company reported staff took 20% payroll reduction for 1/3 of 2002

Average % base pay increase for all employees in 2003 in the Manufacturing and Wholesale Distribution sector:

# comp's reporting	#empl's represented	pay incr. 2002
13	1,317	3.8%

3. Does your company have a merit pay component for annual base pay increases based on individual job performance?

	100+ employees	<100 employees
No	(0)	(9)
Yes	(3)	(7)

Additionally:

100+ employees

1 company reported their merit based pay increase is for new hires only

<100 employees

1 company reported that they have grade levels, and steps within grades. Also, they give performance reviews twice/year.

4. What is the % range available for merit pay increases?

100+ employees	<100 employees
0- 2% (1)	0-2.5% (1)
0-10% (1)	0- 3% (2)
Variable per position (1)	0- 5% (1)
	0- 7% (1)
	0-8% (1)
	0-10% (1)
	0-20% (1)
	3-5% (1)
	don't know yet (1)

The % range of merit pay available in the Manufacturing and Wholesale Distribution sector:

# comp's reporting	#empl's represented	range of merit incrs
8	1,217	0-10%

5. **Does your company have any performance based bonus or cash incentive program, that is, are employees granted one-time lump sum payments above and beyond their organizational goals?**

	100+ employees	<100 employees
No	(0)	(9)
Yes	(3)	(7)

Manufacturing and Wholesale Distribution sector:

	No	Yes
# comp's reporting	4	9

Average bonuses range from 2% to 5% of base salaries.

6 companies reported awarding bonuses based on achieving company-wide goals

5 companies reported awarding bonuses based on personal goals and objectives

4 companies reported all staff are eligible for performance based bonuses

2 companies reported management staff is excluded from performance based bonuses

6. **Does your company have any type of skill-based pay program, with pay increases based on acquiring additional training, competencies and skills?**

	100+ employees	<100 employees
No	(3)	(19)
Yes	(0)	(0)
Not reporting	(0)	(1)

Additionally:

<100 employees

1 company reported that although there is no structured skill-based pay program, additional training does positively impact merit component of salary.

Manufacturing and Wholesale Distribution sector:

	No	Yes	Not Rept'g
# comp's reporting:	12	0	1

7. Do you offer any profit-sharing for employees?

	100+ employees	<100 employees
No	(2)	(9)
Yes	(1)	(6)
Not Reporting		(1)

8. If profit-sharing is outside a qualified benefit plan (e.g. 401(k)), please indicate % of profits shared with employees in 2002.

Two companies offered their employees profit sharing outside of a qualified benefit plan. One company dispensed 2% to hourly and salaried personell, and 0% to upper management. The other company dispersed 33% of its 2002 net operating income.

9. If your company works more than one shift, please indicate the shift differential paid for each shift:

100+ employees	
12 hr nightshift + \$0.67; 8 hr 2 nd & 3 rd shift + \$0.50	(1)
M-F, after 6pm +10%; Sat & Sun + 15%	(1)
<100 employees	
2 nd & 3 rd shift + \$0.50	(1)
no differential	(1)

Benefits

1. Paid Holidays:

(a) Number of paid holidays granted annually to full-time, year round employees:

100+ employees		<100 employees	
		5	(2)
9	(1)	6	(3)
13	(1)	7	(3)
		8	(1)
		9	(1)
		10	(4)
		11	(1)
		12.5	(1)

Additionally:

One company reported 88 hrs for their 8 hr/day group, and 96 hrs for their 12 hr/day group.

Average number of paid holidays for full-time employees in the Manufacturing and Wholesale Distribution sector:

# comp's reporting	#empl's represented	Average Number of Paid Holidays
13	1,317	8.6

(b) Number of paid holidays granted annually to part-time or temporary employees:

100+ employees		<100 employees	
9	(1)	0	(6)
13	(1)	5	(1)
prorated	(0)	6	(1)
		7	(2)
		9	(1)
		10	(1)
		prorated	(2)
		Not reported	(2)

**2. Vacation (Number of paid vacation days accrued annually or monthly
Full-time, year round employees, 30+ hr/wk)**

There was a wide variance of vacation packages between the 19 reporting companies, although all reported some sort of paid vacation plan. Four companies reported a Combined Time Off Plan, and all but one company increased paid time off at structured intervals commensurate with length of employment. Eleven companies reported that they allowed new hires to take paid vacation time during their first year of employment. Of the nineteen reporting companies, only three differentiated between hourly and salaried personell.

Of the 15 companies that did not report a CTO policy, the vacation packages break down as follows:

Less than 5 yrs employment

- 2 companies allows one week vacation
- 1 company allows two weeks for hourly, and three weeks for salaried staff
- 10 companies allow 10 days of vacation
- 1 company allows 12 days of vacation
- 1 company allows 15 days of vacation

At up to 10 years of employment

- 3 companies allows two weeks vacation
- 1 company allows two weeks for hourly, and three weeks for salaried staff
- 10 companies allow 15 days of vacation
- 1 company allows 20 days vacation

At up to 15 years of employment

- 1 company allows two weeks for hourly, and three weeks for salaried staff
- 7 companies allow 15 days of vacation
- 1 company allows 15 days, plus 1 additional day for each additional year of employment (up to 25)
- 4 companies allow 20 days of vacation
- 1 company allows 21 days
- 1 company allows 25 days

At over 20 years of employment

- 3 companies allow 25 days of annual vacation pay

In addition, 1 company allows 25 days of annual vacation pay to employees who have been employed for more than 25 years.

Are regular part time employees eligible for vacation pay?

	100+ employees	<100 employees
No	(0)	(6)
Yes	(3)	(9)
N/A	(0)	(0)
Not reporting		(1)

Are temporary employees eligible for vacation pay?

	100+ employees	<100 employees
No	(2)	(13)
Yes	(1)	(2)
N/A		(1)

Additionally:

7 companies reported that paid vacation time is prorated for P/T & Temp staff in accordance with time worked.

1 company reported new hires accrue \$0.050 vacation pay per scheduled hour.

1 company reported only P/T staff working >30 hrs/wk is eligible for paid vacation.

1 company reported that staff is eligible for 40 hrs vacation pay following 2,040 hrs worked.

3. Sick and Personal time:

Same for all employees:

	100+ employees	<100 employees
		0 (2)
5 days	(1)	4 (1)
PTO	(0)	5 (2)
varies	(0)	8 (1)
No limit	(1)	10 (2)
		12 (1)
		24 (1)
		CTO (3) *
		No report (2)
* CTO = Combined Time Off		

Additionally:

100+ employees:

1 company reported 5 days for hourly employees, and "as needed" for salaried and upper management..

<100 employees:

1 company reported 34 days for hourly, 6 months for salaried, not applicable for upper management

1 company reported 5 sick days/year (1 per qtr) for hourly, and "case-by-case" for salaried.

Are employees permitted to carry over unused sick days from one year to the next?

	100+ employees	<100 employees
No	(0)	(5)
Yes	(2)	(9)
N/A		(2)
Not reporting	(1)	

If yes, how many days may be accumulated?

	100+ employees	<100 employees
all		(1)
120 days		(1)
45 days		(2)
40 days		(0)
30 days	(2)	(1)
5 days		(2)
1 work week		(1)
varies- 15 or 30 days		(1)
Not reporting	(1)	(7)

4. Health Benefits

Does your company offer the following benefits?

Medical:

	100+ employees	<100 employees
No	(0)	(0)
Yes	(3)	(16)

Dental:

	100+ employees	<100 employees
No	(0)	(5)
Yes	(3)	(9)
Not reporting		(2)

Short term disability:

	100+ employees	<100 employees
No	(0)	(7)
Yes	(3)	(7)
Not reported		(2)

Long term disability:

	100+ employees	<100 employees
No	(0)	(6)
Yes	(3)	(8)
Not reported		(2)

How is eligibility determined?

100+employees	<100 employees
	6 months (1)
1 st of month after date of hire (1)	3 months (6)
1 st of month after 90 days (1)	30 days (3)
Not reporting (1)	>30 hrs/wk (1)
	>0hrs/wk aft 30 days (2)
	1 st of month flwg 30 days (1)
	Hrly aft 90, slry aft 30day (1)
	30days for Empl, 90days for Fam (1)

Are medical/dental benefits available for dependents?

	100+ employees	<100 employees
No	(0)	(0)
Yes	(3)	(16)

Do employees contribute to benefit coverage?

	100+ employees	<100 employees
No	(0)	(2)
Yes	(3)	(13)
Not reporting	(0)	(1)

If so what is the contribution?

All but two companies reported an employee contribution to the health plan. One company reported paying 100% for the individual only, while the employee pays difference between Individual and Family coverage. The employee contribution ranged from 10-100%, with four companies reporting that staff pays 50% of premium. Two companies reported a flat fee per pay period. One company reported that employee pays 30% of medical premium, and 100% of dental premium.

5. Does your company offer a retirement savings/pension plan?

	100+ employees	<100 employees
No	(0)	(0)
401 (k)	(3)	(7)
Simple IRA	(0)	(5)
403 (b)	(0)	(1)
Defined benefit	(0)	
Defined contribution		(1)
Profit Sharing		(1)
Not reporting		(1)

Pay Data on Specific Positions (per survey responses)

Job Title	# Reporting	# Workers	Low wage	High wage	Current Avg. Wage	Minimum Range	Maximum Range
Receptionist	7	9	\$8.00	\$14.61	\$11.35	\$8.00	\$17.50
Office Clerk	1	5	\$13.73	\$13.73	\$13.73	\$12.29	\$14.61
Data Entry	3	14	\$8.00	\$11.37	\$10.96	\$8.00	\$14.00
Secretary	2	2	\$12.55	\$12.65	\$12.58	\$12.09	\$14.52
Adm. Asst.	8	37	\$10.50	\$23.35	\$13.63	\$9.90	\$19.09
Office Manager	3	13	\$14.90	\$33.65	\$19.57	\$14.90	\$33.65
Human Res. Admin.	2	3	\$15.90	\$26.25	\$20.63	\$12.00	\$26.25
Human Resource Mgr.	5	5	\$20.34	\$33.65	\$27.83	\$15.24	\$39.48
Accounting Admin.	2	2	\$10.50	\$12.00	\$11.25	\$8.00	\$12.00
Bookkeeper	7	22	\$9.00	\$18.03	\$14.36	\$8.00	\$30.00
Accountant.	6	9	\$14.19	\$22.12	\$17.47	\$12.00	\$22.00
Controller	6	7	\$22.11	\$39.91	\$36.13	\$22.11	\$53.00
Purchasing Mgr.	2	5	\$12.75	\$17.00	\$14.22	\$9.00	\$17.00
Retail Sales Clerk	2	40	\$7.00	\$9.55	\$7.25	\$7.00	\$13.00
Sales Asst.	1	1	\$16.34	\$16.34	\$16.34	\$16.34	\$16.34
Telephone Sales Rep	2	12	\$8.50	\$14.75	\$10.32	--	--
Field Sales Rep	6	9	\$9.63	\$48.07	\$22.84	\$8.75	\$40.00
Customer Service	9	65	\$8.50	\$20.67	\$12.99	\$8.50	\$20.67
Graphic Design	3	3	\$10.00	\$32.19	\$20.36	\$9.00	\$27.05
Advertising Coordinator	N/R						
Marketing Manager	7	10	\$12.00	\$48.07	\$23.35	\$12.00	\$48.07
Inventory Control Clerk	6	15	\$8.50	\$17.50	\$12.88	\$8.50	\$15.38
Shipping & Receiving	10	16	\$7.50	\$13.30	\$9.74	\$7.50	\$15.02
Delivery Driver	2	11	\$10.75	\$13.63	\$12.19	\$10.75	\$15.00
Production Worker	10	118	\$7.00	\$15.00	\$9.67	\$6.25	\$18.81
Electronic Assembler	2	11	\$9.75	\$15.90	\$13.89	\$8.00	\$15.90
Skilled Machine Op.	4	35	\$7.10	\$14.50	\$10.55	\$6.30	\$14.50
Production Supervisor	4	19	\$11.45	\$35.54	\$21.09	\$10.00	\$35.54
Production Manager	8	12	\$10.50	\$34.66	\$22.33	\$10.00	\$34.66
Maintenance Worker	4	9	\$9.25	\$14.87	\$13.30	\$9.00	\$17.89
Janitors/Cleaners	4	5	\$6.25	\$13.10	\$8.81	\$6.25	\$13.10