

CT Municipal Salary Survey Data Fields Guide: FY 18-19 Update

This document lists all of the data that will be requested by the **FY 2018-2019 Municipal Salary Survey**, now available at <https://ctmunicipaldata.org>. While most of the instructions below will also appear on your data entry screen, this document will allow you to preview what information will be requested and gather any required documents prior to commencing data entry. **New and revised fields are noted in red below.**

In the initial section, you will be asked to enter/confirm contact information for your municipality. You will then be asked to provide municipality-wide staffing information, health and other benefit plan details and non-union retirement benefits data.

Field	Instructions
Contact Information	
Town Name	Please check and validate.
Contact Name	Indicate who should be contacted with survey questions.
Contact Title	Indicate who should be contacted with survey questions.
Contact Email	Indicate who should be contacted with survey questions.
Contact Phone #	Indicate who should be contacted with survey questions.
Staffing Information: Municipality-Wide Data	
Organization Chart	Upload as a PDF.
Number of Full Time Employees	Number of employees working a full work week as defined by that employee's department, bargaining unit, or contract. Only include permanent employees. Do not include temporary, seasonal, or contractual workers.
Number of Part Time Employees	Number of employees working part time regardless of how many hours they work. For example, if a municipality's part time staff includes one half-time secretary and one 80% time clerk, this equals two (2) part-time staff people. Only include permanent employees. Do not include temporary, seasonal, or contractual workers.
FTEs (Full Time Equivalents) of <u>Part Time</u> Employees	Example: A town with four half time employees has 2 FTEs. Do not include temporary, seasonal, or contractual workers.
Standard hours in a full work week (non-union employees)	Typically, 35, 37.5, or 40 hours. If the standard hours in a full work week varies by department, please indicate the most common number for non-union employees. Nuances by department will be captured under each position.
Health District Participant?	Options are: Yes/No
Resident State Trooper Community?	Options are Yes/No
Union Contracts	Upload as a PDF. Please upload all current union contracts.

Field	Instructions
Health and Other Benefit Plans (Health, Dental, Vision, Other)*	
Name of Plan	For example, Blue Cross PPO.
Who Is Eligible	For example, all employees working at least 30 hours per week.
Number of Non-Union Employees Enrolled	Please enter the total number of non-union employees enrolled in the plan.
Average Employer Cost Per Employee Per Year**	Total annual cost to the town of the plan divided by the number of people on the plan (i.e. How much on average does the municipality spend to insure one employee?).
Average Employee Cost Per Year**	Total annual cost to employees of the plan divided by the number of people on the plan (i.e. How much on average does one employee spend per year on this plan?).
Total Monthly Premium-Employee Only**	Total monthly premium charged by the insurer for this plan; include both employer and employee portion.
Total Monthly Premium-Employee + 1**	Total monthly premium charged by the insurer for this plan; include both employer and employee portion.
Total Monthly Premium-Family**	Total monthly premium charged by the insurer for this plan; include both employer and employee portion.

*Visit CTMunicipalData.org to access a cheat sheet with instructions/examples for completing the Health and Other Benefit Plan section of the survey.

CROG has generated a high-level summary of the FY 17-18 benefit data, which can be used for benchmarking costs and policies. Visit CTMunicipalData.org to access the final report. **Towns are encouraged to review their data from last year to ensure it was calculated correctly before providing updated FY 2018-2019 figures for this year's survey. Note that as a result of some recent reporting enhancements, the data—and some basic calculations—can now be accessed and filtered by plan type at CTMunicipalData.org.

Field	Instructions
Non-Union Retirement Benefits	
Defined Benefit Retirement Plan offered?	Indicate Yes if you offer a defined benefit retirement plan for non-union employees.
Defined Benefit Vesting Schedule	Provide number of years until completely vested.
Defined Benefit Formula	Example: 2.5*years of service*average of highest 5 years' salary.
Annual Employer Contribution (per employee) to Defined Benefit Fund	Please enter your current fiscal year's maximum employer contribution percentage in the space provided. This is the maximum amount your municipality, as the employer, contributes to employees who participate in a Defined Benefit pension plan. If your contribution percentage varies year-to-year, please enter the contribution percentage for the 2018-2019 fiscal year. If you offer a range, please indicate that range in the Notes field below.
Notes for Annual Employer Contribution	Provide any additional information.
Annual Employee Contribution to Defined Benefit Fund	Please indicate the maximum amount an employee, who participates, may contribute to their Defined Benefit plan in the space provided. This is the maximum amount your employees are allowed to contribute to their Defined Benefit pension plan. If there are extraneous circumstances that impact the amount, please indicate what parameters surround your maximum Defined Benefit contribution limit for employees in the Notes section below.
Notes for Annual Employee Contribution	Provide any additional information.
Additional Retirement Benefits	Note any additional plans offered, like a 457 Deferred Compensation Plan.
Defined Contribution Retirement Plan offered?	Indicate Yes if you offer a defined contribution retirement plan for non-union employees.
Minimum Employee Contribution (% of salary)	Please indicate the minimum percentage of their salary an employee may contribute to their Defined Contribution plan in the space provided. If there is no minimum, please enter 0 (zero) in the field. If there are extraneous circumstances that impact the amount, please indicate what these circumstances are in the Notes section below.
Notes for Minimum Employee Contribution	Provide any additional information.
Maximum Employee Contribution (if IRS maximum, enter IRS maximum)	Please enter the maximum amount of their salary an employee may contribute to their Defined Contribution pension plan in this section. If you offer the IRS maximum, please indicate such in the Notes field below. If your response is a fixed dollar amount and not a %, please add that to the Notes field.
Notes for Maximum Employee Contribution	Provide any additional information.
Maximum Employer Match	If you offer an employer match to what your employees contribute to their Defined Contribution plan, please enter the number in the space provided. If you do not offer a match, or there are circumstances that determine what the match amount would be, please utilize the Notes field below.
Notes for Maximum Employer Match	Provide any additional information.
Defined Contribution Vesting Schedule	Provide # of years until completely vested.
Additional Retirement Benefits	Note any additional plans offered, like a 457 Deferred Compensation Plan.

In the subsequent sections, you will be asked to enter data for **EACH LISTED POSITION** that exists in your municipality. The positions that are being surveyed for this year are:

Mayor First Selectman Chief Appointed Official Deputy Chief Appointed Official Elected Legislative Bodies Executive Administrative Assistant Administrative Assistant Finance Director Treasurer Assistant Finance Director or Assistant Treasurer Purchasing Agent Assessor Tax Collector Risk Manager Corporation Counsel Deputy Corporation Counsel Assistant Town/City Attorney Town/City Clerk Assistant Town/City Clerk	Information Technology Director Public Works Director Deputy Public Works Director Director/Superintendent of Water Pollution Control Authority Assistant Director/Superintendent of Water Pollution Control Authority Economic Development Director Planning Official Deputy Planning Official Chief Building Official Chief Zoning Official Municipal Engineer Facilities Director/Manager Health Director Fire Chief Deputy Fire Chief Fire Marshal Firefighter, Entry Level	Emergency Management/Civil Preparedness Director Police Chief Deputy Police Chief Police Officer, Entry Level (Position reflects entry level officers within a <u>municipal</u> police department only. Resident State Trooper towns should indicate 'No' when asked if their town has this position.) Animal Control Officer Human Resources Director Assistant Human Resources Director Human Services Director Deputy Human Services Director Youth Services Director Parks and Recreation Director Deputy Parks and Recreation Director Senior Center Director Registrar of Voters (replaces Democratic and Republican Party Registrar of Voter positions) Library Director
---	---	---

Field	Instructions
Actual Position Title	What is the title of this position in your municipality?
Type of Employee	Options are: Full-Time, Part-Time, Seasonal, Contractor, Volunteer
Is this a vacant position?	Options are: Yes/No
Hours Worked per Week	Please enter the standard work week for this position.
Is this a unionized position?	Options are: Yes/No
Overtime Exemption Status	Options are: Exempt/Non-Exempt
How many people hold this position in total?	If more than one person holds this position, enter the total number.
Number of years current employee has been in this position	NEW FEATURE! One year has already been added to last year's data by the survey to streamline the data entry process. If this is correct, move to the next field. If this is not correct, please change manually. If entering manually: If position is held by more than one employee, provide an average. If less than one year, enter approximate amount as a decimal value. For example, for six months, enter .5.
Total years of relevant experience	NEW FEATURE! One year has already been added to last year's data by the survey to streamline the data entry process. If this is correct, move to the next field. If this is not correct, please change manually. This

	should include # of years in this position plus any additional years of relevant experience. If position is held by more than one employee, provide an average. If less than one year, enter approximate amount as a decimal value. For example, for six months, enter .5. If this information is not readily available, indicate NA.
Position Reports to	Select from drop down menu.
Is this currently a split position?	Options are: Yes/No. If the person in this job has more than one OFFICIAL POSITION with the municipality (such as a Mayor who serves as Fire Chief) indicate YES that it is a split position and identify what other position(s) is(are) held by the individual. Complete all position pages with position-specific data (i.e. 20 hours/wk and a salary of \$20,000 for the Mayor and 15 hours/wk and a salary of \$15,000 for the Fire Chief).
Split with	Select from drop down menu. To select multiple positions, hold CTRL key and select each position.
Is this currently a shared/regional position?	Options are: Yes/No
If so, please specify Town(s)	If it is a shared or regional position, select <u>all</u> involved towns. To select multiple towns, hold CTRL key and select each town.
Shared/Regional Contractual Arrangements	If it is a shared or regional position, please specify the contractual arrangements (# of years, hours per week, how shared).
Job Description	If you have a recent job description (updated in the last five years), upload it here to provide a sample.
Additional Responsibilities	Please note any additional duties/responsibilities that fall to this position that are typically associated with a separate job title. For example, a CAO who also has risk management and purchasing responsibilities (but no actual Risk Manager or Purchasing Agent), would note such here.
Position Salary Range Min	If this position has an established salary range, enter the minimum here; otherwise indicate NA.
Position Salary Range Max	If this position has an established salary range, enter the maximum here; otherwise indicate NA.
Position Actual or Mean Salary	If position is held by more than one employee, provide an average. For contract employees, enter total compensation for <u>previous</u> fiscal year. For employees paid hourly, provide their <u>annualized</u> compensation. Only include annual stipends here if that is what the position is paid <u>in lieu</u> of an annual salary.
Bonus	Provide information here regarding any additional compensation provided to the individual in this position and estimate the value of this compensation. Use the additional Information fields after each compensation/stipend category to provide any clarifying notes.
Bonus Dollar Value	
Car Allowance	
Car Allowance Dollar Value	
Travel/Conference Allowance	
Travel/Conference Allowance Dollar Value	
Tuition Reimbursement Allowance	
Tuition Reimbursement Allowance Dollar Value	
Housing Allowance	
Housing Allowance Dollar Value	
Other Allowance	
Other Allowance Dollar Value	
Other Allowance Comment	Use this category to reflect additional benefits like the use of a town vehicle, a relocation allowance, longevity payments, or a stipend that is paid <u>in addition</u> to the person's regular salary for additional duties performed.
Position is eligible for pension benefits	Options: Yes/No

Position is eligible for health and other benefits

Options: Yes/No. For Yes responses, a listing of all health and other benefit plans entered by the municipality will appear. Please check all that apply to the position; if plans are not listed, leave blank.