

CT Municipal Salary Survey Data Fields Guide

This document lists all of the data that will be requested by the new 2016-2017 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.

In the initial sections, you will be asked to enter or confirm pre-filled data regarding your municipality as a whole. You will then be asked to provide municipality-wide staffing information 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.
Municipal Information	
Town Hall Address	Please check and validate. Based on CCM data.
Population	Please check and validate. Based on DPH stats (2014).
Square Mile Area	Please check and validate. Based on DECD data.
Mill Rate	Please check and validate. Based on OPM data (2014). Will upload updates automatically to the system when OPM releases more recent statewide data.
Government Type	Please check and validate. Based on data.CT.gov (CT Open Data).
Staffing Information: Municipality-Wide Data	
Organization Chart	Upload as a PDF.
Number Full Time Staff	Number of staff 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 Part Time Staff	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.
Total FTE (full-time equivalent)	Example: A town with 10 full time staff and 10 half time staff has 15 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

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 2016-2017 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.
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 Emergency Management/Civil Preparedness Director	Police Chief Deputy Police Chief 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 (Democratic Party) Registrar of Voters (Republican Party) Library Director
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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	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	This should include number of years in this position plus any additional years of relevant experience. If this information is not readily available, indicate NA. If less than one year, enter approximate amount as a decimal value. For example, for six months, enter .5.

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.
Split with	Select from drop down menu. To select multiple positions, hold CTRL key and select each position.
Is this currently a shared or 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), please 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 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 previous fiscal year. For employees paid hourly, provide their annualized 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.
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	
Position is eligible for health care benefits	Options: Yes or No
Position is eligible for pension benefits	Options: Yes or No