

GREENE COUNTY

PARTNERSHIP

Economic Development
Chamber of Commerce
Workforce Development
Keep Greene Beautiful
Partners in Education
Tourism

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WAGE & BENEFIT SURVEY 2010

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Benefits & Pay Practices

These sections of the survey recap responses of individual companies to the benefits and pay practices part of the questionnaire. The information obtained is tabulated by showing the number of companies offering benefits based on the criteria put forth in the questionnaire. In some cases the information is merely shown as an average.

PLEASE NOTE: Not every company answered each question; therefore the number of companies responding may vary.

INTRODUCTION

The objective of this Wage and Benefit Survey was to describe the level and distribution of pay and the nature of employee benefits within Greene County, Tennessee. The survey results provide information for wage and salary administration. Information was requested from the manufacturing section which includes industrial producers, distributors and processors.

The questionnaire requested information regarding employee benefits, such as holidays, vacation, sick leave, insurance and retirement plans. The survey also requested wage information for 65 production, supervisory, and clerical occupational classifications in the exempt, nonexempt and hourly categories.

The questionnaire was posted on the Greene County Partnership website to be completed electronically. An email, as well as reminders, was sent to human resource officers stating the questionnaire was online. Each completed survey was reviewed to ensure accuracy and proper completion. In many instances, email and telephone calls were made to clarify or obtain additional information.

The following rate of return was received:

Number of Companies	Number Received	Return Rate
48	16	33%

EMPLOYEES

The total number of employees at the participating companies is 3,237. They breakdown in the following manner:

Exempt	413	Full-Time	2,063
Non-Exempt.....	60	Part-Time	124
Hourly	2,631		

- There was one company responding with 503 employees under union contract.
- The following table depicts those companies that pay a shift differential:

PER HOUR	2 ND SHIFT	3 RD SHIFT	WEEKEND
10 cents or less	1	0	0
10 – 14 cents	1	0	0
15 – 19 cents	3	3	0
20 – 24 cents	0	1	0
25 – 34	5	4	1
35 – 44 cents	1	2	0
45 cents or more	3	1	1

HIRE RATE

	Avg. Minimum Hire rate
Unskilled Employees	\$9.66
Skilled Employees	\$11.43

- The Average Straight Time Hourly Earnings (ASTHE) for all companies responding is \$12.43
- The range for this average was \$9.75 to \$15.60 per hour.

FISCAL YEAR

- Almost half of the companies responded that January was the beginning of their fiscal year.

BUDGET

- Of those responding to the percent of budget in wages the average was 28.60%, the low being 12% and the high 55%.
- Of those responding to the percent of wages in benefits the average was 33%., the low being 15% and the high 47%.

WORK WEEK

- Most companies responding have a 40-hour normal work week for all classes of employees.

The exceptions breakdown as follows: two companies require a 45-hour week for exempt employees, and one company has a 44-hour week for non-exempt employees.

PAY PERIOD

- The most frequently selected pay period for exempt and non-exempt employees was bi-weekly. Five companies responding pay their hourly employees bi-weekly. Nine companies pay their hourly employees weekly.
- The average yearly turnover rate for companies responding was 19% voluntary and 8% involuntary.

ABSENTEEISM

- The average yearly absenteeism rate for companies responding was 8%.

FLEXTIME AND TEMPORARY EMPLOYEES

- 19% of the companies surveyed offer flextime for a four-day workweek.
- 69% of the companies use temporary employees from an outside agency.
- 56% of the companies are temp-to-hire with an average of 22% temporary workforce.



- 19% of the companies responded that a non-exempt or hourly employee was promoted to supervisor or manager.

INSURANCE

HEALTH INSURANCE

- All companies participating in the survey offer health insurance to employees and dependents.
- Of the companies responding, the majority of health plans renew in January.
- The health benefits costs increased an average of 7.38% with a range from 3% to 12%.
- The following represents the type of plan administration by companies:

Fully Insured 88%
 Self Insured 88%
 Other 0%

- In the past year, the following percentage of companies has increased:

Office co-pay..... 18%
 Individual deductible..... 31%
 Prescription co-pay 31%

- The following chart illustrates the eligibility time for health insurance coverage:

ELIGIBILITY	PERCENT of COMPANIES
1 st month after hire	25%
After 1 st of month with 30 days employment	31%
60-day waiting period	6%
90-day waiting period	39%

- The table below depicts the amount paid by employers for employee single health coverage:

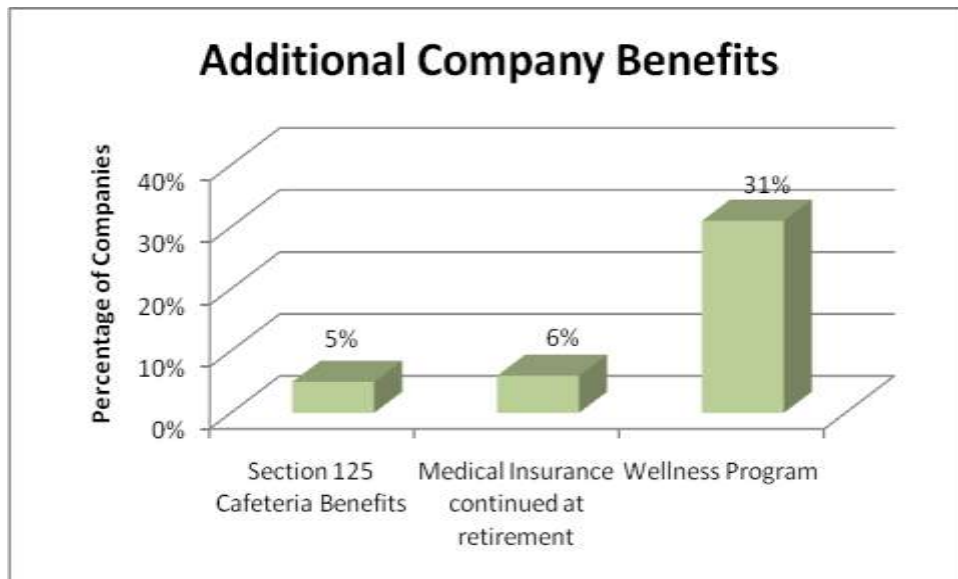
EMPLOYEE COVERAGE

EMPLOYER PAID COST	EXEMPT	NON-EXEMPT	HOURLY
None	0	0	0
1-24%	1	1	1
25-49%	1	1	1
50-74%	2	1	2
75-84%	7	5	8
85-99%	3	2	3
All	1	1	1

- The table below illustrates the amount paid by employers for dependent health coverage:

DEPENDENT COVERAGE

EMPLOYER PAID COST	EXEMPT	NON-EXEMPT	HOURLY
None	1	0	1
1-24%	1	1	1
25-49%	2	2	2
50-74%	2	1	2
75-84%	7	5	8
85-99%	2	2	2
All	0	0	0



- 94% of the companies participated in a PPO plan.
- The most common office visit co-pays is \$20 and \$30 with a range of \$15 to \$35.
- Individual employee deductibles varied greatly with \$500 being the most common, and range from \$150 low to \$3,000 high.

Prescription Card Plan Most Frequent Co-pay	
Generic	\$10.00
Brand	\$35.00
Non-Formulary	\$50.00

- 75% of the companies that responded had vision included in their health insurance.
- 31% of the companies require an additional cost for vision insurance.

DENTAL INSURANCE

- 81% of the companies responding provide dental insurance.

Paid Premiums for Employee Dental Coverage	
Employer Paid	6%
Employee Paid	13%
Shared Cost	18%

- The average percent of premium paid by employer for employee dental was 87%. The range was 65 - 96%.

Paid Premiums for Dependent Dental Coverage	
Employer Paid	0
Employee Paid	18%
Shared Cost	25%

- The average percent of premium paid by employer for dependent dental was 62%. The range was 14% - 90%.

DISABILITY INSURANCE

- Twelve companies responding provide short-term disability. The average benefit paid for short-term disability was 60%

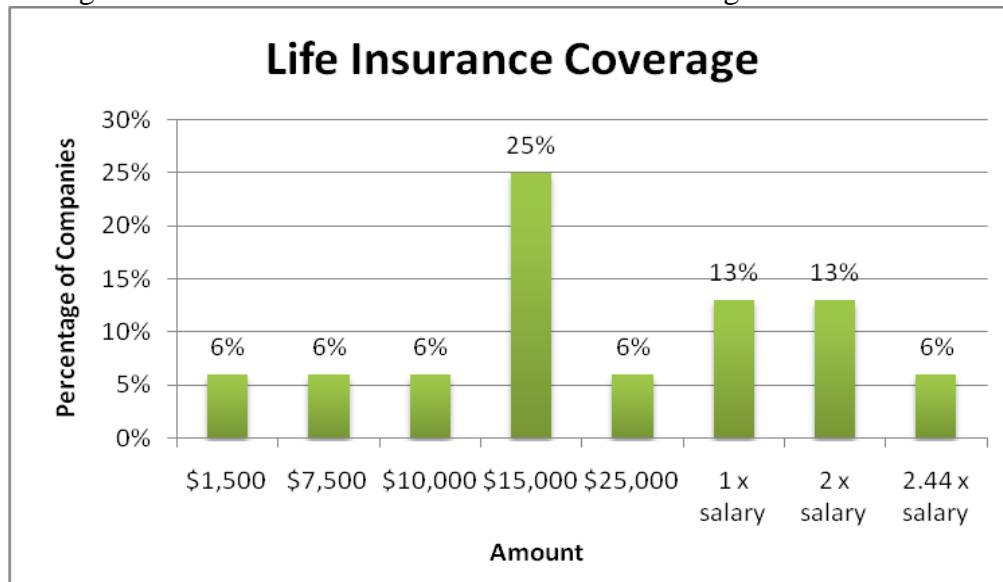
Maximum # of Weeks Short-term Disability Pays	
13 weeks	6%
26 weeks	5%

- 63% of the companies responding provide long-term disability. The average benefit paid for long-term disability was 60%

Waiting Period for Long-term Disability Plan	
No wait	0
90-days	3
13 weeks	0
6 months	2
6.5 months	2
2 years	2
End of short term	0

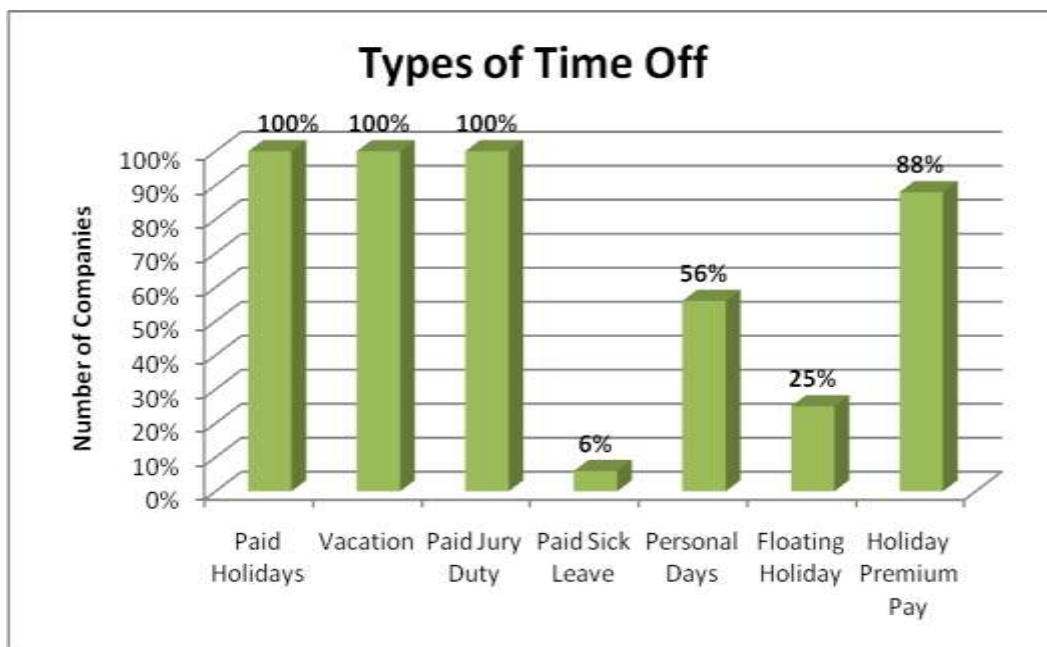
LIFE INSURANCE

The following chart illustrates amounts of life insurance coverage:



- 75% of the companies allow employees to purchase additional amounts of life insurance through payroll deduction.
- 56% companies allow employees to purchase dependent life insurance.

VACATION, HOLIDAYS & TIME OFF



VACATION

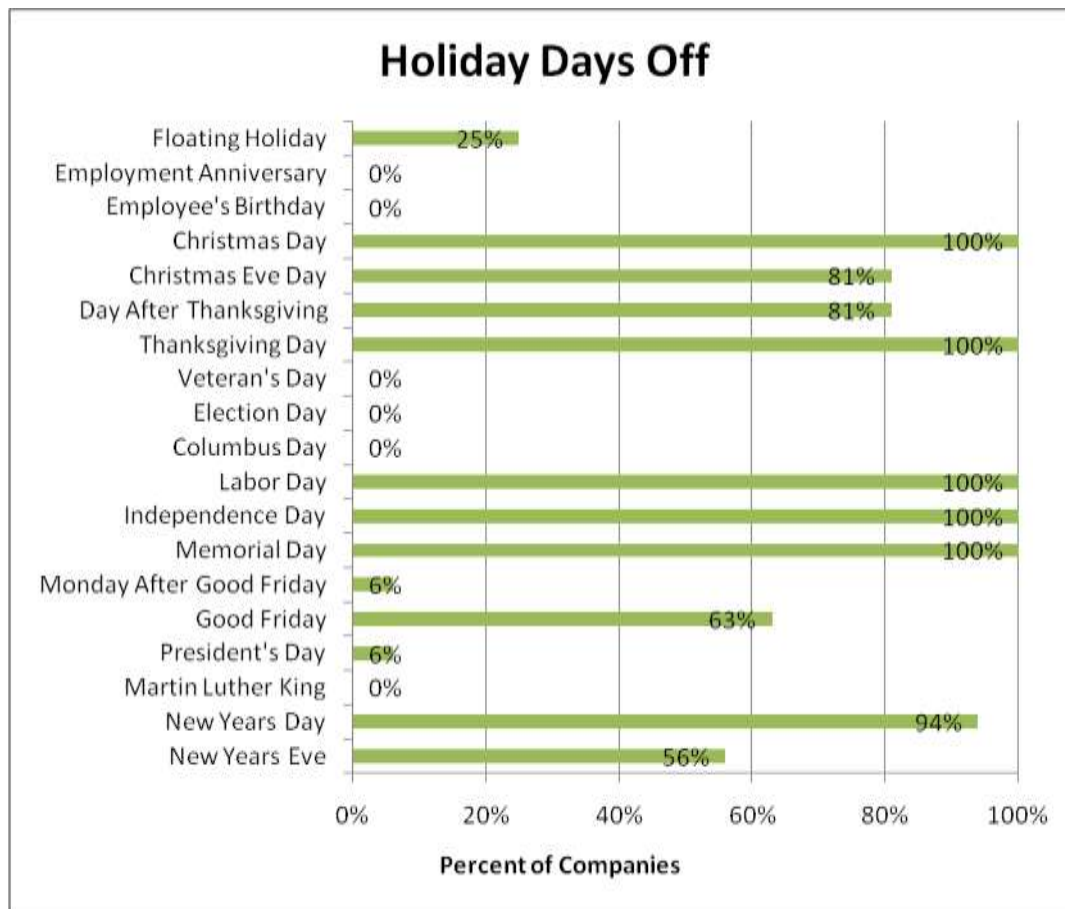
The following table shows the average number of year's service required for varying amounts of vacation time among those companies providing data.

# of WEEKS VACATION	EXEMPT	NON-EXEMPT	HOURLY
1 week	1 year	1 year	1 year
2 weeks	2 years	1 year	2 years
3 weeks	10 years	10 years	10 years
4 weeks	15 years	15 years	15 years
5 weeks	20 years	20 years	20 years
6 weeks or more	none	none	18 years

- 88% of the companies responding pay unused vacation at termination
- 38% of the companies pay unused vacation for mandatory shutdowns

HOLIDAYS

- 88% of the companies compensate for working on a holiday
- All of the companies responding offer the same holidays to all employees whether they are exempt, non-exempt or hourly.



- One company offers four additional days with Christmas holiday.

SICK DAYS

- One company has a formal plan for paid sick days.
- 12% of the companies responding allow the use of sick days for family illness.
- One company pays out sick days at termination.
- No company allows sick days to accumulate

PERSONAL DAYS

- 31% of the companies responding have a formal plan for paid personal days
- 25% of the companies pay accumulated personal days at termination.

PENSION RETIREMENT

RETIREMENT PROGRAM

- 31% of the companies responding provide a retirement program:

VESTING PERIOD	% of COMPANIES
Immediately	6%
2 years	6%
3 years	6%
5 years	13%

- 25% of the companies provide a profit sharing plan
- 88% of the companies provide a 401k plan

401K PROGRAM

The following chart illustrates the 401k employer match:

MATCHING AMOUNT	% of COMPANIES
3%	31%
4%	19%
6%	13%
15%	6%

ADDITIONAL BENEFITS

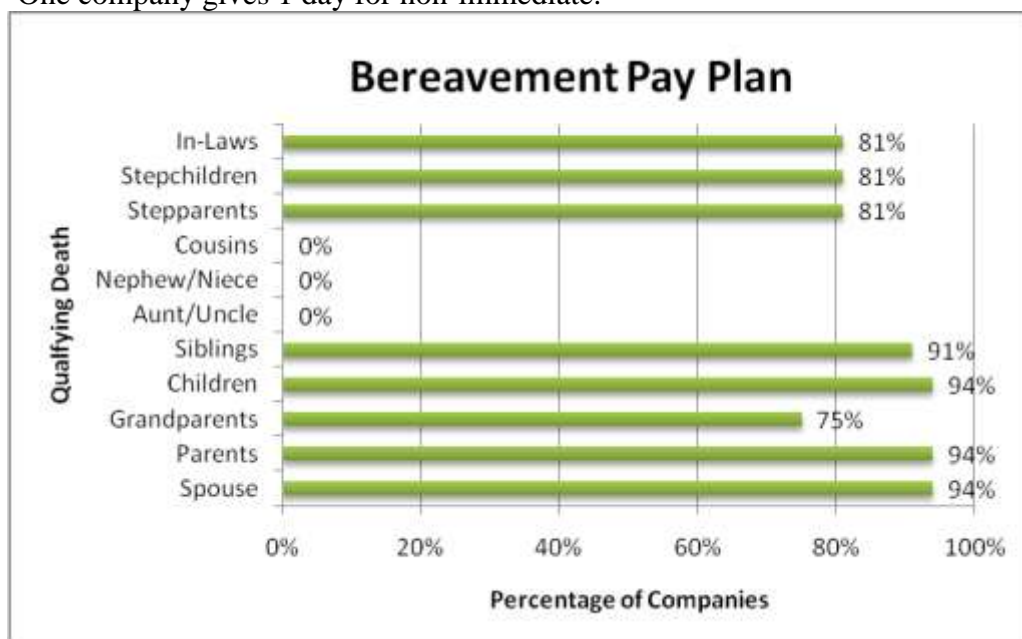
BONUS/INCENTIVE PLAN

- 44% of the companies provide a bonus/incentive plan



BEREAVEMENT PLAN

- 94% of the companies responding have a bereavement pay plan. The average number of days allowed is 3.
- One company gives 1 day for non-immediate.



MILITARY DUTY PAY

- 31% of the companies responding have a Military Duty Pay policy
These companies pay the difference in military pay and the employee's regular wage.

EDUCATIONAL REIMBURSEMENT

- 75% of the companies have an Educational Reimbursement plan. 69% of the companies offer the plan to all employees, one company offers it only to exempt and nonexempt employees.
All companies pay if a minimum grade of a "C" is achieved.
25% of the companies reimburse employees for books/supplies in addition to tuition.

JURY DUTY PAY

- All of the companies responding have a Jury Duty Pay Plan

DAY CARE ASSISTANCE

- No companies have a day care assistance program.

GROUP I

The positions in Group I are considered exempt. The following positions represent a summary of salaries provided by respondents.

Job Classifications	# of Companies Responding	Avg. Minimum	Avg. Maximum	Average	Number of Workers
Benefits Administrator	13%	\$38,500	\$38,500	\$38,500	3
Chemical Engineer		No responses			
Comptroller/ Accounting Manager	31%	\$53,560	\$43,866	\$59,171	6
Human Resources/ Labor Relations Manager	50%	\$54,668	\$64,182	\$59,425	9
Industrial Engineer	31%	\$46,080	\$68,480	\$57,280	13
Information Technology Manager		Only One Respondent			
Line/Shift Supervisor	69%	\$37,230	\$46,606	\$41,918	45
Materials Manager	38%	\$63,833	\$82,019	\$72,926	7
Mechanical Engineer	13%	\$50,250	\$73,400	\$61,825	27
Nurse-RN (Industrial)		Only One Respondent			
Office Manager		Only One Respondent			
Outside Sales Person		No responses			
Plant Manager	44%	\$87,264	\$104,836	\$96,050	10
Plant Superintendent/ Production Manager	38%	\$57,667	\$84,352	\$71,009	13
Programmer		Only One Respondent			
Purchasing Agent/Buyer	31%	\$32,560	\$41,008	\$36,784	5
Quality Control Supervisor	44%	\$43,148	\$52,564	\$47,856	9
Shop/Maintenance Supervisor	31%	\$58,935	\$65,735	\$62,335	5
Safety Director	19%	\$55,503	\$55,503	\$55,503	4
Systems Analyst		Only One Respondent			
Technical Support Specialist		No responses			
Training Director		Only One Respondent			
Warehouse Manager	25%	\$42,750	\$44,000	\$43,375	4

GROUP II

The positions in Group II are considered non-exempt. The following positions represent a summary of salaries provided by respondents.*

*(*Non-exempt positions are hourly or administrative employees who must be paid for overtime as per the provisions for the fair Labor Standards Act which requires time-and-a-half pay work performed beyond forty hours a week.)*

Job Classifications	% of Companies Responding	Avg. Minimum	Avg. Maximum	Average	Number of Workers
Accounting Clerk	19%	\$28,280	\$38,233	\$33,257	7
Administrative Assistant	31%	\$23,600	\$28,472	\$26,036	7
Bookkeeper			No responses		
Clerk Typist			No responses		
Credit Clerk			No responses		
Credit Collector			No responses		
Customer Service Representative	19%	\$25,947	\$33,440	\$29,693	7
Human Resources Assistant	19%	\$26,600	\$36,760	\$31,680	3
Industrial Nurse – LPN			No responses		
Payroll Assistant	13%	\$31,600	\$31,600	\$31,600	2
Personnel Clerk			No responses		
Production Planner/Scheduler	38%	\$30,603	\$40,203	\$35,403	13
Quality Control Technician	56%	\$24,584	\$30,506	\$27,545	33
Secretary			Only One Respondent		
Telephone Sales Representative			No responses		

GROUP III

The positions in Group III are considered hourly. The following positions represent a summary of wages provided by respondents.

Job Classifications	% of Companies Responding	Avg. Minimum	Avg. Maximum	Average	Number of Workers
Assembler	81%	\$9.50	\$12.31	\$10.86	936
Boiler Operator		Only One Respondent			
CNC Machine Operator	31%	\$11.10	\$14.50	\$12.80	13
Computer Operator		No responses			
Custodian	31%	\$10.09	\$10.69	\$10.39	5
Data Entry Clerk		No responses			
Drafter/CADD Operator	13%	\$14.50	\$19.00	\$16.75	6
Electrician	25%	\$15.95	\$16.39	\$16.17	4
Electronics Technician	19%	\$16.80	\$21.32	\$19.06	13
Forklift Operator	44%	\$10.74	\$13.01	\$11.88	44
Instrument Technician		No responses			
Laboratory Technician	13%	\$13.46	\$13.46	\$13.46	2
Laborer/Helper	31%	\$9.59	\$11.38	\$10.49	25
Lead Person	56%	\$13.11	\$15.64	\$14.23	63
Machine Operator (Top Level)	44%	\$10.98	\$13.30	\$12.14	484
Machinist	25%	\$14.77	\$18.92	\$16.84	11
Maintenance Mechanic	69%	\$14.31	\$17.86	\$16.08	40
Maintenance/Trades Helper	19%	\$15.64	\$20.98	\$18.31	5
Materials Handler	50%	\$9.51	\$12.22	\$10.87	115
Packager		Only One Respondent			
Press Operator/Printing	13%	\$12.67	\$15.13	\$13.90	6
Security Guard		No responses			
Shipping & Receiving Clerk	44%	\$10.93	\$12.87	\$11.90	14
Switchboard Operator/ Receptionist	19%	\$11.32	\$14.04	\$12.68	3
Tool & Die Maker	13%	\$15.72	\$19.27	\$17.46	5
Truck Driver – Local	19%	\$10.33	\$11.83	\$11.08	12
Welder	6	\$10.81	\$15.09	\$12.95	133