

WAGES AND BENEFITS **REPORT**

FOR THE SOUTH BEND - ELKHART REGION

2019 - 2020



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DISTANCE TO MAJOR CITIES

CHICAGO, IL (WEST)..... 96 MILES
INDIANAPOLIS, IN (SOUTH) 138 MILES
DETROIT, MI (NORTHEAST) 215 MILES
COLUMBUS, OH (SOUTHEAST) 253 MILES

47 SMART.
CONNECTED.
COMMUNITIES.

IN NORTHERN INDIANA
& SOUTHWEST MICHIGAN

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INTRODUCTION

This survey of human resource practices represents the self-reported descriptions of benefits from 98 manufacturing and nonmanufacturing companies within St. Joseph, Elkhart, Marshall, Kosciusko and Fulton counties in Indiana and Berrien and Cass counties in Michigan. Participants have been divided into two categories: Manufacturing and Distribution, and Nonmanufacturing, and further divided by size. Large manufacturers have annual sales of at least \$100 million; medium manufacturers have annual sales of at least \$20 million and up to \$100 million; small manufacturers have sales less than \$20 million. Large nonmanufacturers have at least 200 employees while small manufacturers have fewer than 200 employees.

Participation in the survey is voluntary. While the report accurately reflects data given by participants, it does not claim to be a statistically accurate report of all benefits practices in the region.

The publication includes a report of wages. It begins with wage data published by the Bureau of Labor Statistics to deliver a comprehensive 2019 Wages & Benefits report for the South Bend - Elkhart Region. The wage report gives an average mean pay wage, 25% pay wage, median pay wage and 75% pay wage for over 350 occupations within the five county region of St. Joseph, Elkhart, and Marshall counties in Indiana and Berrien and Cass counties in Michigan. The report also highlights average annual wages for Regional Industry Clusters in the South Bend - Elkhart Region and the United States.

ABOUT THE DATA

Information used in this survey is self-reported by the participating organizations and is only as accurate and complete as provided by them. Confidentiality is promised to participants and information is not included if readers might be able to connect it to specific companies or organizations. Not all participants answered all questions so totals may be inconsistent across the survey. In addition, to ensure a statistically meaningful report and to protect confidentiality, data is not reported unless supplied by at least three participants. Asterisks indicate where insufficient responses were received.

The Benefits report expresses typical average practices since averages may be skewed by numbers that are significantly higher or lower than what is most common.

The report also includes a supplemental data section providing information about work and labor force in the region. The mobility of workforce is illustrated by county commuting pattern reports. Each section also reports union representation and anticipated hiring, layoff and wage activity for 2019 and 2020.

This analysis was supported by the South Bend – Elkhart Regional Partnership, Indiana Michigan Power, and SEMMA Health. Community partners include; Economic Development Corporation of Elkhart County, South Bend Regional Chamber, Goshen Chamber of Commerce, Greater Elkhart Chamber of Commerce, Kosciusko County Economic Development Corporation, Fulton County Economic Development Corporation, Marshall County Economic Development Corporation and Cornerstone Alliance

Both electronic and hard copies of the survey are available and will be given to participating companies.

If you have questions or comments or would like to request additional copies of this publication, please contact the South Bend – Elkhart Regional Partnership at: info@southbendelkhart.org or 574.344.4686.

DEFINITIONS & INTERPRETATION OF THE DATA

WAGES SECTION

Wage and Salary figures are reported for over 350 occupations and 14 Regional Industry Clusters, as described in the supplemental report. The wage data for occupation category totals comes from Bureau of Labor Statistics data. The figures represent data as of May 2018.

WAGES SECTION DEFINITIONS

Total Employment: The total number of employees in occupation.

Regional Annual Mean: The average wage for each position in the South Bend – Elkhart Region.

Percentile Wage: Shows wage distribution, which provides information on the spread of the wages.

Annual 25th Percentile Wage: The lowest quarter of salaries for this job fall below the twenty-fifth percentile. The “middle half” of people in this job have salaries that fall between the 25th and 75th percentile.

Annual Median Wage: The lower half of salaries for this job fall below the fiftieth percentile while the upper half are above it. The 50th percentile is the most widely used measure of the “middle” of the possible pay values for a job.

Annual 75th Percentile Wage: The highest quarter of salaries for this job are above the seventy-fifth percentile. The “middle half” of people in this job have salaries that fall between the 25th and 75th percentile.

BENEFITS SECTION

Participants were asked to report their benefits packages for full-time workers. Benefits are reported for the participant classifications described. Benefits programs may differ between hourly and salaried personnel; therefore, benefits data is reported separately for each group. In cases where benefits differed within the same classification of employees, respondents were asked to report average or most common practices.

PARTICIPANT CLASSIFICATIONS

Small Manufacturing and Distribution: Participants reporting a sales volume of less than \$20 million. The 2019 Survey includes information from 19 such companies.

Medium Manufacturing and Distribution:

Participants reporting a sales volume between \$20 million and \$100 million. The 2019 Survey includes information from 20 such companies.

Large Manufacturing and Distribution:

Participants reporting a sales volume of at least \$100 million. The 2019 Survey includes information from 14 such companies.

Small Nonmanufacturing: Participants reporting fewer than 200 employees. The 2019 Survey includes information from 30 such companies.

Large Nonmanufacturing: Participants reporting at least 200 employees. The 2019 Survey includes information from 15 such companies.

BENEFITS SECTION DEFINITIONS

Average: This represents the average benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Typical: The most common benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Hourly and Salary: Unlike the wage section, benefits reports reflect the difference between exempt and nonexempt classifications.

CONFIDENTIALITY AND MISSING DATA

To protect the confidentiality of the participants, wage and benefit information is not disclosed for occupations or benefit categories unless it is provided by at least three sources. These entries are indicated with an asterisk (*). If data is missing from one section, similar information may be found in one of the other sections of the report.

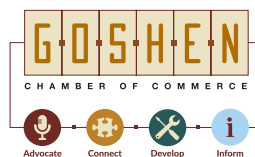
SURVEY PREPARATION

The survey is conducted online and facilitated by SEMMA Health. For more information, contact info@southbendelkhart.org.

REGIONAL ECONOMIC DEVELOPMENT PARTNERS



SOUTH BEND | ELKHART
REGIONAL PARTNERSHIP



REGIONAL WAGES REPORT

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WAGES REPORT: OCCUPATIONAL DATA

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
All Occupations	333,390	\$44,339	\$25,309	\$35,315	\$53,110
MANAGEMENT OCCUPATIONS	14,130	\$99,371	\$ 61,341	\$85,568	\$119,645
Marketing Managers	220	\$106,005	\$77,425	\$95,990	\$121,960
Sales Managers	510	\$122,948	\$79,203	\$117,621	\$155,094
Public Relations and Fundraising Managers	60	\$84,030	\$69,050	\$78,350	\$93,240
Administrative Services Managers.....	280	\$84,060	\$62,481	\$84,099	\$100,699
Computer, and Information Systems Managers.....	380	\$100,488	\$74,223	\$95,012	\$118,143
Financial Managers	900	\$107,347	\$71,825	\$99,161	\$128,700
Industrial Production Managers.....	920	\$100,145	\$72,486	\$93,731	\$118,812
Purchasing Managers.....	200	\$97,326	\$73,304	\$88,031	\$119,793
Transportation, Storage, and Distribution Managers	100	\$92,749	\$75,407	\$86,687	\$107,978
Human Resources Managers.....	260	\$98,383	\$71,317	\$88,713	\$119,896
Construction Managers	300	\$80,714	\$59,232	\$76,002	\$100,806
Education Administrators, Elementary, and Secondary School.....	610	\$83,983	\$72,927	\$85,596	\$97,115
Architectural and Engineering Managers.....	260	\$122,123	\$94,183	\$116,316	\$138,860
Food Service Managers.....	300	\$56,260	\$38,305	\$49,202	\$62,927
Lodging Managers.....	60	\$48,360	\$36,610	\$52,730	\$59,250
Medical and Health Services Managers	420	\$27,820	\$19,556	\$24,152	\$31,999
Property, Real Estate, and Community Association Managers....	350	\$38,699	\$30,638	\$35,591	\$42,711
Social and Community Service Managers.....	200	\$62,955	\$51,007	\$62,573	\$71,647
Managers, All Other	470	\$73,640	\$53,770	\$70,694	\$90,581
Chief Executives	340	\$162,270	\$73,084	\$145,419	*
General and Operations Managers.....	5,520	\$106,634	\$60,998	\$87,370	\$130,540
Legislators	180	\$33,309	\$16,159	\$27,532	\$44,791

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
BUSINESS AND FINANCIAL					
OPERATIONS OCCUPATIONS	10,290	\$64,418	\$ 41,860	\$56,575	\$75,565
Buyers and Purchasing Agents.....	1,170	\$56,914	\$43,929	\$54,672	\$67,187
Claims Adjusters, Examiners, and Investigators.....	140	\$65,830	\$53,766	\$64,306	\$77,149
Compliance Officers.....	230	\$56,516	\$42,950	\$53,180	\$68,125
Cost Estimators.....	360	\$62,067	\$44,938	\$59,329	\$76,730
Human Resources Specialists.....	1,190	\$54,159	\$40,025	\$50,345	\$62,331
Logisticians.....	160	\$69,541	\$49,278	\$68,772	\$85,764
Management Analysts.....	570	\$81,614	\$48,935	\$65,325	\$105,420
Meeting, Convention, and Event Planners.....	120	\$42,540	\$31,820	\$37,870	\$51,480
Fundraisers.....	90	\$57,380	\$45,810	\$56,510	\$67,370
Compensation, Benefits, and Job Analysis Specialists.....	50	\$53,270	\$39,660	\$48,020	\$61,640
Training and Development Specialists.....	540	\$52,127	\$35,782	\$48,718	\$65,909
Market Research Analysts and Marketing Specialists.....	840	\$53,183	\$37,295	\$49,830	\$63,958
Business Operations Specialists, All Other.....	920	\$81,864	\$42,038	\$61,869	\$116,035
Accountants and Auditors.....	2,080	\$73,519	\$48,368	\$63,296	\$87,758
Financial Analysts.....	290	\$77,039	\$61,379	\$76,532	\$90,723
Personal Financial Advisors.....	200	\$105,045	\$57,950	\$83,210	\$132,855
Loan Officers.....	330	\$59,699	\$39,706	\$52,872	\$71,837
Tax Preparers.....	80	\$49,710	\$38,080	\$53,000	\$61,370
Financial Specialists, All Other.....	100	\$49,486	\$39,022	\$46,210	\$59,170
COMPUTER AND					
MATHEMATICAL OCCUPATIONS	3,950	\$66,341	\$ 43,200	\$59,685	\$80,874
Computer Systems Analysts.....	430	\$56,914	\$56,946	\$68,844	\$85,384
Computer Programmers.....	360	\$65,830	\$56,211	\$66,550	\$98,165
Software Developers, Applications.....	490	\$56,516	\$60,971	\$77,792	\$107,661
Software Developers, Systems Software.....	100	\$62,067	\$58,530	\$75,040	\$101,850
Web Developers.....	150	\$54,159	\$31,786	\$44,938	\$60,856
Database Administrators.....	50	\$69,541	\$57,120	\$72,900	\$94,540
Network and Computer Systems Administrators.....	630	\$81,614	\$52,975	\$68,673	\$86,241
Computer Network Architects.....	170	\$42,540	\$55,162	\$65,515	\$79,196
Computer User Support Specialists.....	990	\$57,380	\$33,005	\$40,824	\$50,088

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Computer Network Support Specialists	90	\$45,060	\$31,350	\$36,620	\$51,850
Computer Occupations, All Other.....	180	\$65,265	\$48,086	\$63,959	\$81,199
ARCHITECTURE AND					
ENGINEERING OCCUPATIONS	5,220	\$70,685	\$ 52,321	\$69,106	\$86,417
Architects, Except Landscape, and Naval	100	\$69,326	\$48,302	\$66,147	\$84,751
Civil Engineers	220	\$73,832	\$57,875	\$69,690	\$85,791
Electrical Engineers	220	\$78,546	\$64,167	\$75,550	\$92,510
Industrial Engineers	1,380	\$73,696	\$58,886	\$70,186	\$86,885
Mechanical Engineers	820	\$71,539	\$55,980	\$67,791	\$84,598
Engineers, All Other	130	\$59,898	\$44,072	\$52,189	\$74,416
Architectural and Civil Drafters.....	150	\$51,690	\$40,810	\$49,493	\$60,580
Mechanical Drafters	180	\$49,353	\$39,833	\$47,507	\$58,143
Electrical and Electronics Engineering Technicians.....	40	\$58,980	\$48,640	\$57,420	\$66,300
Industrial Engineering Technicians.....	270	\$51,676	\$42,559	\$50,566	\$61,209
LIFE, PHYSICAL, AND SOCIAL					
SCIENCE OCCUPATIONS	910	\$64,495	\$ 43,356	\$55,810	\$75,994
Chemists	160	\$67,971	\$52,899	\$61,026	\$73,118
Clinical, Counseling, and School Psychologists	170	\$73,224	\$51,988	\$62,108	\$85,791
COMMUNITY AND SOCIAL					
SERVICE OCCUPATIONS	3,680	\$45,082	\$ 34,051	\$42,137	\$55,536
Educational, Guidance, School, and Vocational Counselors	510	\$50,871	\$38,232	\$49,370	\$62,957
Counselors	240	\$41,660	\$32,567	\$42,020	\$49,877
Child, Family, and School Social Workers	790	\$45,009	\$36,477	\$42,272	\$52,662
Healthcare Social Workers	480	\$51,623	\$39,713	\$49,163	\$61,127
Mental Health and Substance Abuse Social Workers	160	\$43,749	\$31,218	\$44,468	\$52,951
Health Educators	100	\$51,834	\$34,856	\$52,078	\$66,614
Probation Officers and Correctional Treatment Specialists	130	\$49,468	\$41,306	\$48,393	\$58,578
Social and Human Service Assistants .	590	\$32,654	\$27,480	\$32,411	\$37,453

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
LEGAL OCCUPATIONS	480	\$68,646	\$ 38,851	\$51,289	\$82,476
Lawyers	510	\$82,720	\$52,519	\$67,105	\$98,739
Paralegals and Legal Assistants.....	200	\$40,733	\$31,356	\$36,367	\$44,620
EDUCATION, TRAINING, AND					
LIBRARY OCCUPATIONS	19,680	\$16,092	\$ 10,290	\$15,355	\$20,701
Preschool Teachers, Except Special Education	760	\$26,631	\$21,314	\$25,191	\$30,689
Kindergarten Teachers, Except Special Education	270	\$48,983	\$38,928	\$46,491	\$58,343
Elementary School Teachers, Except Special Education	2,960	\$51,124	\$39,506	\$50,034	\$61,936
Secondary School Teachers, Except Special and Career/Technical Ed.....	2,210	\$52,695	\$40,646	\$50,588	\$64,511
Special Education Teachers, Kindergarten and Elementary School	280	\$45,659	\$28,940	\$44,207	\$59,022
Special Education Teachers, Middle School	120	\$49,525	\$39,250	\$48,694	\$59,896
Special Education Teachers, Secondary School.....	160	\$49,403	\$38,373	\$49,629	\$60,026
Adult Basic and Secondary Ed. and Literacy Teachers and Instructors..	70	\$29,794	\$25,114	\$29,297	\$34,966
Self-Enrichment Education Teachers ..	240	\$38,493	\$24,955	\$35,654	\$48,088
Teachers and Instructors, All Other, Except Substitute Teachers.....	240	\$34,202	\$25,180	\$31,337	\$39,740
Librarians.....	150	\$49,820	\$38,740	\$48,380	\$60,00
Librarian Technicians.....	200	\$27,981	\$22,402	\$26,494	\$32,629
Instructional Coordinators	240	\$58,678	\$42,759	\$55,891	\$70,756
Teacher Assistants	2,260	\$24,494	\$20,638	\$24,561	\$28,506
ARTS, DESIGN, ENTERTAINMENT, SPORTS,					
AND MEDIA OCCUPATIONS	3,440	\$50,368	\$ 27,807	\$38,856	\$54,610
Commercial and Industrial Designers..	160	\$61,103	\$41,555	\$53,643	\$61,733
Graphic Designers.....	510	\$40,685	\$32,720	\$39,476	\$47,188
Interior Designers	130	\$28,447	\$23,836	\$27,540	\$33,861
Coaches and Scouts.....	310	\$26,045	\$18,719	\$22,005	\$29,356
Public Relations Specialists	330	\$51,913	\$38,547	\$48,982	\$63,571
Interpreters and Translators	120	\$38,454	\$30,903	\$37,012	\$44,991

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
HEALTHCARE PRACTITIONERS AND					
TECHNICAL OCCUPATIONS	16,970	\$73,559	\$ 43,789	\$58,275	\$76,921
Dentists, General	70	\$187,010	\$99,910	\$177,980	*
Dietitians and Nutritionists	90	\$54,450	\$45,963	\$54,670	\$62,270
Pharmacists	440	\$122,304	\$113,278	\$126,021	\$142,023
Family and General Practitioners	180	\$231,951	\$173,991	*	*
Physicians and Surgeons, All Other	490	\$239,160	\$156,758	*	*
Physician Assistants	110	\$97,142	\$58,925	\$102,295	\$127,797
Occupational Therapists	220	\$81,166	\$61,133	\$75,810	\$100,612
Physical Therapists	280	\$82,311	\$69,067	\$81,564	\$95,231
Respiratory Therapists	40	\$56,090	\$53,030	\$57,770	\$62,510
Speech-Language Pathologists	270	\$64,264	\$49,287	\$64,189	\$78,872
Veterinarians	120	\$98,137	\$79,070	\$93,217	\$113,510
Registered Nurses	4,920	\$61,404	\$51,838	\$59,700	\$70,358
Nurse Anesthetists	100	\$153,670	\$143,560	\$155,970	\$168,380
Nurse Practitioners	320	\$98,885	\$88,480	\$99,426	\$111,699
Clinical Laboratory Technologists and Technicians	140	\$31,177	\$27,251	\$32,160	\$35,669
Dental Hygienists	650	\$65,877	\$59,088	\$67,314	\$74,718
Diagnostic Medical Sonographers	140	\$64,529	\$56,144	\$65,584	\$74,469
Radiologic Technologists	390	\$56,343	\$47,109	\$55,634	\$64,822
Magnetic Resonance Imaging Technologists	40	\$54,810	\$38,930	\$55,290	\$67,220
Emergency Medical Technicians and Paramedics	520	\$32,787	\$26,569	\$31,076	\$38,130
Pharmacy Technicians	730	\$29,470	\$23,725	\$29,454	\$34,502
Surgical Technologists	240	\$45,743	\$38,297	\$45,413	\$52,373
Veterinary Technologists and Technicians	190	\$36,106	\$27,875	\$35,049	\$44,359
Ophthalmic Medical Technicians	90	\$36,590	\$32,200	\$36,850	\$41,873
Licensed Practical and Licensed Vocational Nurses	1,530	\$44,481	\$39,137	\$44,856	\$50,113
Medical Records and Health Information Technicians	470	\$41,890	\$32,363	\$38,946	\$48,055
Opticians, Dispensing	160	\$32,140	\$27,821	\$31,684	\$36,714
Health Technologists and Technicians, All Other	130	\$40,642	\$28,643	\$34,476	\$43,941
Occupational Health and Safety Specialists	170	\$61,217	\$44,444	\$61,604	\$75,473
Athletic Trainers	50	\$46,090	\$40,750	\$46,160	\$51,590

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
HEALTHCARE SUPPORT					
OCCUPATIONS	7,580	\$30,737	\$ 24,656	\$28,873	\$34,327
Home Health Aides	1,250	\$23,482	\$21,621	\$23,412	\$25,233
Nursing Assistants	2,840	\$28,552	\$25,131	\$28,157	\$31,358
Physical Therapist Aides	60	\$26,040	\$22,010	\$24,200	\$27,440
Massage Therapists	120	\$40,443	\$30,297	\$37,808	\$49,284
Dental Assistants	500	\$41,871	\$35,367	\$42,262	\$48,247
Medical Assistants	1,560	\$32,272	\$27,972	\$31,793	\$36,637
Phlebotomists	290	\$32,077	\$25,746	\$30,968	\$37,187
Healthcare Support Workers, All Other	180	\$33,113	\$22,857	\$28,567	\$35,963
PROTECTIVE SERVICE					
OCCUPATIONS	5,650	\$40,648	\$ 24,007	\$35,860	\$55,261
First-Line Supervisors of Police and Detectives	170	\$67,326	\$56,531	\$66,384	\$77,096
First-Line Supervisors of Fire Fighting and Prevention Workers	110	\$67,642	\$57,105	\$71,521	\$80,981
First-Line Supervisors of Protective Service Workers, All Other	120	\$38,301	\$27,066	\$34,813	\$46,475
Firefighters	790	\$48,246	\$28,928	\$47,800	\$65,892
Correctional Officers and Jailers	200	\$46,520	\$40,835	\$45,760	\$52,030
Detectives and Criminal Investigators	40	\$67,630	\$58,300	\$69,160	\$77,770
Police and Sheriff's Patrol Officers	1,320	\$55,783	\$45,015	\$54,722	\$67,014
Security Guards	1,890	\$25,539	\$20,911	\$23,911	\$28,245
Crossing Guards	100	\$17,836	\$12,761	\$14,301	\$23,982
Lifeguards, Ski Patrol, and Other Recreational Protective Service	200	\$22,049	\$18,915	\$19,852	\$21,176
Transportation Security Screeners	40	\$39,600	\$37,450	\$37,820	\$41,180
FOOD PREPARATION AND SERVING					
RELATED OCCUPATIONS	27,840	\$23,034	\$ 18,543	\$20,528	\$25,049
Chefs and Head Cooks	110	\$41,965	\$30,521	\$37,040	\$52,385
First-Line Supervisors and Food Preparation and Serving Workers	2,100	\$32,974	\$24,863	\$30,289	\$38,128
Cooks, Fast Food	630	\$21,256	\$19,289	\$20,767	\$23,131
Cooks, Institution and Cafeteria	820	\$26,104	\$22,034	\$25,653	\$29,550
Cooks, Restaurant	2,750	\$25,397	\$20,869	\$24,440	\$28,824

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Cooks, Short Order	290	\$22,050	\$19,560	\$19,870	\$22,580
Food Preparation Workers	1,650	\$21,802	\$18,517	\$20,922	\$24,365
Bartenders	1,340	\$22,581	\$18,109	\$19,674	\$23,987
Combined Food Preparation and Serving Workers, Including Fast Food	8,860	\$20,234	\$17,957	\$19,432	\$22,070
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	410	\$21,877	\$18,835	\$20,804	\$23,368
Waiters and Waitresses	5,210	\$23,276	\$18,432	\$19,877	\$24,792
Food Servers, Nonrestaurant	730	\$23,906	\$20,507	\$23,194	\$26,449
Dining Room and Cafeteria Attendants and Bartender Helpers	540	\$20,944	\$18,601	\$19,681	\$22,207
Dishwashers	900	\$20,619	\$18,763	\$20,074	\$22,273
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	850	\$20,342	\$17,715	\$18,937	\$20,771

BUILDING AND GROUNDS CLEANING AND

MAINTENANCE OCCUPATIONS	8,470	\$28,653	\$ 21,542	\$26,141	\$33,547
First-Line Supervisors of Housekeeping and Janitorial Workers	220	\$40,179	\$30,658	\$40,555	\$49,532
First-Line Supervisors of Landscaping, Lawn Service, and Grounds keeping Workers	250	\$47,957	\$38,778	\$44,166	\$53,315
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	4,230	\$29,356	\$22,386	\$27,507	\$34,533
Maids and Housekeeping Cleaners	1,880	\$22,502	\$19,356	\$21,696	\$24,385
Pest Control Workers	40	\$37,000	\$24,340	\$34,240	\$47,530
Landscaping and Grounds-keeping Workers	1,740	\$28,443	\$22,946	\$27,830	\$32,861

PERSONAL CARE AND

SERVICE OCCUPATIONS	7,230	\$26,392	\$ 20,385	\$23,561	\$29,197
First-Line Supervisors of Personal Service Workers	290	\$35,187	\$26,136	\$34,338	\$42,086
Nonfarm Animal Caretakers	450	\$24,190	\$19,389	\$22,169	\$26,649
Amusement and Recreation Attendants	240	\$20,205	\$17,571	\$19,345	\$22,545
Funeral Attendants	60	\$24,770	\$21,560	\$23,470	\$27,990
Hairdressers, Hairstylists, and Cosmetologists	840	\$20,462	\$15,296	\$17,466	\$23,465

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Childcare Workers.....	380	\$22,695	\$18,795	\$20,735	\$24,020
Personal Care Aides.....	1,370	\$24,092	\$21,488	\$23,414	\$25,361
Fitness Trainers and Aerobics Instructors	510	\$38,180	\$24,664	\$35,111	\$47,065
Recreation Workers	780	\$25,523	\$19,863	\$23,495	\$30,180
Residential Advisors.....	60	\$27,080	\$22,910	\$26,060	\$30,390

SALES AND RELATED

OCCUPATIONS	27,890	\$40,255	\$ 20,549	\$26,945	\$45,700
First-Line Supervisors of Retail Sales Workers	2,370	\$38,894	\$27,530	\$34,827	\$47,836
First-Line Supervisors of Non-Retail Sales Workers	470	\$81,206	\$54,604	\$70,059	\$98,283
Cashiers	6,730	\$21,841	\$18,605	\$20,841	\$24,046
Counter and Rental Clerks	760	\$28,096	\$20,297	\$25,631	\$34,301
Parts Salespersons.....	890	\$30,507	\$21,386	\$26,682	\$37,905
Retail Salespersons	8,670	\$26,893	\$19,341	\$22,924	\$29,355
Advertising Sales Agents	230	\$56,471	\$32,463	\$48,553	\$65,956
Insurance Sales Agents.....	640	\$65,166	\$33,158	\$48,012	\$71,250
Securities, Commodities, and Financial Services Sales Agents	310	\$95,418	\$39,035	\$60,548	\$115,448
Sales Representatives, Services, All Other.....	1,160	\$61,979	\$37,797	\$49,302	\$70,375
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products.....	540	\$96,692	\$64,622	\$87,598	\$125,129
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products.....	4,340	\$73,619	\$42,985	\$61,431	\$90,757
Sales Engineer.....	30	\$106,320	\$68,990	\$91,140	\$141,030
Sales and Related Workers, All Other..	60	\$26,820	\$20,200	\$22,530	\$26,960

OFFICE AND ADMINISTRATIVE

SUPPORT OCCUPATIONS	44,860	\$36,047	\$ 26,688	\$33,561	\$41,930
First-Line Supervisors of Office and Administrative Support Workers	3,130	\$53,245	\$38,514	\$50,790	\$65,097
Switchboard Operators, Including Answering Service	50	\$28,480	\$25,500	\$28,460	\$31,470
Bill and Account Collectors	200	\$37,696	\$30,767	\$36,739	\$43,459
Billing and Posting Clerks	690	\$37,174	\$30,845	\$36,024	\$42,117
Bookkeeping, Accounting, and Auditing Clerks	3,230	\$35,752	\$28,669	\$35,027	\$40,775

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Payroll and Timekeeping Clerks	260	\$39,343	\$32,688	\$38,145	\$46,179
Procurement Clerks	70	\$45,286	\$36,766	\$44,024	\$53,856
Tellers	1,150	\$27,808	\$23,697	\$27,328	\$31,122
Court, Municipal, and License Clerks ..	230	\$16,326	\$13,370	\$15,761	\$18,252
Customer Service Representatives.....	5,770	\$38,458	\$29,242	\$36,277	\$46,114
Eligibility Interviewers, Government Programs.....	80	\$37,970	\$31,380	\$33,970	\$45,810
File Clerks	160	\$30,113	\$24,425	\$28,128	\$33,643
Hotel, Motel, and Resort Desk Clerks ..	630	\$21,078	\$18,851	\$20,635	\$23,179
Interviewers, Except Eligibility and Loan	130	\$33,570	\$27,840	\$32,250	\$37,330
Library Assistants, Clerical.....	340	\$25,419	\$21,247	\$25,327	\$29,330
Loan Interviewers and Clerks.....	420	\$34,565	\$27,466	\$32,873	\$40,752
Order Clerks.....	190	\$33,466	\$25,803	\$31,646	\$40,582
Human Resources Assistants, Except Payroll and Timekeeping.....	90	\$38,387	\$30,278	\$36,614	\$44,981
Receptionists and Information Clerks ..	2,170	\$28,398	\$23,919	\$28,415	\$32,249
Information and Record Clerks, All Other.....	70	\$34,660	\$28,510	\$33,070	\$38,940
Cargo and Freight Agents	40	\$49,980	\$39,610	\$51,060	\$58,920
Police, Fire, and Ambulance Dispatchers.....	120	\$44,703	\$41,173	\$46,313	\$50,717
Dispatchers, Except Police, Fire, and Ambulance.....	260	\$40,195	\$29,800	\$36,415	\$49,755
Postal Service Clerks.....	140	\$51,370	\$44,000	\$53,636	\$60,106
Postal Service Mail Carriers	720	\$50,665	\$37,342	\$49,186	\$62,495
Postal Service Mail Sorters, Processors, and Processing Machine Operators ..	90	\$50,100	\$40,850	\$58,770	\$60,100
Production, Planning, and Expediting Clerks	670	\$51,535	\$39,181	\$49,423	\$61,532
Shipping, Receiving, and Traffic Clerks.....	3,280	\$33,965	\$28,273	\$33,025	\$38,099
Stock Clerks and Order Fillers	4,340	\$28,734	\$21,841	\$27,058	\$33,570
Weighers, Measurers, Checkers, and Samplers, Record keeping.....	100	\$31,140	\$22,810	\$25,200	\$37,890
Executive Secretaries and Executive Administrative Assistants.....	750	\$52,315	\$42,065	\$48,891	\$58,750
Medical Secretaries.....	900	\$35,700	\$28,038	\$33,828	\$41,625
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive.	3,780	\$31,506	\$24,989	\$30,914	\$37,437
Computer Operators.....	60	\$34,770	\$22,250	\$31,320	\$45,510

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Data Entry Keyers.....	150	\$30,256	\$25,658	\$29,750	\$34,797
Insurance Claims and Policy Processing	220	\$41,250	\$34,070	\$39,050	\$46,790
Mail Clerks and Mail Machine Operators, Except Postal Service	60	\$29,900	\$22,460	\$29,320	\$35,630
Office Clerks, General	7,340	\$34,479	\$26,159	\$32,868	\$40,130
Office and Administrative Support Workers, All Other.....	210	\$35,603	\$25,847	\$33,177	\$44,817
FARMING, FISHING, AND					
FORESTRY OCCUPATIONS	200	\$29,675	\$ 24,307	\$27,706	\$34,188
Farm workers and Laborers, Crop, Nursery, and Greenhouse.....	220	\$26,178	\$23,527	\$25,613	\$27,725
CONSTRUCTION AND					
EXTRACTION OCCUPATIONS	10,770	\$48,117	\$ 34,832	\$44,017	\$58,307
First-Line Supervisors of Construction Trades and Extraction Workers.....	750	\$62,424	\$46,821	\$57,429	\$76,539
Brick masons and Block masons	170	\$46,654	\$36,811	\$46,753	\$57,049
Carpenters	1,570	\$46,146	\$34,051	\$42,891	\$58,252
Cement Masons and Concrete Finishers	300	\$43,424	\$35,000	\$41,225	\$51,479
Construction Laborers.....	1,530	\$39,778	\$31,955	\$38,586	\$46,644
Operating Engineers and Other Construction Equipment Operators.....	530	\$53,941	\$39,340	\$48,211	\$64,027
Drywall and Ceiling Tile Installers	90	\$38,330	\$33,750	\$39,120	\$44,490
Electricians	1,230	\$53,141	\$42,183	\$51,663	\$64,156
Glaziers.....	110	\$46,220	\$37,320	\$45,250	\$55,140
Painters, Construction and Maintenance	330	\$39,371	\$31,927	\$39,907	\$46,502
Plumbers, Pipefitters, and Steamfitters.....	1,330	\$61,433	\$39,175	\$55,567	\$86,375
Roofers	310	\$43,500	\$33,763	\$39,447	\$52,461
Sheet Metal Workers.....	860	\$42,487	\$30,850	\$36,984	\$50,146
Structural Iron and Steel Workers.....	40	\$44,130	\$33,100	\$43,550	\$50,940
Helpers, Electricians	50	\$33,490	\$29,670	\$34,470	\$37,980
Construction and Building Inspectors..	70	\$29,840	\$24,103	\$29,177	\$34,869
Highway Maintenance Workers.....	290	\$40,743	\$36,195	\$41,033	\$47,201
Earth Drillers, Except Oil and Gas.....	70	\$38,430	\$33,300	\$38,370	\$44,650

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
INSTALLATION, MAINTENANCE, AND REPAIR OCCUPATIONS					
First-Line Supervisors of Mechanics, Installers, and Repairers	1,230	\$63,628	\$46,635	\$58,474	\$76,330
Computer, Automated Teller, and Office Machine Repairers	180	\$38,160	\$26,439	\$34,768	\$46,436
Telecommunications Equipment Installers and Repairers, Except Line Installers ..	310	\$53,030	\$46,232	\$56,727	\$62,460
Electrical and Electronics Repairers, Commercial and Industrial Equipment	80	\$56,920	\$46,310	\$57,670	\$68,890
Security and Fire Alarm Systems	90	\$50,530	\$40,690	\$50,430	\$59,960
Automotive Body and Related Repairers.....	410	\$43,888	\$33,587	\$41,339	\$50,658
Automotive Service Technicians and Mechanics	1,440	\$38,523	\$29,012	\$37,630	\$45,967
Bus and Truck Mechanics and Diesel Engine Specialists.....	790	\$44,685	\$37,922	\$44,709	\$51,696
Farm Equipment Mechanics and Service Technicians.....	120	\$45,890	\$41,693	\$47,433	\$52,327
Mobile Heavy Equipment Mechanics, Except Engines	160	\$55,856	\$45,019	\$54,635	\$63,789
Motorcycle Mechanics	40	\$36,400	\$31,300	\$35,500	\$41,720
Recreational Vehicle Service Technicians.....	470	\$46,110	\$37,110	\$45,650	\$55,450
Heating, Air Conditioning, and Refrigeration Mechanics and Installers.....	550	\$47,173	\$35,786	\$42,706	\$57,443
Home Appliance Repairers	70	\$37,370	\$17,960	\$41,460	\$53,950
Industrial Machinery Mechanics.....	1,120	\$48,827	\$39,473	\$49,371	\$57,299
Maintenance Workers, Machinery.....	150	\$45,495	\$39,069	\$45,326	\$50,940
Millwrights	30	\$60,160	\$52,400	\$58,920	\$69,800
Electrical Power-Line Installers and Repairers.....	80	\$59,230	\$45,500	\$61,750	\$74,590
Medical Equipment Repairers	120	\$52,800	\$44,050	\$52,380	\$61,000
Maintenance and Repair Workers, General.....	4,340	\$39,065	\$29,574	\$36,883	\$46,804
Helpers, Installation, Maintenance, and Repair Workers	120	\$26,665	\$21,430	\$24,955	\$31,310
Installation, Maintenance, and Repair Workers, All Other.....	180	\$37,413	\$26,720	\$35,773	\$49,560

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
PRODUCTION OCCUPATIONS	77,410	\$39,854	\$ 27,725	\$34,956	\$48,566
First-Line Supervisors of Production and Operating Workers	4,590	\$63,353	\$46,067	\$59,848	\$74,553
Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers.....	1,600	\$30,049	\$23,614	\$27,676	\$35,335
Structural Metal Fabricators and Fitters.....	140	\$37,480	\$31,690	\$36,620	\$42,900
Assemblers and Fabricators, All Other	26,270	\$43,590	\$28,012	\$37,085	\$62,037
Bakers.....	370	\$24,924	\$20,667	\$23,312	\$27,302
Butchers and Meat Cutters	180	\$27,173	\$20,784	\$26,790	\$32,643
Meat, Poultry, and Fish Cutters and Trimmers	200	\$25,100	\$22,210	\$24,420	\$27,880
Food Batchmakers.....	160	\$31,549	\$23,680	\$30,094	\$38,189
Computer-Controlled Machine Tool Operators, Metal and Plastic	990	\$38,730	\$31,234	\$36,827	\$46,573
Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic..	130	\$52,932	\$45,171	\$54,031	\$60,788
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic.....	240	\$31,700	\$27,140	\$30,460	\$35,810
Rolling Machine Setters, Operators, and Tenders, Metal and Plastic	80	\$36,810	\$29,150	\$34,390	\$40,560
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic.....	2,960	\$31,327	\$25,692	\$29,997	\$35,905
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	290	\$37,471	\$32,632	\$36,622	\$41,178
Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	120	\$37,770	\$30,170	\$35,890	\$43,070
Machinists	12,240	\$40,969	\$32,481	\$40,467	\$48,786
Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic.....	2,890	\$31,968	\$25,133	\$30,347	\$36,775
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic.....	500	\$37,192	\$27,579	\$34,502	\$43,449
Tool and Die Makers.....	930	\$51,677	\$41,410	\$53,965	\$62,082
Welders, Cutters, Solderers, and Brazers.....	2,790	\$39,996	\$32,692	\$38,548	\$46,338

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders.....	220	\$33,927	\$28,560	\$32,977	\$38,115
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic.....	130	\$35,860	\$24,970	\$336,960	\$45,690
Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic.....	380	\$40,717	\$35,728	\$42,528	\$47,514
Printing Press Operators.....	310	\$36,468	\$24,535	\$34,428	\$46,286
Print Binding and Finishing Workers ...	50	\$36,440	\$27,410	\$37,190	\$45,450
Laundry and Dry-Cleaning Workers ...	560	\$22,180	\$18,657	\$20,956	\$24,680
Sewing Machine Operators.....	760	\$31,153	\$27,318	\$30,781	\$35,624
Upholsterers	830	\$32,420	\$28,290	\$31,700	\$36,670
Cabinetmakers and Bench Carpenters .	170	\$33,413	\$25,192	\$31,189	\$38,473
Furniture Finishers.....	340	\$30,960	\$25,910	\$29,700	\$35,610
Sawing Machine Setters, Operators, and Tenders, Wood.....	470	\$33,950	\$27,820	\$33,300	\$38,570
Woodworking Machine Setters, Operators, and Tenders, Except Sawing.....	690	\$30,157	\$25,271	\$29,452	\$34,641
Water and Wastewater Treatment Plant and System Operators	240	\$44,623	\$37,370	\$44,810	\$51,537
Chemical Equipment Operators and Tenders.....	220	\$43,619	\$33,537	\$43,435	\$53,690
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders.....	70	\$37,940	\$33,520	\$38,130	\$45,250
Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders.....	50	\$28,190	\$21,190	\$26,560	\$31,550
Grinding and Polishing Workers, Hand..	1,160	\$36,681	\$29,900	\$35,994	\$43,300
Mixing and Blending Machine Setters, Operators, and Tenders	500	\$38,382	\$29,710	\$35,592	\$45,866
Cutting and Slicing Machine Setters, Operators, and Tenders	470	\$28,892	\$24,377	\$28,746	\$32,720
Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	390	\$31,086	\$25,218	\$29,144	\$36,239
Inspectors, Testers, Sorters, Samplers, and Weighers.....	2,950	\$39,483	\$31,062	\$36,788	\$46,049
Dental Laboratory Technicians	60	\$38,070	\$28,225	\$34,545	\$47,880
Ophthalmic Laboratory Technicians....	40	\$39,780	\$33,390	\$37,200	\$43,620
Packaging and Filling Machine Operators and Tenders.....	1,400	\$32,413	\$27,978	\$31,701	\$37,427
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders.....	790	\$31,865	\$24,944	\$30,157	\$37,151

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: OCCUPATIONAL DATA (continued)

	Total Employment	Regional Annual Mean	Annual 25th Percentile Wage	Annual Median Wage	Annual 75th Percentile Wage
Painters, Transportation Equipment	110	\$40,810	\$35,230	\$41,400	\$47,590
Painting, Coating, and Decorating Workers.....	100	\$30,340	\$24,410	\$29,280	\$33,750
Molders, Shapers, and Casters, Except Metal and Plastic.....	70	\$43,960	\$32,800	\$41,040	\$55,460
Paper Goods Machine Setters, Operators, and Tenders.....	90	\$29,140	\$24,820	\$28,580	\$33,990
Helpers, Production Workers.....	3,030	\$29,524	\$23,813	\$28,777	\$33,994
Production Workers, All Other.....	340	\$32,654	\$25,525	\$31,191	\$37,421

TRANSPORTATION AND MATERIAL

MOVING OCCUPATIONS	21,870	\$35,038	\$ 23,862	\$31,777	\$42,767
First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft					
Cargo Handling Supervisors.....	900	\$54,425	\$39,885	\$53,295	\$67,849
Commercial Pilots	150	\$67,650	\$48,690	\$70,400	\$82,890
Bus Drivers, School or Special Client....	800	\$31,020	\$21,780	\$32,474	\$38,354
Driver/Sales Workers.....	910	\$25,231	\$18,709	\$20,557	\$26,825
Heavy and Tractor-Trailer Truck Drivers	4,090	\$46,439	\$36,049	\$43,572	\$56,512
Light Truck or Delivery Services Drivers	2,560	\$35,597	\$23,781	\$33,965	\$44,987
Taxi Drivers and Chauffeurs.....	140	\$26,632	\$21,845	\$24,911	\$28,785
Automotive and Watercraft Service Attendants.....	170	\$24,835	\$20,958	\$24,029	\$27,877
Conveyor Operators and Tenders.....	30	\$29,570	\$27,280	\$29,290	\$31,290
Industrial Truck and Tractor Operators .	1,730	\$36,587	\$30,640	\$36,216	\$42,141
Cleaners of Vehicles and Equipment...	760	\$25,372	\$22,020	\$23,522	\$29,733
Laborers and Freight, Stock, and Material Movers, Hand	6,850	\$29,168	\$22,070	\$27,395	\$34,055
Machine Feeders and Offbearers	570	\$26,169	\$22,275	\$24,623	\$27,168
Packers and Packagers, Hand.....	840	\$24,917	\$20,486	\$24,800	\$29,220

Source: 2018 Bureau of Labor Statistics

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

WAGES REPORT: REGIONAL INDUSTRY CLUSTERS

	Regional Wages	U.S Wages	Regional Wages as share of U.S
REGIONAL INDUSTRY CLUSTERS			
Average Annual Wages for Regional Industry Clusters, SBE Region and the United States, 2018			
IT Services	\$72,401.....	\$118,441	61%
Engineering/Environmental Technical Services.....	\$70,635.....	\$102,643	69%
Life Sciences	\$69,671.....	\$107,548	65%
Other Transportation Equipment.....	\$68,931.....	\$98,756	70%
RV, Travel Trailers and Campers	\$63,727.....	\$53,798	118%
Private Colleges and Universities	\$63,113.....	\$65,859	96%
Transportation, Distribution & Logistics.....	\$55,917.....	\$69,908	80%
Metal Processing and Products	\$52,904.....	\$60,293	88%
Micro-Electronic Components.....	\$52,561.....	\$112,081	47%
Hospitals and Health Services.....	\$49,358.....	\$64,396	77%
Motor Vehicles	\$48,070.....	\$64,398	75%
All Private Sector Industries	\$47,136.....	\$57,198	82%
Manufactured Buildings and Building Products	\$46,518.....	\$52,818	88%
Polymers, Plastics and Rubber	\$46,194.....	\$59,129	78%
Cabinets, Furniture and Related Products.....	\$46,172.....	\$45,616	101%

Source: TEconomy Partners' analysis of Bureau of Labor Statistics, QCEW data; enhanced file from IMPLAN

ALL PARTICIPANTS



2019 BENEFITS REPORT

ALL PARTICIPANTS

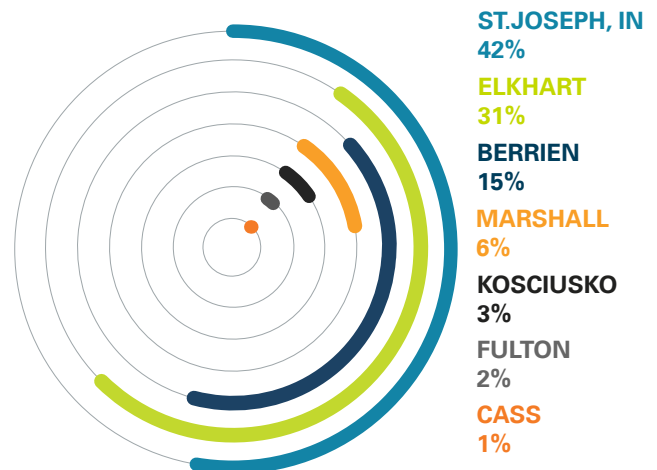
PROFILE OF ALL PARTICIPANTS

All Participants	
Number of all participants98
Manufacturing/Distribution53
Nonmanufacturing45
Size	
Total Number of Employees	29,846
Average Number of Employees305
Union Participation	
Percentage of companies with union representation	5%
Where Union Members Work	
Maintenance	36%
Office	24%
Production	40%
Transportation	1%

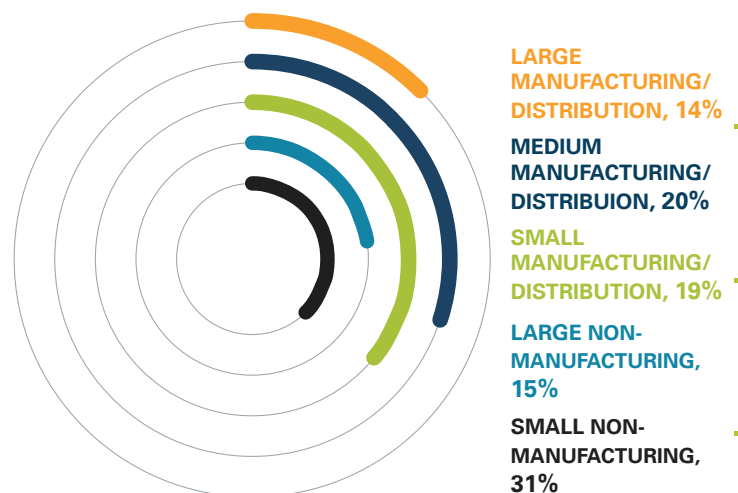
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COUNTY SHARE OF EMPLOYERS PARTICIPATING IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: ALL PARTICIPANTS

	Hourly	Salary
PAID TIME OFF		
HOLIDAYS		
Percentage of companies offering paid holidays	93%	100%
Typical number of paid holidays offered annually	7	7
Percentage of those companies offering these common holidays		
New Year's Eve	33%	27%
New Year's Day	93%	73%
Martin Luther King Jr.	27%	13%
Lincoln's Birthday	0%	0%
Presidents' Day	2%	1%
Washington's Birthday	0%	0%
Good Friday	33%	33%
Memorial Day	93%	67%
Independence Day	93%	73%
Labor Day	87%	60%
Columbus Day	13%	1%
Election Day	0%	0%
Floating Holiday	33%	20%
Veterans Day	20%	1%
Thanksgiving Day	87%	67%
Day After Thanksgiving	47%	47%
Christmas Eve	53%	47%
Christmas Day	93%	73%
Other	20%	27%
COMBINED PAID TIME OFF		
Percentage of companies that combine vacation, illness, and personal days	36%	35%
Average number of PTO days offered first year	9	12
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	N/A	N/A
How Paid Time Off is earned		
Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	4	4
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	9	9
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	12	12
Typical number of years that must be worked to earn more than 20 days (when offered)	10	15

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
PAID TIME OFF <small>(continued)</small>		
ILLNESS DAYS		
Percentage of companies that offer paid illness days	40%	45%
Average number of paid illness days offered annually	7	7
Typical number of paid illness days offered per year	5	3
Average maximum number of illness days that may be accumulated	10	10
Typical number of paid illness days that may be accumulated	25	25
How soon after hire is employee eligible?		
One to 30 days	45%	61%
One to three months	21%	30%
Three to six months	18%	3%
Six months to one year	7%	3%
After first year	9%	3%
VACATION		
Percentage of all companies that offer paid vacation	97%	97%
How soon after hire may employee take paid vacation?		
One to 30 days	29%	53%
One to three months	6%	4%
Three to six months	11%	13%
Six months to one year	17%	12%
After first year	37%	18%
Number of days offered		
Average number of paid vacation days offered in first year	7	10
Typical number of vacation days offered in first year	5	10
How vacation time is earned		
Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	3	1
Average number of years that must be worked to earn 15 days	6	5
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	13	11
Typical number of years that must be worked to earn 20 days (when offered)	15	10
Average number of years that must be worked to earn more than 20 days (when offered)	16	13
Typical number of years that must be worked to earn more than 20 days (when offered)	N/A	N/A

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	51%	60%
Average number of personal days offered per year.....	5	9
Typical number of personal days offered in first year:.....	0	5
How soon after hire may employee take personal day?		
One to 30 days.....	35%	54%
One to three months.....	27%	21%
Three to six months.....	17%	12%
Six months to one year.....	5%	3%
After first year.....	16%	11%
Percentage of companies offering parental leave	29%	32%
Maternal leave.....	22%	22%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	78%	78%
Average Number of paid parental weeks offered per year.....	6	6
Typical Number of paid parental weeks offered per year.....	12	12
How soon after hire may employee take parental leave?		
One to 30 days.....	26%	23%
One to three months.....	22%	27%
Three to six months.....	19%	15%
Six months to one year.....	4%	4%
After first year.....	30%	31%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	96%	94%
Average number of bereavement days offered annually.....	4	4
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	73%	83%
One to three months.....	12%	10%
Three to six months.....	13%	7%
Six months to year.....	2%	0%
After first year.....	0%	0%

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	76%	79%
Percentage of those that pay regular wages plus payment from court	38%	47%
Percentage of those that pay regular wages minus payment from court	41%	33%

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	91%	92%
Percentage of those companies reporting as self-insured.....	60%	60%
Percentage of those companies reporting as fully-funded.....	40%	40%
Percentage of those offering health insurance to families and children	89%	90%
Percentage of those companies that offer a single plan.....	34%	32%
Percentage of those companies that offer multiple plans	53%	56%
Percentage of those companies offering only standard plans.....	29%	29%
Percentage of companies offering both high-deductible and standard plans	37%	37%
Percentage of those companies offering only high-deductible plans	27%	27%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	22%	22%
Percentage of companies offering optional HSA or HRA plan.....	39%	39%
Percentage of companies with no HSA or HRA plan.....	39%	39%
Average company contribution to HSA/HRA account		
For employee only plan	\$964.13	\$958.16
For family plan.....	\$1,384.88	\$1,372.02
Typical company contribution to HSA/HRA account		
For employee only plan	\$500.00	\$500.00
For family plan.....	\$1,000.00	\$1,000.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$4,019.05	\$4,041.86
Average maximum annual out of pocket expense family	\$8,153.57	\$8,177.38
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single.....	\$3,500.00	\$3,500.00
Typical maximum annual out of pocket expense family.....	\$7,000.00	\$7,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	37%	38%
Average amount that may be earned	\$565.59	\$566.82
Typical amount that may be earned	\$500.00	\$500.00

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	77%	
Percentage of those plans that offer family coverage.....	98%	
How soon after hire is employee eligible?		
One to 30 days.....	23%	38%
One to three months.....	64%	57%
Three to six months	13%	5%
Six months to year	0%	0%
After first year.....	0%	0%
Average monthly premium paid by employee for		
Employee only coverage.....	\$137.62	\$137.05
Employee and spouse	\$418.66	\$422.44
Employee and child	\$350.37	\$353.79
Family	\$582.25	\$590.23
Average monthly cost paid by employer for each employee		
Employee only coverage.....	\$581.24	\$570.75
Employee and spouse	\$972.84	\$969.33
Employee and child	\$886.98	\$882.41
Family	\$1,233.86	\$1,242.39
Deductibles		
Average annual deductible per person	\$1,449.56	\$1,502.16
Typical annual deductible per person.....	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,144.30	\$3,100.44
Typical annual deductible per family.....	\$3,000.00	\$3,000.00
Copays and Limits		
Average percentage of costs covered by insurance	68%	68%
Typical percentage of costs covered by insurance.....	80%	80%
Average copay for physician office visit	\$25.23	\$25.57
Typical copay for physician office visit.....	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,391.25	\$4,368.97
Family coverage	\$4,000.00	\$4,000.00
Typical out of pocket limit		
Single coverage	\$8,849.12	\$8,884.21
Family coverage	\$10,000.00	\$8,000.00

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS <small>(continued)</small>		
HIGH-DEDUCTIBLE PLANS		
Percentage of companies offering high-deductible insurance plans	29%	
Percentage of those plans that offer family coverage.....	100%	
How soon after hire is employee eligible?		
One to 30 days.....	31%	40%
One to three months.....	64%	58%
Three to six months	5%	2%
Six months to year	0%	0%
After first year.....	0%	0%
Average monthly premium paid by employee for		
Employee only coverage.....	\$127.64	\$127.69
Employee and spouse	\$349.93	\$347.83
Employee and child	\$313.45	\$312.14
Family	\$488.58	\$486.02
Average monthly cost paid by employer for each employee		
Employee only coverage.....	\$412.29	\$409.44
Employee and spouse	\$771.17	\$760.24
Employee and child	\$702.93	\$699.42
Family	\$1,009.68	\$1,005.62
Deductibles		
Average annual deductible per person	\$2,857.89	\$2,860.34
Typical annual deductible per person.....	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,779.82	\$5,604.31
Typical annual deductible per family.....	\$6,000.00	\$6,000.00
Copays and Limits		
Average percentage of costs covered by insurance	67%	67%
Typical percentage of costs covered by insurance	80%	80%
Average copay	\$18.33	\$18.33
Typical copay.....	N/A	N/A
Average out of pocket limit		
Single coverage	\$4,681.85	\$4,762.50
Family coverage	\$4,000.00	\$4,000.00
Typical out of pocket limit		
Single coverage	\$9,087.70	\$9,251.64
Family coverage	\$8,000.00	\$10,000.00

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS <small>(continued)</small>		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	90%	88%
Percentage of all companies utilizing a Pharmacy Benefits Manager	41%	41%
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$12.00	\$12.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$33.00	\$33.00
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$59.00	\$59.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$20.00	\$20.00
What is the typical employee copay for mail-order generic?	\$25.00	\$25.00
What is the average employee copay for mail-order formulary?	\$67.00	\$67.00
What is the typical employee copay for mail-order formulary?	\$87.50	\$87.50
What is the average employee copay for mail-order non-formulary?	\$117.00	\$117.00
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	77%	78%
Percentage of those plans that cover orthodontia	70%	70%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	24%	33%
One to three months after hire	54%	49%
Three to six months after hire	6%	1%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$54.53	\$54.53
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,148.97	\$1,148.97
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,379.09	\$1,379.09
Typical annual limit family coverage	\$1,000.00	\$1,000.00

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS <small>(continued)</small>		
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$22.79	\$28.01
Employee and spouse	\$44.44	\$44.93
Employee and child(ren)	\$46.11	\$46.53
Family	\$71.81	\$72.26
Average monthly premium paid by employer for		
Employee only coverage	\$25.73	\$25.77
Employee and spouse	\$57.33	\$57.15
Employee and child(ren)	\$65.64	\$65.46
Family	\$86.75	\$86.05
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00
Percentage of Costs Covered		
Average of preventive costs covered	91%	91%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	70%	70%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	48%	49%
Typical percentage of major costs covered	50%	50%

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS <small>(continued)</small>		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	83%	80%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	26%	24%
How soon after hire is employee eligible for coverage?		
One to 30 days	24%	35%
One to three months	68%	63%
Three to six months	7%	1%
Six months to one year	0%	0%
After first year	1%	1%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$6.82	\$6.87
Employee and spouse	\$13.26	\$13.38
Employee and child(ren)	\$13.89	\$13.86
Family	\$19.03	\$19.03
Average monthly premium paid by employer for		
Employee only coverage	\$2.83	\$2.83
Employee and spouse	\$4.98	\$4.98
Employee and child(ren)	\$4.97	\$4.97
Family	\$5.56	\$5.56
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	84%	84%
Percentage of those plans that pay a set amount	87%	80%
Percentage of those plans that pay a percentage of salary	31%	41%
How soon after hire is employee covered?		
One to 30 days	28%	35%
One to three months	59%	58%
Three to six months	13%	7%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	74%	74%
Average percentage of wages employee receives while on short-term disability	67%	69%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	41	42
Typical number of weeks employee receives payment	26	26
How soon after hire is employee covered?		
One to 30 days	26%	31%
One to three months	56%	56%
Three to six months	11%	6%
Six months to one year	4%	4%
After first year	3%	3%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	65%	68%
Average percentage of wages employee receives while on disability	58%	60%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	65	65
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	29%	31%
One to three months	57%	58%
Three to six months	12%	8%
Six months to one year	3%	3%
After first year	2%	0%

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES <small>(continued)</small>		
PROFIT SHARING		
Percentage of companies offering profit sharing program	44%	44%
Percentage of programs that are team based	55%	61%
Percentage of programs that are individual based	59%	64%
How soon after hire is employee eligible?		
One to 30 days	33%	35%
One to three months	16%	11%
Three to six months	14%	15%
Six months to one year	16%	20%
After first year	21%	19%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	44%	
Average amount each worker receives	\$5,660.00	\$3,339.80
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	52%	
Percentage of those companies that pay a shift differential	58%	
Average Second Shift Differential	\$2.52	
Typical Second Shift Differential	\$1.00	
Average Third Shift Differential	\$3.06	
Typical Third Shift Differential	\$1.00	

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	14%	12%
Percentage of companies where the employee also contributes	14%	12%
Average age when employee is eligible to receive benefits	61	61
Typical age when employee is eligible to receive benefits	65	65
401(K) AND SIMILAR PLANS		
Percentage of companies that offer a 401(k)/403(b) plan	93%	93%
Average percentage of wages an employee may contribute to fund	55%	56%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	78%	80%
Average percentage of contribution the employer matches	11%	11%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	11% of the first 10%	
Percentage of companies where the match is guaranteed	77%	77%
Percentage of companies where the match is intended	17%	17%
How soon after hire is employee eligible to participate?		
One to 30 days	24%	24%
One to three months	20%	23%
Three to six months	12%	9%
Six months to a year	15%	16%
After first year	29%	28%

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs	77%	78%
How soon after hire is employee eligible?		
One to 30 days	45%	53%
One to three months	13%	9%
Three to six months	15%	10%
Six months to one year	13%	13%
After first year	16%	17%
MENTORING		
Percentage of companies with formal mentoring program	53%	52%
ORIENTATION		
Percentage of companies that offer orientation for new employees	98%	96%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	32%	42%
Casual dress (every day)	50%	40%
Onsite child day care services	3%	3%
Offsite child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	14%	10%
Discounted product purchases	40%	41%
Employee assistance programs	61%	61%
Emergency/sick child care	0%	0%
English as second language assistance	5%	5%
Fitness center membership subsidy	26%	27%
Fitness center on site	12%	12%
Flex time	24%	33%
Flexible spending account	36%	40%
Job sharing	5%	4%
Informal recognition program	30%	29%
Open communication policy	70%	70%
Scholarships-employees/spouses/children	8%	8%
Smoking cessation programs	33%	33%
Smoke-free work environment	71%	72%
Telecommuting	22%	28%
Transit subsidy	1%	1%

BENEFITS: ALL PARTICIPANTS (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT <small>(continued)</small>		
Tutoring-employees/spouses/children	1%	1%
Wellness program, resources and information	40%	41%
Employee resources group	8%	8%
Diversity programs	9%	9%
Sponsorship programs	5%	5%
Management training	33%	42%
Other	4%	5%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	64%	63%
Percentage that require classes be job related to receive tuition assistance	71%	72%
Average percent of tuition reimbursement	80%	85%
Typical percent of tuition reimbursement	94%	94%
Percentage of companies that offer in-house career development programs	93%	93%
Percentage of companies that offer off-site career development programs	87%	90%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	47%	62%
Percentage of companies that offer apprenticeship programs	27%	17%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	68%	
Which screening protocol is used?		
Five panel	67%	
Seven panel	8%	
DOT	3%	
Other	22%	
Percentage of those companies that require new applicants to pass	93%	92%
Current employees are screened		
Randomly	33%	31%
After incident/injury	80%	80%
For cause	97%	97%
Employees who fail are		
Dismissed	80%	80%
Referred to an EAP or counseling program	66%	66%

EMPLOYMENT OUTLOOK: ALL PARTICIPANTS

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	90%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in next 12 months	84%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	81%
Total number of employees added in preceding six months	1,468
Average number of employees added in preceding six months	21

In 2019

Hiring

Percentage of companies adding workers later in 2019	64%
Total anticipated increase later 2019	752
Average anticipated increase later in 2019	15

Layoffs

Percentage of companies expecting layoffs later in 2019	10%
Total anticipated layoffs later in 2019	527
Average anticipated layoffs later in 2019	7

In 2020

Hiring

Percentage of companies adding workers in 2020	63%
Total anticipated increase in 2020	1,160
Average anticipated increase in 2020	26

Layoffs

Percentage of companies expecting layoffs in 2020	5%
Total anticipated layoffs in 2020	34
Average anticipated layoffs in 2020	9

Annual Turnover

Annual turnover as percentage of employees	17%
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ALL

MANUFACTURING
& DISTRIBUTION



2019 BENEFITS REPORT

MANUFACTURING & DISTRIBUTION

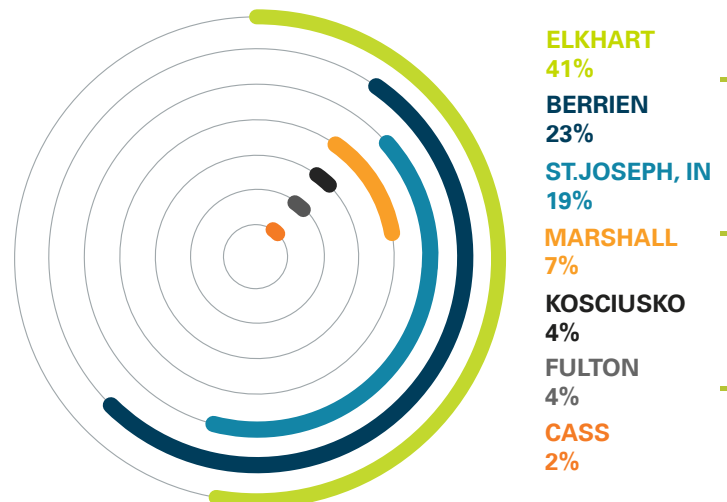
PROFILE OF PARTICIPANTS

All Manufacturing and Distribution	
Number of all participants98
Manufacturing/Distribution53
Size	
Total Number of Employees	13,847
Average Number of Employees261
Union Participation	
Percentage of companies with union representation	4%
Where Union Members Work	
Maintenance	5%
Office	32%
Production	62%
Transportation	1%

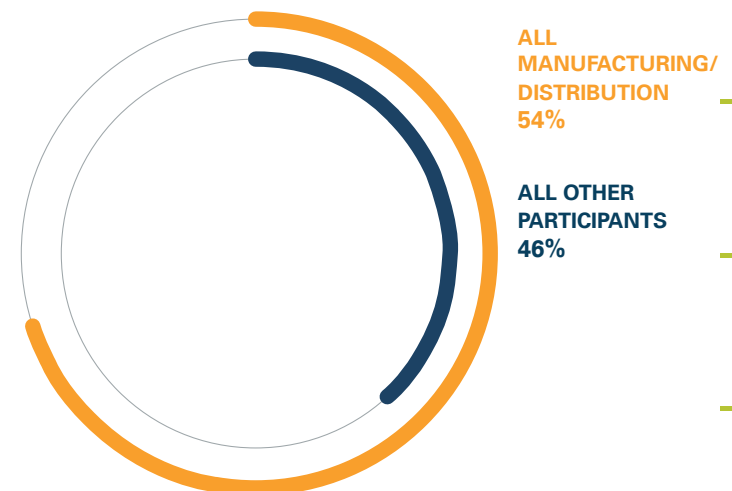
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COUNTY SHARE OF MANUFACTURING/DISTRIBUTION EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF		
HOLIDAYS		
Percentage of companies offering paid holidays	100%	94%
Typical number of paid holidays offered annually	7	7
Percentage of those companies offering these common holidays		
New Year's Eve	36%	36%
New Year's Day	100%	85%
Martin Luther King Jr.	2%	2%
Lincoln's Birthday	0%	0%
Presidents' Day	2%	2%
Washington's Birthday	0%	0%
Good Friday	47%	42%
Memorial Day	96%	83%
Independence Day	100%	87%
Labor Day	100%	87%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	28%	26%
Veterans Day	2%	2%
Thanksgiving Day	100%	87%
Day After Thanksgiving	74%	70%
Christmas Eve	60%	53%
Christmas Day	100%	87%
Other	8%	8%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	28%	30%
Average number of PTO days offered first year	6	9
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	N/A	N/A

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	3	1
Average number of years that must be worked to earn 15 days	5	5
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	12	11
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	16	16
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
ILLNESS DAYS		
Percentage of companies that offer paid illness days	21%	33%
Average number of paid illness days offered annually.	5	6
Typical number of paid illness days offered per year	N/A	N/A
Average maximum number of illness days that may be accumulated.	7	8
Typical number of paid illness days that may be accumulated.	N/A	N/A
How soon after hire is employee eligible?		
One to 30 days	33%	56%
One to three months	40%	44%
Three to six months	20%	0%
Six months to one year	0%	0%
After first year	7%	0%
VACATION		
Percentage of all companies that offer paid vacation	100%	100%
How soon after hire may employee take paid vacation?		
One to 30 days	21%	54%
One to three months	5%	0%
Three to six months	10%	14%
Six months to one year	18%	14%
After first year	46%	19%
Number of days offered		
Average number of paid vacation days offered in first year:	6	9
Typical number of vacation days offered in first year:	5	5
How vacation time is earned		
Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	3	1
Average number of years that must be worked to earn 15 days	7	5
Typical number of years that must be worked to earn 15 days	10	5
Average number of years that must be worked to earn 20 days (when offered)	13	12
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	20	19
Typical number of years that must be worked to earn more than 20 days (when offered)	10	20

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	32%	43%
Average number of personal days offered per year.....	2	5
Typical number of personal days offered in first year.....	0	5
How soon after hire may employee take personal day?		
One to 30 days.....	21%	36%
One to three months.....	23%	17%
Three to six months.....	15%	9%
Six months to one year.....	2%	2%
After first year.....	17%	11%
Percentage of companies offering parental leave	21%	25%
Maternal leave.....	6%	6%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	15%	15%
Average Number of paid parental weeks offered per year.....	4	4
Typical Number of paid parental weeks offered per year.....	N/A	N/A
How soon after hire may employee take parental leave?		
One to 30 days.....	0%	0%
One to three months.....	6%	8%
Three to six months.....	4%	2%
Six months to one year.....	0%	0%
After first year.....	11%	11%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	98%	98%
Average number of bereavement days offered annually.....	3	4
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	60%	70%
One to three months.....	19%	17%
Three to six months.....	17%	9%
Six months to year.....	2%	0%
After first year.....	0%	0%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service.....	74%	75%
Percentage of those that pay regular wages plus payment from court.....	32%	42%
Percentage of those that pay regular wages minus payment from court	45%	36%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	100%	100%
Percentage of those companies reporting as self-insured	37%	37%
Percentage of those companies reporting fully-funded	63%	63%
Percentage of those offering health insurance to families and children	96%	96%
Percentage of those companies that offer a single plan	42%	38%
Percentage of those companies that offer multiple plans	57%	60%
Percentage of those companies offering only standard plans	32%	32%
Percentage of companies offering both high-deductible and standard plans	40%	40%
Percentage of those companies offering only high-deductible plans	28%	28%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	25%	25%
Percentage of companies offering optional HSA or HRA plan	40%	42%
Percentage of companies with no HSA or HRA plan	36%	34%
Average company contribution to HSA/HRA account		
For employee only plan	\$697.74	\$694.94
For family plan	\$1,244.21	\$1,225.80
Typical company contribution to HSA/HRA account		
For employee only plan	\$500.00	\$500.00
For family plan	\$1,500.00	\$1,500.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$4,014.00	\$4,051.92
Average maximum annual out of pocket expense family	\$8,074.00	\$8,474.00
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	\$3,000.00	\$3,000.00
Typical maximum annual out of pocket expense family	\$6,000.00	\$6,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	42%	43%
Average amount that may be earned	\$255.06	\$275.35
Typical amount that may be earned	\$500.00	\$500.00

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	72%	
Percentage of those plans that offer family coverage.....	97%	
How soon after hire is employee eligible?		
One to 30 days.....	14%	32%
One to three months.....	65%	59%
Three to six months	22%	8%
Six months to year	0%	0%
After first year.....	0%	0%
Average monthly premium paid by employee for		
Employee only coverage.....	\$139.98	\$138.64
Employee and spouse	\$346.66	\$353.09
Employee and child	\$302.53	\$308.49
Family	\$472.38	\$485.75
Average monthly cost paid by employer for each employee		
Employee only coverage.....	\$434.07	\$404.07
Employee and spouse	\$730.41	\$723.93
Employee and child	\$661.92	\$653.30
Family	\$977.49	\$993.03
Deductibles		
Average annual deductible per person	\$1,438.97	\$1,424.26
Typical annual deductible per person.....	\$500.00	\$500.00
Average annual deductible per family	\$3,136.03	\$3,062.50
Typical annual deductible per family.....	\$1,500.00	\$1,500.00
Copays and Limits		
Average percentage of costs covered by insurance	68%	68%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.67	\$25.67
Typical copay for physician office visit.....	\$30.00	\$30.00
Average out of pocket limit		
Single coverage	\$4,532.35	\$4,476.47
Family coverage	\$5,000.00	\$5,000.00
Typical out of pocket limit		
Single coverage	\$5,000.00	\$5,000.00
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
HIGH-DEDUCTIBLE PLANS		
Percentage of companies offering high-deductible insurance plans	28%	
Percentage of those plans that offer family coverage	99%	
How soon after hire is employee eligible?		
One to 30 days	26%	36%
One to three months	65%	61%
Three to six months	9%	3%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$136.70	\$136.51
Employee and spouse	\$360.52	\$356.68
Employee and child	\$322.67	\$319.56
Family	\$494.64	\$490.18
Average monthly cost paid by employer for each employee		
Employee only coverage	\$395.90	\$391.55
Employee and spouse	\$743.04	\$724.09
Employee and child	\$677.06	\$671.72
Family	\$994.24	\$987.72
Deductibles		
Average annual deductible per person	\$2,762.12	\$2,769.12
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,695.45	\$5,545.59
Typical annual deductible per family	\$6,000.00	\$6,000.00
Copays and Limits		
Average percentage of costs covered by insurance	72%	72%
Typical percentage of costs covered by insurance	80%	80%
Average copay	\$15.95	\$15.95
Typical copay	N/A	N/A
Average out of pocket limit		
Single coverage	\$4,929.86	\$5,068.75
Family coverage	\$6,852.00	\$8,124.00
Typical out of pocket limit		
Single coverage	\$5,000.00	\$5,000.00
Family coverage	\$5,000.00	\$5,000.00

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	94%	96%
Percentage of all companies utilizing a Pharmacy Benefits Manager	40%	40%
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$11.00	\$11.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$35.00	\$36.00
What is the typical employee copay for retail formulary?	\$35.00	\$35.00
What is the average employee copay for retail non-formulary?	\$63.00	\$64.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$23.00	\$23.00
What is the typical employee copay for mail-order generic?	\$25.00	\$25.00
What is the average employee copay for mail-order formulary?	\$75.00	\$75.00
What is the typical employee copay for mail-order formulary?	\$88.00	\$88.00
What is the average employee copay for mail-order non-formulary?	\$130.00	\$131.00
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	85%	85%
Percentage of those plans that cover orthodontia	74%	74%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	19%	32%
One to three months after hire	58%	53%
Three to six months after hire	11%	2%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$74.43	\$74.43
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,122.62	\$1,122.62
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,289.39	\$1,289.39
Typical annual limit family coverage	\$1,000.00	\$1,000.00

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$16.35	\$16.72
Employee and spouse	\$33.65	\$34.49
Employee and child(ren)	\$35.41	\$36.24
Family	\$54.86	\$55.62
Average monthly premium paid by employer for		
Employee only coverage	\$8.53	\$8.56
Employee and spouse	\$17.32	\$17.15
Employee and child(ren)	\$20.13	\$19.95
Family	\$28.07	\$27.39
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00
Percentage of Costs Covered		
Average of preventive costs covered	90%	90%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	71%	71%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	47%	47%
Typical percentage of major costs covered	50%	50%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	87%	87%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	25%	23%
How soon after hire is employee eligible for coverage?		
One to 30 days	17%	31%
One to three months	72%	67%
Three to six months	11%	2%
Six months to one year	0%	0%
After first year	0%	0%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$6.15	\$6.25
Employee and spouse	\$11.44	\$11.69
Employee and child(ren)	\$11.73	\$11.98
Family	\$16.62	\$17.03
Average monthly premium paid by employer for		
Employee only coverage	\$2.51	\$2.51
Employee and spouse	\$4.45	\$4.45
Employee and child(ren)	\$4.60	\$4.60
Family	\$5.86	\$5.86
Typical monthly premium paid by employer for		
Employee only coverage	0%	0%
Employee and spouse	0%	0%
Employee and child(ren)	0%	0%
Family	0%	0%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	91%	91%
Percentage of those plans that pay a set amount	91%	84%
Percentage of those plans that pay a percentage of salary	21%	40%
How soon after hire is employee covered?		
One to 30 days	20%	30%
One to three months	63%	64%
Three to six months	16%	6%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	81%	85%
Average percentage of wages employee receives while on short-term disability	67%	70%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	18	20
Typical number of weeks employee receives payment	26	26
How soon after hire is employee covered?		
One to 30 days	19%	25%
One to three months	58%	61%
Three to six months	16%	7%
Six months to one year	5%	5%
After first year	2%	2%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	60%	70%
Average percentage of wages employee receives while on disability	55%	61%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	63	63
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	23%	23%
One to three months	58%	69%
Three to six months	16%	6%
Six months to one year	3%	3%
After first year	0%	0%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	46%	50%
Percentage of programs that are team based	56%	61%
Percentage of programs that are individual based	45%	52%
How soon after hire is employee eligible?		
One to 30 days	25%	27%
One to three months	18%	10%
Three to six months	21%	23%
Six months to one year	18%	27%
After first year	18%	13%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	53%	
Average amount each worker receives	\$1,386.11	\$3,057.82
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	72%	
Percentage of those companies that pay a shift differential	70%	
Average Second Shift Differential	\$2.70	
Typical Second Shift Differential	\$1.00	
Average Third Shift Differential	\$3.15	
Typical Third Shift Differential	\$1.00	

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	11%	10%
Percentage of companies where the employee also contributes	10%	10%
Average age when employee is eligible to receive benefits	56	56
Typical age when employee is eligible to receive benefits	65	65
Percentage of companies that offer a 401(k)/403(b) plan	98%	98%
Average percentage of wages an employee may contribute to fund	56%	57%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	82%	83%
Average percentage of contribution the employer matches	11%	12%
Typical percentage of contribution the employer matches	4%	3%
Average percentage of contribution the company matches	47% of the first 10%	
Percentage of companies where the match is guaranteed	83%	
Percentage of companies where the match is intended	N/A	
How soon after hire is employee eligible to participate?		
One to 30 days	22%	20%
One to three months	20%	24%
Three to six months	12%	6%
Six months to a year	22%	22%
After first year	25%	27%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs.	75%	76%
How soon after hire is employee eligible?		
One to 30 days	43%	51%
One to three months	13%	9%
Three to six months	14%	10%
Six months to one year	11%	11%
After first year	19%	19%
MENTORING		
Percentage of companies with formal mentoring program.	51%	51%
ORIENTATION		
Percentage of companies that offer orientation for new employees	97%	94%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	28%	45%
Casual dress (every day)	68%	49%
Onsite Child day care services	0%	0%
Offsite Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	13%	6%
Discounted product purchases	42%	42%
Employee assistance programs	62%	62%
English as second language assistance	8%	8%
Emergency/sick child care	0%	0%
Fitness center membership subsidy	30%	32%
Fitness center on site	9%	9%
Flex time	13%	25%
Flexible spending account	30%	36%
Job sharing	2%	2%
Informal recognition program	25%	25%
Open communication policy	75%	75%
Scholarships-employees/spouses/children	8%	8%
Smoking cessation programs	40%	40%
Smoke-free work environment	70%	70%
Telecommuting	9%	17%

BENEFITS: ALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	40%	42%
Employee resource groups	8%	8%
Diversity programs	6%	6%
Sponsorship programs	6%	6%
Management training	32%	43%
Other	4%	4%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	61%	60%
Percentage that require classes be job related to receive tuition assistance	70%	71%
Average percent of tuition reimbursement	79%	82%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	92%	91%
Percentage of companies that offer off-site career development programs	85%	88%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	63%	63%
Percentage of companies that offer apprenticeship programs	27%	19%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	85%	
Which screening protocol is used?		
Five panel	64%	
Seven panel	8%	
DOT	4%	
Other	24%	
Percentage of those companies that require new applicants to pass	91%	91%
Current employees are screened		
Randomly	39%	36%
After incident/injury	95%	95%
For cause	97%	97%
Employees who fail are		
Dismissed	83%	83%
Referred to an EAP or counseling program	62%	62%

EMPLOYMENT OUTLOOK: ALL MANUFACTURING/DISTRIBUTION

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	87%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in next 12 months	79%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	79%
Total number of employees added in preceding six months	945
Average number of employees added in preceding six months	25

In 2019

Hiring

Percentage of companies adding workers later in 2019	63%
Total anticipated increase later 2019	332
Average anticipated increase later in 2019	12

Layoffs

Percentage of companies expecting layoffs later in 2019	10%
Total anticipated layoffs later in 2019	41
Average anticipated layoffs later in 2019	8

In 2020

Hiring

Percentage of companies adding workers in 2020	59%
Total anticipated increase in 2020	412
Average anticipated increase in 2020	18

Layoffs

Percentage of companies expecting layoffs in 2020	2%
Total anticipated layoffs in 2020	0
Average anticipated layoffs in 2020	0

Annual Turnover

Annual turnover as percentage of employees	17%
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LARGE

MANUFACTURING
& DISTRIBUTION



2019 BENEFITS REPORT

LARGE MANUFACTURING & DISTRIBUTION

PROFILE OF PARTICIPANTS

Large Manufacturing/Distribution

Number of all participants98
Manufacturing/Distribution53
Large Manufacturing14

(*Annual sales of \$100 million or higher)

Size

Total Number of Employees	9,185
Average Number of Employees656

Union Participation

Percentage of companies with union representation	7%
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Where Union Members Work

Maintenance	5%
Office	40%
Production	54%
Transportation	1%

INSIDE THIS SECTION

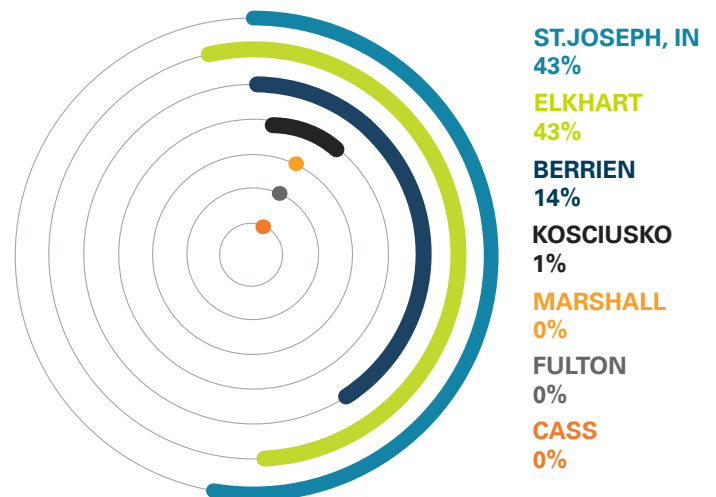
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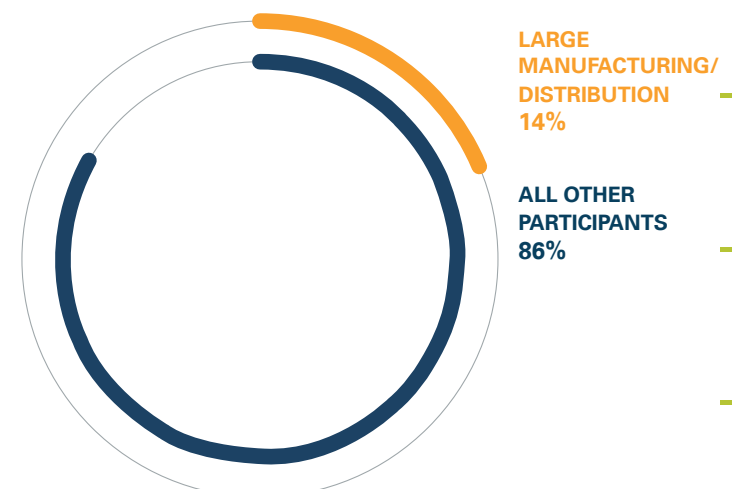
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COUNTY SHARE OF LARGE MANUFACTURING/DISTRIBUTION EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: LARGE MANUFACTURING/DISTRIBUTION

	Hourly	Salary
PAID TIME OFF		

HOLIDAYS

Percentage of companies offering paid holidays	100%	93%
Typical number of paid holidays offered annually	7	7

Percentage of those companies offering these common holidays

New Year's Eve	57%	57%
New Year's Day	100%	86%
Martin Luther King Jr.	7%	7%
Lincoln's Birthday	0%	0%
Presidents' Day	0%	0%
Washington's Birthday	0%	0%
Good Friday	50%	43%
Memorial Day	100%	93%
Independence Day	100%	93%
Labor Day	100%	93%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	43%	36%
Veterans Day	7%	7%
Thanksgiving Day	100%	93%
Day After Thanksgiving	93%	86%
Christmas Eve	86%	79%
Christmas Day	100%	93%
Other	29%	29%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	29%	36%
Average number of PTO days offered first year	8	10
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	4	5

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	3	1
Average number of years that must be worked to earn 15 days	4	4
Typical number of years that must be worked to earn 15 days	N/A	5
Average number of years that must be worked to earn 20 days (when offered)	10	7
Typical number of years that must be worked to earn 20 days (when offered)	N/A	N/A
Average number of years that must be worked to earn more than 20 days (when offered)	8	10
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
ILLNESS DAYS		
Percentage of companies that offer paid illness days	50%	30%
Average number of paid illness days offered annually	3	9
Typical number of paid illness days offered per year	3	N/A
Average maximum number of illness days that may be accumulated	8	9
Typical number of paid illness days that may be accumulated	N/A	N/A
How soon after hire is employee eligible?		
One to 30 days	20%	67%
One to three months	0%	33%
Three to six months	60%	0%
Six months to one year	0%	0%
After first year	20%	0%
VACATION		
Percentage of all companies that offer paid vacation	83%	83%
How soon after hire may employee take paid vacation?		
One to 30 days	25%	67%
One to three months	8%	0%
Three to six months	8%	0%
Six months to one year	8%	0%
After first year	33%	17%
Number of days offered		
Average number of paid vacation days offered in first year	6	11
Typical number of vacation days offered in first year	5	10
How vacation time is earned		
Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	7	5
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	15	13
Typical number of years that must be worked to earn 20 days (when offered)	15	10
Average number of years that must be worked to earn more than 20 days (when offered)	13	14
Typical number of years that must be worked to earn more than 20 days (when offered)	20	20

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	36%	31%
Average number of personal days offered per year.....	7	9
Typical number of personal days offered in first year.....	3	3
How soon after hire may employee take personal day?		
One to 30 days.....	36%	50%
One to three months.....	36%	30%
Three to six months.....	18%	10%
Six months to one year.....	0%	0%
After first year.....	9%	10%
Percentage of companies offering parental leave	21%	21%
Maternal leave.....	N/A	N/A
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	100%	100%
Average Number of paid parental weeks offered per year.....	12	12
Typical Number of paid parental weeks offered per year.....	12	12
How soon after hire may employee take parental leave?		
One to 30 days.....	0%	0%
One to three months.....	33%	33%
Three to six months.....	0%	0%
Six months to one year.....	0%	0%
After first year.....	67%	67%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	100%	100%
Average number of bereavement days offered annually.....	4	5
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	64%	79%
One to three months.....	21%	14%
Three to six months.....	14%	7%
Six months to year.....	0%	0%
After first year.....	0%	0%

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	86%	93%
Percentage of those that pay regular wages plus payment from court	50%	43%
Percentage of those that pay regular wages minus payment from court	64%	29%

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	100%	100%
Percentage of those companies reporting as self-insured	86%	86%
Percentage of those companies reporting fully-funded	14%	14%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of those companies that offer a single plan	29%	21%
Percentage of those companies that offer multiple plans	64%	71%
Percentage of those companies offering only standard plans	36%	36%
Percentage of those companies offering both high-deductible and standard plans	50%	50%
Percentage of those companies offering only high-deductible plans	14%	14%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	14%	14%
Percentage of companies offering optional HSA or HRA plan	43%	43%
Percentage of companies with no HSA or HRA plan	32%	32%
Average company contribution to HSA/HRA account		
For employee only plan	\$661.11	\$661.11
For family plan	\$1,261.11	\$1,261.11
Typical company contribution to HSA/HRA account		
For employee only plan	\$500.00	\$500.00
For family plan	\$500.00	\$500.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$4,562.50	\$4,562.50
Average maximum annual out of pocket expense family	\$9,125.00	\$9,125.00
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	N/A	N/A
Typical maximum annual out of pocket expense family	N/A	N/A
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	57%	57%
Average amount that may be earned	\$375.00	\$375.00
Typical amount that may be earned	\$500.00	\$500.00

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	86%	
Percentage of those plans that offer family coverage	100%	
How soon after hire is employee eligible?		
One to 30 days	17%	42%
One to three months	67%	58%
Three to six months	16%	0%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$126.64	\$132.00
Employee and spouse	\$301.76	\$312.67
Employee and child	\$242.05	\$251.85
Family	\$383.92	\$398.64
Average monthly cost paid by employer for each employee		
Employee only coverage	\$401.18	\$416.05
Employee and spouse	\$817.07	\$851.07
Employee and child	\$632.37	\$664.23
Family	\$1,063.22	\$1,107.47
Deductibles		
Average annual deductible per person	\$1,345.00	\$1,195.00
Typical annual deductible per person	\$500.00	\$500.00
Average annual deductible per family	\$3,160.00	\$2,710.00
Typical annual deductible per family	\$6,000.00	\$6,000.00
Copays and Limits		
Average percentage of costs covered by insurance	69%	70%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$27.78	\$27.78
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$3,975.00	\$3,735.00
Family coverage	\$5,000.00	\$5,000.00
Typical out of pocket limit		
Single coverage	\$8,020.00	\$7,770.00
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

HIGH-DEDUCTIBLE PLANS

Percentage of companies offering high-deductible insurance plans	14%
Percentage of those plans that offer family coverage.....	100%

How soon after hire is employee eligible?

One to 30 days.....	22%	42%
One to three months.....	67%	56%
Three to six months	11%	0%
Six months to year	0%	0%
After first year.....	0%	0%

Average monthly premium paid by employee for

Employee only coverage.....	\$78.82	\$78.82
Employee and spouse	\$193.34	\$193.34
Employee and child	\$171.17	\$171.17
Family	\$280.65	\$280.65

Average monthly cost paid by employer for each employee

Employee only coverage.....	\$370.39	\$370.39
Employee and spouse	\$736.97	\$736.97
Employee and child	\$586.75	\$586.75
Family	\$1,029.60	\$1,029.60

Deductibles

Average annual deductible per person	\$2,350.00	\$2,350.00
Typical annual deductible per person.....	\$3,000.00	\$3,000.00
Average annual deductible per family	\$4,700.00	\$4,700.00
Typical annual deductible per family.....	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	74%	74%
Typical percentage of costs covered by insurance	80%	80%
Average copay	N/A	N/A
Typical copay.....	N/A	N/A

Average out of pocket limit

Single coverage	\$5,533.33	\$5,533.33
Family coverage	\$5,000.00	\$5,000.00

Typical out of pocket limit

Single coverage	\$11,066.67	\$11,066.67
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	100%	100%
Percentage of all companies utilizing a Pharmacy Benefits Manager	71%	71%
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$12.00	\$12.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$39.00	\$39.00
What is the typical employee copay for retail formulary?	\$40.00	\$40.00
What is the average employee copay for retail non-formulary?	\$65.00	\$67.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$25.00	\$24.00
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$72.00	\$72.00
What is the typical employee copay for mail-order formulary?	\$60.00	\$60.00
What is the average employee copay for mail-order non-formulary?	\$118.00	\$119.00
What is the typical employee copay for mail-order nonformulary?	\$120.00	\$120.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	86%	86%
Percentage of those plans that cover orthodontia	79%	79%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	21%	43%
One to three months after hire	57%	50%
Three to six months after hire	14%	0%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$33.00	\$33.00
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,177.27	\$1,177.27
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,531.25	\$1,531.25
Typical annual limit family coverage	\$1,000.00	\$1,000.00

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$17.09	\$18.51
Employee and spouse	\$38.08	\$42.13
Employee and child(ren)	\$37.12	\$42.01
Family	\$62.76	\$67.88
Average monthly premium paid by employer for		
Employee only coverage	\$9.44	\$9.44
Employee and spouse	\$19.82	\$19.82
Employee and child(ren)	\$22.11	\$22.11
Family	\$32.29	\$32.29
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00
Percentage of Costs Covered		
Average of preventive costs covered	99%	99%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	76%	76%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	45%	45%
Typical percentage of major costs covered	50%	50%

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	93%	93%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	42%	42%
How soon after hire is employee eligible for coverage?		
One to 30 days	23%	46%
One to three months	62%	54%
Three to six months	15%	0%
Six months to one year	0%	0%
After first year	0%	0%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$6.28	\$6.28
Employee and spouse	\$12.49	\$12.49
Employee and child(ren)	\$13.70	\$13.70
Family	\$17.51	\$17.51
Average monthly premium paid by employer for		
Employee only coverage	\$0.33	\$0.33
Employee and spouse	N/A	N/A
Employee and child(ren)	N/A	N/A
Family	\$1.17	1.17
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	93%	93%
Percentage of those plans that pay a set amount	75%	58%
Percentage of those plans that pay a percentage of salary	50%	75%
How soon after hire is employee covered?		
One to 30 days	23%	38%
One to three months	62%	62%
Three to six months	15%	0%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	86%	86%
Average percentage of wages employee receives while on short-term disability	90%	69%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	22	22
Typical number of weeks employee receives payment	26	26
How soon after hire is employee covered?		
One to 30 days	17%	33%
One to three months	67%	67%
Three to six months	17%	0%
Six months to one year	0%	0%
After first year	0%	0%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	79%	79%
Average percentage of wages employee receives while on disability	59%	59%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	66	66
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	18%	36%
One to three months	73%	64%
Three to six months	9%	0%
Six months to one year	0%	0%
After first year	0%	0%

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	54%	54%
Percentage of programs that are team based	55%	60%
Percentage of programs that are individual based	40%	44%
How soon after hire is employee eligible?		
One to 30 days	50%	50%
One to three months	10%	10%
Three to six months	10%	10%
Six months to one year	10%	10%
After first year	20%	10%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	50%	
Average amount each worker receives	\$1,417.00	\$2,500.00
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	86%	
Percentage of those companies that pay a shift differential	79%	
Average Second Shift Differential	\$0.82	
Typical Second Shift Differential	\$1.00	
Average Third Shift Differential	\$0.97	
Typical Third Shift Differential	\$1.00	

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	7%	8%
Percentage of companies where the employee also contributes	10%	10%
Average age when employee is eligible to receive benefits	55	55
Typical age when employee is eligible to receive benefits	55	55
Percentage of companies that offer a 401(k)/403(b) plan	100%	100%
Average percentage of wages an employee may contribute to fund	69%	69%
Typical percentage of wages an employee may contribute to fund	60%	60%
Percentage of companies where the employer contributes	100%	100%
Average percentage of contribution the employer matches	11%	11%
Typical percentage of contribution the employer matches	4%	4%
Average percentage of contribution the company matches	58% of the first 5%	
Percentage of companies where the match is guaranteed	77%	77%
Percentage of companies where the match is intended	23%	23%
How soon after hire is employee eligible to participate?		
One to 30 days	29%	36%
One to three months	21%	29%
Three to six months	14%	0%
Six months to a year	14%	21%
After first year	21%	14%

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs.	86%	86%
How soon after hire is employee eligible?		
One to 30 days	55%	64%
One to three months	18%	9%
Three to six months	18%	18%
Six months to one year	0%	0%
After first year	9%	9%
MENTORING		
Percentage of companies with formal mentoring program.	40%	36%
ORIENTATION		
Percentage of companies that offer orientation for new employees	100%	100%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	43%	43%
Casual dress (every day)	57%	57%
Onsite Child day care services	0%	0%
Offsite Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	14%	0%
Discounted product purchases	57%	57%
Employee assistance programs	93%	93%
English as second language assistance	7%	7%
Emergency/sick child care	0%	0%
Fitness center membership subsidy	50%	50%
Fitness center on site	14%	14%
Flex time	21%	43%
Flexible spending account	79%	79%
Job sharing	0%	0%
Informal recognition program	50%	50%
Open communication policy	86%	86%
Scholarships-employees/spouses/children	14%	14%
Smoking cessation programs	43%	43%
Smoke-free work environment	64%	64%
Telecommuting	7%	29%

BENEFITS: LARGE MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	57%	57%
Employee resource groups	7%	7%
Diversity programs	7%	7%
Sponsorship programs	0%	0%
Management training	43%	57%
Other	0%	0%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	79%	79%
Percentage that require classes be job related to receive tuition assistance	85%	85%
Average percent of tuition reimbursement	100%	100%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	100%	100%
Percentage of companies that offer off-site career development programs	93%	93%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	69%	77%
Percentage of companies that offer apprenticeship programs	38%	27%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	100%	
Which screening protocol is used?		
Five panel	65%	
Seven panel	7%	
DOT	7%	
Other	21%	
Percentage of those companies that require new applicants to pass	93%	93%
Current employees are screened		
Randomly	56%	44%
After incident/injury	82%	82%
For cause	100%	100%
Employees who fail are		
Dismissed	85%	85%
Referred to an EAP or counseling program	60%	60%

EMPLOYMENT OUTLOOK: LARGE MANUFACTURING/DISTRIBUTION

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	93%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in next 12 months	86%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	86%
Total number of employees added in preceding six months	531
Average number of employees added in preceding six months	53

In 2019

Hiring

Percentage of companies adding workers later in 2019	64%
Total anticipated increase later 2019	203
Average anticipated increase later in 2019	29

Layoffs

Percentage of companies expecting layoffs later in 2019	14%
Total anticipated layoffs later in 2019	9
Average anticipated layoffs later in 2019	5

In 2020

Hiring

Percentage of companies adding workers in 2020	62%
Total anticipated increase in 2020	190
Average anticipated increase in 2020	48

Layoffs

Percentage of companies expecting layoffs in 2020	7%
Total anticipated layoffs in 2020	N/A
Average anticipated layoffs in 2020	N/A

Annual Turnover

Annual turnover as percentage of employees	19%
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MEDIUM

MANUFACTURING
& DISTRIBUTION



2019 BENEFITS REPORT

MEDIUM MANUFACTURING & DISTRIBUTION

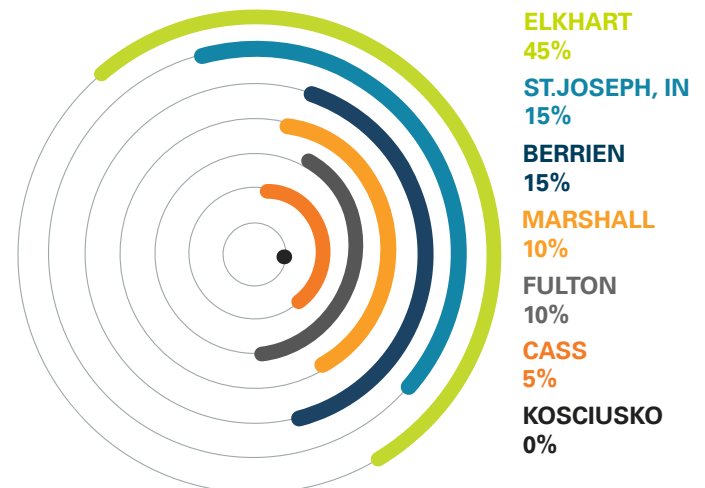
PROFILE OF PARTICIPANTS

Medium Manufacturing/Distribution	
Number of all participants98
Manufacturing/Distribution53
Medium Manufacturing20
(*Annual sales between \$20 and \$100 million)	
Size	
Total Number of Employees	3,568
Average Number of Employees	178
Union Participation	
Percentage of companies with union representation	5%
Where Union Members Work	
Maintenance	4%
Office	12%
Production	84%
Transportation	0%

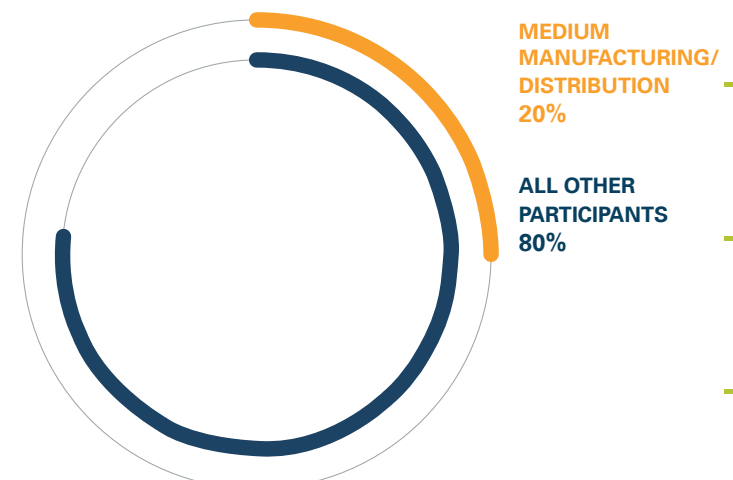
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COUNTY SHARE OF MEDIUM MANUFACTURING/DISTRIBUTION EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION

	Hourly	Salary
PAID TIME OFF		
HOLIDAYS		
Percentage of companies offering paid holidays	100%	95%
Typical number of paid holidays offered annually	7	7
Percentage of those companies offering these common holidays		
New Year's Eve	20%	20%
New Year's Day	100%	100%
Martin Luther King Jr.	0%	0%
Lincoln's Birthday	0%	0%
Presidents' Day	5%	5%
Washington's Birthday	0%	0%
Good Friday	35%	35%
Memorial Day	95%	90%
Independence Day	100%	95%
Labor Day	100%	95%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	30%	30%
Veterans Day	0%	0%
Thanksgiving Day	100%	95%
Day After Thanksgiving	55%	65%
Christmas Eve	40%	40%
Christmas Day	100%	95%
Other	0%	0%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	25%	30%
Average number of PTO days offered first year	4	7
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	N/A	N/A

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	3	2
Typical number of years that must be worked to earn 10 days	3	3
Average number of years that must be worked to earn 15 days	6	6
Typical number of years that must be worked to earn 15 days	N/A	N/A
Average number of years that must be worked to earn 20 days (when offered)	15	15
Typical number of years that must be worked to earn 20 days (when offered)	N/A	N/A
Average number of years that must be worked to earn more than 20 days (when offered)	18	18
Typical number of years that must be worked to earn more than 20 days (when offered)	30	30

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
ILLNESS DAYS		
Percentage of companies that offer paid illness days	7%	40%
Average number of paid illness days offered annually	5	4
Typical number of paid illness days offered per year	5	3
Average maximum number of illness days that may be accumulated	5	4
Typical number of paid illness days that may be accumulated	0	3
How soon after hire is employee eligible?		
One to 30 days	20%	56%
One to three months	80%	44%
Three to six months	0%	0%
Six months to one year	0%	0%
After first year	0%	0%
VACATION		
Percentage of all companies that offer paid vacation	75%	75%
How soon after hire may employee take paid vacation?		
One to 30 days	15%	40%
One to three months	0%	0%
Three to six months	5%	5%
Six months to one year	15%	15%
After first year	40%	10%
Number of days offered		
Average number of paid vacation days offered in first year	7	9
Typical number of vacation days offered in first year	5	5
How vacation time is earned		
Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	2	0
Average number of years that must be worked to earn 15 days	6	5
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	11	9
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	10	9
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	40%	55%
Average number of personal days offered per year.....	5	6
Typical number of personal days offered in first year.....	10	15
How soon after hire may employee take personal day?		
One to 30 days.....	18%	53%
One to three months.....	29%	18%
Three to six months.....	18%	12%
Six months to one year.....	0%	0%
After first year.....	35%	17%
Percentage of companies offering parental leave	20%	30%
Maternal leave.....	25%	25%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	75%	75%
Average Number of paid parental weeks offered per year.....	12	12
Typical Number of paid parental weeks offered per year.....	12	12
How soon after hire may employee take parental leave?		
One to 30 days.....	0%	0%
One to three months.....	50%	50%
Three to six months.....	0%	0%
Six months to one year.....	0%	0%
After first year.....	50%	50%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	95%	95%
Average number of bereavement days offered annually.....	3	3
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	55%	65%
One to three months.....	25%	25%
Three to six months.....	10%	5%
Six months to year.....	5%	0%
After first year.....	0%	0%

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	86%	80%
Percentage of those that pay regular wages plus payment from court	35%	45%
Percentage of those that pay regular wages minus payment from court	50%	40%

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	100%	100%
Percentage of those companies reporting as self-insured	65%	65%
Percentage of those companies reporting fully-funded	35%	35%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of those companies that offer a single plan	30%	25%
Percentage of those companies that offer multiple plans	70%	75%
Percentage of those companies offering only standard plans	25%	25%
Percentage of those companies offering both high-deductible and standard plans	50%	50%
Percentage of those companies offering only high-deductible plans	25%	25%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	20%	20%
Percentage of companies offering optional HSA or HRA plan	50%	55%
Percentage of companies with no HSA or HRA plan	30%	25%
Average company contribution to HSA/HRA account		
For employee only plan	\$511.45	\$517.86
For family plan	\$798.46	\$784.29
Typical company contribution to HSA/HRA account		
For employee only plan	\$300.00	\$300.00
For family plan	\$600.00	\$600.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$3,704.55	\$3,812.50
Average maximum annual out of pocket expense family	\$7,463.64	\$8,372.73
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	\$3,500.00	\$3,500.00
Typical maximum annual out of pocket expense family	\$7,000.00	\$7,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	45%	50%
Average amount that may be earned	\$272.50	\$308.89
Typical amount that may be earned	\$500.00	\$600.00

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	75%	
Percentage of those plans that offer family coverage.	100%	
How soon after hire is employee eligible?		
One to 30 days	13%	27%
One to three months	80%	73%
Three to six months	7%	0%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$175.22	\$168.25
Employee and spouse	\$403.93	\$410.07
Employee and child	\$352.44	\$358.63
Family	\$565.38	\$584.90
Average monthly cost paid by employer for each employee		
Employee only coverage	\$444.15	\$364.31
Employee and spouse	\$692.78	\$655.51
Employee and child	\$647.65	\$610.39
Family	\$895.62	\$902.37
Deductibles		
Average annual deductible per person	\$1,555.00	\$1,621.67
Typical annual deductible per person	\$500.00	\$1,500.00
Average annual deductible per family	\$3,160.00	\$3,293.33
Typical annual deductible per family	\$500.00	\$1,500.00
Copays and Limits		
Average percentage of costs covered by insurance	76%	77%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$26.67	\$27.00
Typical copay for physician office visit	\$30.00	\$30.00
Average out of pocket limit		
Single coverage	\$4,900.00	\$4,933.33
Family coverage	\$3,500.00	\$6,350.00
Typical out of pocket limit		
Single coverage	\$9,700.00	\$10,000.00
Family coverage	\$12,700.00	\$12,700.00

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

HIGH-DEDUCTIBLE PLANS

Percentage of companies offering high-deductible insurance plans	25%
Percentage of those plans that offer family coverage.....	99%

How soon after hire is employee eligible?

One to 30 days.....	36%	40%
One to three months.....	64%	60%
Three to six months	0%	0%
Six months to year	0%	0%
After first year.....	0%	0%

Average monthly premium paid by employee for

Employee only coverage.....	\$161.18	\$157.68
Employee and spouse	\$403.21	\$390.58
Employee and child	\$342.99	\$334.02
Family	\$554.77	\$539.63

Average monthly cost paid by employer for each employee

Employee only coverage.....	\$368.20	\$359.26
Employee and spouse	\$700.05	\$685.68
Employee and child	\$682.31	\$669.41
Family	\$949.83	\$937.25

Deductibles

Average annual deductible per person	\$2,726.92	\$2,746.43
Typical annual deductible per person.....	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,788.46	\$5,417.86
Typical annual deductible per family.....	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	64%	66%
Typical percentage of costs covered by insurance	80%	80%
Average copay	\$23.00	\$23.00
Typical copay.....	N/A	N/A

Average out of pocket limit

Single coverage	\$4,571.43	\$4,928.57
Family coverage	\$4,000.00	\$4,000.00

Typical out of pocket limit

Single coverage	\$9,000.00	\$9,500.00
Family coverage	\$10,000.00	\$12,000.00

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	90%	95%
Percentage of all companies utilizing a Pharmacy Benefits Manager	37%	37%
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$11.00	\$11.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$35.00	\$35.00
What is the typical employee copay for retail formulary?	\$35.00	\$35.00
What is the average employee copay for retail non-formulary?	\$67.00	\$67.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$24.00	\$24.00
What is the typical employee copay for mail-order generic?	\$25.00	\$25.00
What is the average employee copay for mail-order formulary?	\$77.00	\$77.00
What is the typical employee copay for mail-order formulary?	\$70.00	\$70.00
What is the average employee copay for mail-order non-formulary?	\$146.00	\$146.00
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	90%	90%
Percentage of those plans that cover orthodontia	70%	70%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	28%	35%
One to three months after hire	67%	65%
Three to six months after hire	6%	0%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$66.18	\$66.18
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,093.75	\$1,093.75
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,357.69	\$1,357.69
Typical annual limit family coverage	\$1,000.00	\$1,000.00

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$17.69	\$17.63
Employee and spouse	\$33.81	\$33.94
Employee and child(ren)	\$37.65	\$37.55
Family	\$54.67	\$53.82
Average monthly premium paid by employer for		
Employee only coverage	\$8.34	\$8.42
Employee and spouse	\$18.49	\$18.08
Employee and child(ren)	\$20.00	\$19.58
Family	\$27.03	\$25.31
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00
Percentage of Costs Covered		
Average of preventive costs covered	77%	77%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	60%	60%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	43%	43%
Typical percentage of major costs covered	50%	50%

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	85%	85%
Percentage of those plans that cover glasses/contacts.	100%	100%
Percentage of those plans that cover LASIK or similar procedures	24%	19%
How soon after hire is employee eligible for coverage?		
One to 30 days	18%	19%
One to three months	82%	81%
Three to six months	0%	10%
Six months to one year	0%	0%
After first year	0%	0%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$5.88	\$6.16
Employee and spouse	\$11.18	\$11.80
Employee and child(ren)	\$11.29	\$11.90
Family	\$16.38	\$17.42
Average monthly premium paid by employer for		
Employee only coverage	\$4.22	4.22
Employee and spouse	\$7.32	\$7.32
Employee and child(ren)	\$7.08	\$7.08
Family	\$9.52	\$9.52
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	95%	95%
Percentage of those plans that pay a set amount	94%	88%
Percentage of those plans that pay a percentage of salary	18%	38%
How soon after hire is employee covered?		
One to 30 days	25%	28%
One to three months	70%	72%
Three to six months	5%	0%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	85%	90%
Average percentage of wages employee receives while on short-term disability	55%	75%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	16	17
Typical number of weeks employee receives payment	12	12
How soon after hire is employee covered?		
One to 30 days	29%	99%
One to three months	53%	59%
Three to six months	6%	0%
Six months to one year	12%	12%
After first year	0%	0%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	65%	85%
Average percentage of wages employee receives while on disability	51%	63%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	60	61
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	42%	27%
One to three months	42%	66%
Three to six months	8%	0%
Six months to one year	8%	7%
After first year	0%	0%

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	47%	61%
Percentage of programs that are team based	60%	77%
Percentage of programs that are individual based	50%	54%
How soon after hire is employee eligible?		
One to 30 days	9%	8%
One to three months	18%	8%
Three to six months	45%	46%
Six months to one year	18%	31%
After first year	10%	7%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	70%	
Average amount each worker receives	\$3,914.00	\$3,793.00
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	65%	
Percentage of those companies that pay a shift differential	69%	
Average Second Shift Differential	\$1.27	
Typical Second Shift Differential	\$1.00	
Average Third Shift Differential	\$0.84	
Typical Third Shift Differential	\$1.00	

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	25%	20%
Percentage of companies where the employee also contributes	18%	18%
Average age when employee is eligible to receive benefits	65	65
Typical age when employee is eligible to receive benefits	65	65
Percentage of companies that offer a 401(k)/403(b) plan	100%	100%
Average percentage of wages an employee may contribute to fund	44%	45%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	74%	78%
Average percentage of contribution the employer matches	10%	10%
Typical percentage of contribution the employer matches	5%	3%
Average percentage of contribution the company matches	52% of the first 7%	
Percentage of companies where the match is guaranteed	78%	78%
Percentage of companies where the match is intended	22%	22%
How soon after hire is employee eligible to participate?		
One to 30 days	30%	22%
One to three months	20%	22%
Three to six months	5%	6%
Six months to a year	20%	22%
After first year	25%	28%

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs	75%	75%
How soon after hire is employee eligible?		
One to 30 days	7%	7%
One to three months	20%	21%
Three to six months	13%	7%
Six months to one year	7%	7%
After first year	53%	57%
MENTORING		
Percentage of companies with formal mentoring program	59%	60%
ORIENTATION		
Percentage of companies that offer orientation for new employees	90%	89%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	30%	55%
Casual dress (every day)	75%	40%
Onsite Child day care services	0%	0%
Offsite Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	10%	10%
Discounted product purchases	45%	45%
Employee assistance programs	70%	70%
English as second language assistance	5%	5%
Emergency/sick child care	0%	0%
Fitness center membership subsidy	30%	35%
Fitness center on site	10%	10%
Flex time	10%	25%
Flexible spending account	20%	30%
Job sharing	5%	5%
Informal recognition program	25%	25%
Open communication policy	80%	80%
Scholarships-employees/spouses/children	10%	10%
Smoking cessation programs	65%	65%
Smoke-free work environment	75%	75%
Telecommuting	70%	15%

BENEFITS: MEDIUM MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	45%	50%
Employee resource groups	15%	15%
Diversity programs	10%	10%
Sponsorship programs	15%	15%
Management training	45%	55%
Other	5%	5%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	65%	68%
Percentage that require classes be job related to receive tuition assistance	71%	75%
Average percent of tuition reimbursement	100%	100%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	85%	89%
Percentage of companies that offer off-site career development programs	79%	88%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	67%	67%
Percentage of companies that offer apprenticeship programs	33%	31%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	85%	
Which screening protocol is used?		
Five panel	76%	
Seven panel	12%	
DOT	0%	
Other	12%	
Percentage of those companies that require new applicants to pass	94%	94%
Current employees are screened		
Randomly	42%	42%
After incident/injury	100%	100%
For cause	100%	100%
Employees who fail are		
Dismissed	83%	83%
Referred to an EAP or counseling program	73%	73%

EMPLOYMENT OUTLOOK: MEDIUM MANUFACTURING/DISTRIBUTION

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	95%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in next 12 months	79%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	85%
Total number of employees added in preceding six months	282
Average number of employees added in preceding six months	19

In 2019

Hiring

Percentage of companies adding workers later in 2019	67%
Total anticipated increase later 2019	90
Average anticipated increase later in 2019	9

Layoffs

Percentage of companies expecting layoffs later in 2019	5%
Total anticipated layoffs later in 2019	2
Average anticipated layoffs later in 2019	2

In 2020

Hiring

Percentage of companies adding workers in 2020	53%
Total anticipated increase in 2020	91
Average anticipated increase in 2020	11

Layoffs

Percentage of companies expecting layoffs in 2020	0%
Total anticipated layoffs in 2020	0
Average anticipated layoffs in 2020	0

Annual Turnover

Annual turnover as percentage of employees	18%
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SMALL

MANUFACTURING
& DISTRIBUTION



2019 BENEFITS REPORT

SMALL MANUFACTURING & DISTRIBUTION

PROFILE OF PARTICIPANTS

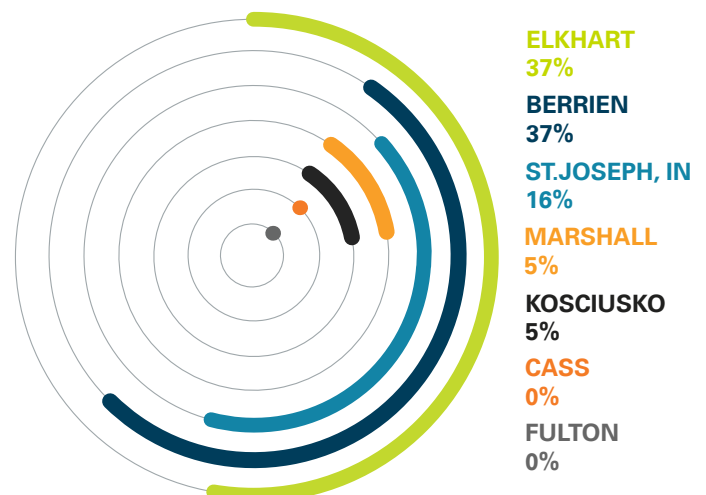
Small Manufacturing/Distribution	
Number of all participants98
Manufacturing/Distribution53
Small Manufacturing*19
(*Annual sales of less than \$20 million)	

Size	
Total Number of Employees	1,094
Average Number of Employees58
Union Participation	
Percentage of companies with union representation	11%
Where Union Members Work	
Maintenance	5%
Office	33%
Production	60%
Transportation	2%

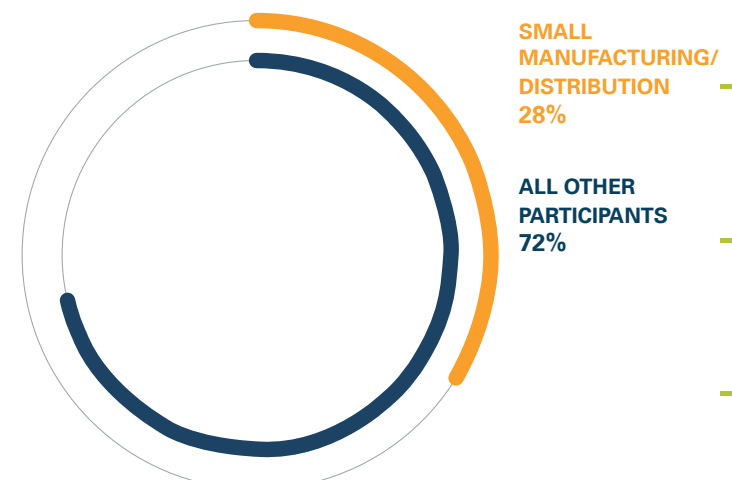
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COUNTY SHARE OF SMALL MANUFACTURING/DISTRIBUTION EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: SMALL MANUFACTURING/DISTRIBUTION

	Hourly	Salary
PAID TIME OFF		

HOLIDAYS

Percentage of companies offering paid holidays	100%	95%
Typical number of paid holidays offered annually	7	7

Percentage of those companies offering these common holidays

New Year's Eve	37%	37%
New Year's Day	100%	74%
Martin Luther King Jr.	0%	0%
Lincoln's Birthday	0%	0%
Presidents' Day	0%	0%
Washington's Birthday	0%	0%
Good Friday	58%	47%
Memorial Day	95%	68%
Independence Day	100%	74%
Labor Day	100%	74%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	16%	16%
Veterans Day	0%	0%
Thanksgiving Day	100%	74%
Day After Thanksgiving	79%	63%
Christmas Eve	63%	47%
Christmas Day	100%	74%
Other	0%	0%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	32%	26%
Average number of PTO days offered first year	7	9
Typical number of PTO days offered first year	5	15
Average number of carryover days per year	0	0

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	3	3
Typical number of years that must be worked to earn 10 days	3	3
Average number of years that must be worked to earn 15 days	6	6
Typical number of years that must be worked to earn 15 days	10	10
Average number of years that must be worked to earn 20 days (when offered)	11	11
Typical number of years that must be worked to earn 20 days (when offered)	N/A	N/A
Average number of years that must be worked to earn more than 20 days (when offered)	18	18
Typical number of years that must be worked to earn more than 20 days (when offered)	20	20

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
ILLNESS DAYS		
Percentage of companies that offer paid illness days	14%	29%
Average number of paid illness days offered annually	4	3
Typical number of paid illness days offered per year	0	0
Average maximum number of illness days that may be accumulated	9	11
Typical number of paid illness days that may be accumulated	0	0
How soon after hire is employee eligible?		
One to 30 days	60%	50%
One to three months	40%	50%
Three to six months	0%	0%
Six months to one year	0%	0%
After first year	0%	0%
VACATION		
Percentage of all companies that offer paid vacation	74%	74%
How soon after hire may employee take paid vacation?		
One to 30 days	11%	21%
One to three months	5%	0%
Three to six months	11%	21%
Six months to one year	16%	11%
After first year	32%	16%
Number of days offered		
Average number of paid vacation days offered in first year	6	8
Typical number of vacation days offered in first year	5	5
How vacation time is earned		
Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	3	2
Typical number of years that must be worked to earn 10 days	3	1
Average number of years that must be worked to earn 15 days	8	7
Typical number of years that must be worked to earn 15 days	10	10
Average number of years that must be worked to earn 20 days (when offered)	16	14
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	14	15
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	22%	42%
Average number of personal days offered per year.....	6	6
Typical number of personal days offered in first year.....	3	5
How soon after hire may employee take personal day?		
One to 30 days.....	31%	38%
One to three months.....	23%	23%
Three to six months.....	23%	15%
Six months to one year.....	8%	8%
After first year.....	15%	15%
Percentage of companies offering parental leave	21%	21%
Maternal leave.....	50%	50%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	50%	50%
Average Number of paid parental weeks offered per year.....	1	1
Typical Number of paid parental weeks offered per year.....	1	1
How soon after hire may employee take parental leave?		
One to 30 days.....	N/A	N/A
One to three months.....	N/A	25%
Three to six months.....	50%	25%
Six months to one year.....	N/A	N/A
After first year.....	50%	50%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	100%	100%
Average number of bereavement days offered annually.....	3	3
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	63%	68%
One to three months.....	11%	11%
Three to six months.....	26%	16%
Six months to year.....	0%	0%
After first year.....	0%	0%

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	58%	58%
Percentage of those that pay regular wages plus payment from court	16%	21%
Percentage of those that pay regular wages minus payment from court	42%	37%

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	100%	100%
Percentage of companies reporting as self-insured	44%	44%
Percentage of companies reporting as fully-funded	56%	56%
Percentage of those offering health insurance to families and children	89%	89%
Percentage of companies that offer a single plan	63%	63%
Percentage of companies that offer multiple plans	37%	37%
Percentage of those companies offering only standard plans	37%	37%
Percentage of those companies offering both high-deductible and standard plans	21%	21%
Percentage of those companies offering only a high-deductible plan	42%	42%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	37%	37%
Percentage of companies offering optional HSA or HRA plan	26%	26%
Percentage of companies with no HSA or HRA plan	37%	29%
Average company contribution to HSA/HRA account		
For employee only plan	\$926.92	\$926.92
For family plan	\$1,714.42	\$1,714.42
Typical company contribution to HSA/HRA account		
For employee only plan	\$1,000.00	\$1,000.00
For family plan	\$2,000.00	\$2,000.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$4,135.00	\$4,135.00
Average maximum annual out of pocket expense family	\$8,325.00	\$8,325.00
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	\$3,000.00	\$3,000.00
Typical maximum annual out of pocket expense family	\$10,000.00	\$10,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	26%	26%
Average amount that may be earned	\$100.25	\$100.25
Typical amount that may be earned	N/A	N/A

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	58%	
Percentage of those plans that offer family coverage	90%	
How soon after hire is employee eligible?		
One to 30 days	10%	30%
One to three months	40%	40%
Three to six months	50%	30%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$92.25	\$92.26
Employee and spouse	\$294.50	\$294.50
Employee and child	\$298.13	\$298.13
Family	\$419.62	\$419.62
Average monthly cost paid by employer for each employee		
Employee only coverage	\$451.72	\$451.72
Employee and spouse	\$695.91	\$695.91
Employee and child	\$715.92	\$715.92
Family	\$1,014.58	\$1,014.58
Deductibles		
Average annual deductible per person	\$1,350.00	\$1,350.00
Typical annual deductible per person	\$1,000.00	\$1,000.00
Average annual deductible per family	\$3,069.44	\$3,069.44
Typical annual deductible per family	\$2,000.00	\$2,000.00
Copays and Limits		
Average percentage of costs covered by insurance	50%	50%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$21.69	\$21.69
Typical copay for physician office visit	\$20.00	\$20.00
Average out of pocket limit		
Single coverage	\$4,538.89	\$4,538.89
Family coverage	\$7,900.00	\$7,900.00
Typical out of pocket limit		
Single coverage	\$8,911.11	\$8,911.11
Family coverage	\$6,000.00	\$6,000.00

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

HIGH-DEDUCTIBLE PLANS

Percentage of companies offering high-deductible insurance plans	42%
Percentage of those plans that offer family coverage.....	100%

How soon after hire is employee eligible?

One to 30 days.....	17%	25%
One to three months.....	67%	67%
Three to six months	16%	8%
Six months to year	0%	0%
After first year.....	0%	0%

Average monthly premium paid by employee for

Employee only coverage.....	\$153.59	\$155.09
Employee and spouse	\$439.65	\$439.65
Employee and child	\$396.91	\$396.91
Family	\$598.67	\$598.67

Average monthly cost paid by employer for each employee

Employee only coverage.....	\$436.19	\$436.19
Employee and spouse	\$786.00	\$757.81
Employee and child	\$712.87	\$712.87
Family	\$1,016.13	\$1,016.13

Deductibles

Average annual deductible per person	\$3,075.00	\$3,075.00
Typical annual deductible per person.....	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,258.33	\$6,258.33
Typical annual deductible per family.....	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	80%	80%
Typical percentage of costs covered by insurance	80%	80%
Average copay	15%	15%
Typical copay.....	N/A	N/A

Average out of pocket limit

Single coverage	\$4,472.92	\$4,472.92
Family coverage	\$3,000.00	\$3,000.00

Typical out of pocket limit

Single coverage	\$8,845.83	\$8,845.83
Family coverage	\$8,000.00	\$8,000.00

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs	95%	95%
Percentage of all companies utilizing a Pharmacy Benefits Manager	18%	18%

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$10.00	\$10.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$33.00	\$33.00
What is the typical employee copay for retail formulary?	\$35.00	\$35.00
What is the average employee copay for retail non-formulary?	\$56.00	\$56.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$21.00	\$21.00
What is the typical employee copay for mail-order generic?	\$10.00	\$10.00
What is the average employee copay for mail-order formulary?	\$75.00	\$75.00
What is the typical employee copay for mail-order formulary?	\$87.50	\$87.50
What is the average employee copay for mail-order non-formulary?	\$122.00	\$122.00
What is the typical employee copay for mail-order nonformulary?	\$110.00	\$110.00

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	79%	79%
Percentage of those plans that cover orthodontia	74%	74%

How soon after hire is employee eligible for coverage?

One to 30 days after hire	11%	26%
One to three months after hire	58%	53%
Three to six months after hire	16%	5%
Six months to one year after hire	0%	0%
After first year	0%	0%

Deductibles and Limits

Average annual deductible	\$111.40	\$111.40
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,113.33	\$1,113.33
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,054.17	\$1,054.17
Typical annual limit family coverage	\$1,000.00	\$1,000.00

SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$13.67	\$13.67
Employee and spouse	\$29.78	\$29.78
Employee and child(ren)	\$31.07	\$31.07
Family	\$47.25	\$47.25
Average monthly premium paid by employer for		
Employee only coverage	\$9.94	\$9.94
Employee and spouse	\$18.85	\$18.85
Employee and child(ren)	\$21.74	\$21.74
Family	\$32.67	\$32.67
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00
Percentage of Costs Covered		
Average of preventive costs covered	98%	98%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	79%	79%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	52%	52%
Typical percentage of major costs covered	50%	50%

SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	84%	83%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	13%	13%
How soon after hire is employee eligible for coverage?		
One to 30 days	13%	31%
One to three months	69%	63%
Three to six months	19%	6%
Six months to one year	0%	0%
After first year	0%	0%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage634	\$6.34
Employee and spouse	\$10.87	\$10.87
Employee and child(ren)	\$10.79	\$10.79
Family	\$16.03	\$16.03
Average monthly premium paid by employer for		
Employee only coverage	\$1.84	\$1.84
Employee and spouse	\$2.93	\$2.93
Employee and child(ren)	\$3.15	\$3.15
Family	\$4.44	\$4.44
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	84%	84%
Percentage of those plans that pay a set amount	100%	100%
Percentage of those plans that pay a percentage of salary	0%	11%
How soon after hire is employee covered?		
One to 30 days	13%	25%
One to three months	56%	56%
Three to six months	31%	19%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	74%	79%
Average percentage of wages employee receives while on short-term disability	60%	63%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	18	21
Typical number of weeks employee receives payment	26	26
How soon after hire is employee covered?		
One to 30 days	7%	13%
One to three months	57%	60%
Three to six months	29%	20%
Six months to one year	0%	0%
After first year	7%	7%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	42%	47%
Average percentage of wages employee receives while on disability	57%	60%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	65	65
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	0%	0%
One to three months	63%	78%
Three to six months	37%	22%
Six months to one year	0%	0%
After first year	0%	7%

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	39%	35%
Percentage of programs that are team based	50%	40%
Percentage of programs that are individual based	44%	56%
How soon after hire is employee eligible?		
One to 30 days	13%	29%
One to three months	29%	13%
Three to six months	0%	0%
Six months to one year	29%	29%
After first year	29%	29%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	35%	
Average amount each worker receives	\$717.00	\$2,128.00
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	68%	
Percentage of those companies that pay a shift differential	64%	
Average Second Shift Differential	\$0.43	
Typical Second Shift Differential	\$0.10	
Average Third Shift Differential	\$0.39	
Typical Third Shift Differential	N/A	

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	11%	4%
Percentage of companies where the employee also contributes	80%	100%
Average age when employee is eligible to receive benefits	52	49
Typical age when employee is eligible to receive benefits	55	55
Percentage of companies that offer a 401(k)/403(b) plan	94%	94%
Average percentage of wages an employee may contribute to fund	66%	66%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	81%	81%
Average percentage of contribution the employer matches	13%	12%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	38% of the first	11%
Percentage of companies where the match is guaranteed	93%	93%
Percentage of companies where the match is intended	7%	7%
How soon after hire is employee eligible to participate?		
One to 30 days	6%	6%
One to three months	18%	24%
Three to six months	18%	12%
Six months to a year	24%	24%
After first year	35%	35%

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs.	63%	63%
How soon after hire is employee eligible?		
One to 30 days	33%	50%
One to three months	17%	8%
Three to six months	17%	8%
Six months to one year	17%	17%
After first year	17%	17%
MENTORING		
Percentage of companies with formal mentoring program.	40%	40%
ORIENTATION		
Percentage of companies that offer orientation for new employees	94%	94%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	16%	37%
Casual dress (every day)	68%	53%
Onsite Child day care services	0%	0%
Offsite Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	16%	5%
Discounted product purchases	26%	26%
Employee assistance programs	32%	32%
English as second language assistance	0%	0%
Emergency/sick child care	11%	11%
Fitness center membership subsidy	16%	16%
Fitness center on site	5%	5%
Flex time	11%	11%
Flexible spending account	5%	11%
Job sharing	0%	0%
Informal recognition program	5%	5%
Open communication policy	63%	63%
Scholarships-employees/spouses/children	0%	0%
Smoking cessation programs	11%	11%
Smoke-free work environment	68%	68%
Telecommuting	11%	11%

BENEFITS: SMALL MANUFACTURING/DISTRIBUTION (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	21%	21%
Employee resource groups	0%	0%
Diversity programs	0%	0%
Sponsorship programs	0%	0%
Management training	11%	11%
Other	5%	0%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	42%	44%
Percentage that require classes be job related to receive tuition assistance	67%	69%
Average percent of tuition reimbursement	83%	83%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	94%	94%
Percentage of companies that offer off-site career development programs	76%	82%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	33%	40%
Percentage of companies that offer apprenticeship programs	33%	27%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	74%	
Which screening protocol is used?		
Five panel	50%	
Seven panel	0%	
DOT	7%	
Other	43%	
Percentage of those companies that require new applicants to pass	86%	86%
Current employees are screened		
Randomly	14%	14%
After incident/injury	100%	100%
For cause	92%	92%
Employees who fail are		
Dismissed	82%	82%
Referred to an EAP or counseling program	50%	50%

EMPLOYMENT OUTLOOK: SMALL MANUFACTURING/DISTRIBUTION

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK SMALL MANUFACTURING/DISTRIBUTION

Percentage of companies giving pay raises in preceding 12 months	74%
Average raise given in preceding 12 months.....	3%
Typical raise given in preceding 12 months.....	3%
Percentage of companies planning pay raises in next 12 months	74%
Average raise planned in next 12 months.....	3%
Typical increase planned in next 12 months.....	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	68%
Total number of employees added in preceding six months.....	132
Average number of employees added in preceding six months.....	10

In 2019

Hiring

Percentage of companies adding workers later in 2019	58%
Total anticipated increase later 2019.....	39
Average anticipated increase later in 2019.....	4

Layoffs

Percentage of companies expecting layoffs later in 2019	11%
Total anticipated layoffs later in 2019.....	30
Average anticipated layoffs later in 2019.....	15

In 2020

Hiring

Percentage of companies adding workers in 2020	63%
Total anticipated increase in 2020.....	131
Average anticipated increase in 2020.....	12

Layoffs

Percentage of companies expecting layoffs in 2020	56%
Total anticipated layoffs in 2020.....	N/A
Average anticipated layoffs in 2020.....	N/A

Annual Turnover

Annual turnover as percentage of employees.....	15%
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ALL NON MANUFACTURING



2019 BENEFITS REPORT

NON MANUFACTURING

PROFILE OF PARTICIPANTS

All Nonmanufacturing	
Number of all participants98
Nonmanufacturing.....	.45
Size	
Total Number of Employees	15,999
Average Number of Employees356
Union Participation	
Percentage of companies with union representation.....	2%
Where Union Members Work	
Maintenance.....	85%
Office	10%
Production.....	5%
Transportation	0%

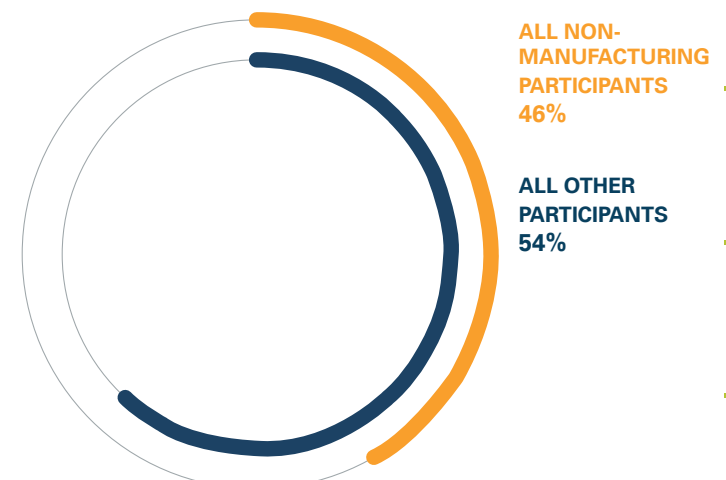
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COUNTY SHARE OF NONMANUFACTURING EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: ALL NON MANUFACTURING

	Hourly	Salary
PAID TIME OFF		

HOLIDAYS

Percentage of companies offering paid holidays	88%	94%
Typical number of paid holidays offered annually	7	7

Percentage of those companies offering these common holidays

New Year's Eve	33%	39%
New Year's Day	88%	75%
Martin Luther King Jr.	24%	17%
Lincoln's Birthday	0%	0%
Presidents' Day	11%	11%
Washington's Birthday	0%	0%
Good Friday	33%	33%
Memorial Day	88%	72%
Independence Day	87%	73%
Labor Day	85%	69%
Columbus Day	10%	4%
Election Day	2%	2%
Floating Holiday	25%	20%
Veterans Day	15%	6%
Thanksgiving Day	87%	72%
Day After Thanksgiving	52%	54%
Christmas Eve	57%	52%
Christmas Day	90%	75%
Other	17%	17%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	44%	40%
Average number of PTO days offered first year	12	15
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	0	0

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	First Year
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	3	3
Typical number of years that must be worked to earn 15 days	1	1
Average number of years that must be worked to earn 20 days (when offered)	7	6
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	9	8
Typical number of years that must be worked to earn more than 20 days (when offered)	10	10

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		

ILLNESS DAYS

Percentage of companies that offer paid illness days	71%	68%
Average number of paid illness days offered annually	8	8
Typical number of paid illness days offered per year	6	12
Average maximum number of illness days that may be accumulated	14	15
Typical number of paid illness days that may be accumulated	25	25

How soon after hire is employee eligible?

One to 30 days	56%	67%
One to three months	6%	13%
Three to six months	17%	7%
Six months to one year	11%	7%
After first year	11%	7%

VACATION

Percentage of all companies that offer paid vacation	91%	92%
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How soon after hire may employee take paid vacation?

One to 30 days	43%	50%
One to three months	9%	10%
Three to six months	13%	15%
Six months to one year	13%	10%
After first year	22%	15%

Number of days offered

Average number of paid vacation days offered in first year	9	10
Typical number of vacation days offered in first year	10	10

How vacation time is earned

Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	1
Typical number of years that must be worked to earn 10 days	3	1
Average number of years that must be worked to earn 15 days	5	4
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	11	9
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	15	15
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	51%	60%
Average number of personal days offered per year.....	3	3
Typical number of personal days offered in first year.....	3	3
How soon after hire may employee take personal day?		
One to 30 days.....	44%	61%
One to three months.....	24%	19%
Three to six months.....	15%	11%
Six months to one year.....	9%	3%
After first year.....	9%	6%
Percentage of companies offering parental leave	40%	41%
Maternal leave.....	19%	19%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	81%	81%
Average Number of paid parental weeks offered per year.....	8	8
Typical Number of paid parental weeks offered per year.....	12	12
How soon after hire may employee take parental leave?		
One to 30 days.....	44%	40%
One to three months.....	19%	20%
Three to six months.....	19%	20%
Six months to one year.....	6%	7%
After first year.....	13%	13%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	90%	89%
Average number of bereavement days offered annually.....	4	4
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	87%	97%
One to three months.....	3%	0%
Three to six months.....	8%	3%
Six months to year.....	3%	0%
After first year.....	0%	0%

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	78%	82%
Percentage of those that pay regular wages plus payment from court	44%	53%
Percentage of those that pay regular wages minus payment from court	36%	29%

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	80%	82%
Percentage of companies reporting as self-insured	55%	55%
Percentage of companies reporting indemnity insurance	45%	45%
Percentage of those offering health insurance to families and children	80%	81%
Percentage of companies that offer a single plan	33%	32%
Percentage of companies that offer multiple plans	67%	68%
Percentage of companies offering only standard plans	30%	30%
Percentage of companies offering both high-deductible and standard plans	40%	40%
Percentage of companies offering only high-deductible plans	30%	30%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	35%	35%
Percentage of companies offering optional HSA or HRA plan	65%	65%
Percentage of companies with no HSA or HRA plan	0%	0%
Average company contribution to HSA/HRA account		
For employee only plan	\$1,312.50	\$1,312.50
For family plan	\$1,568.82	\$1,568.82
Typical company contribution to HSA/HRA account		
For employee only plan	\$500.00	\$500.00
For family plan	\$1,000.00	\$1,000.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$4,026.47	\$4,026.47
Average maximum annual out of pocket expense family	\$8,270.58	\$8,270.58
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	\$3,500.00	\$3,500.00
Typical maximum annual out of pocket expense family	\$7,000.00	\$7,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	34%	31%
Average amount that may be earned	\$1,017.00	\$1,017.00
Typical amount that may be earned	N/A	N/A

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	70%	
Percentage of those plans that offer family coverage	100%	
How soon after hire is employee eligible?		
One to 30 days	36%	46%
One to three months	64%	54%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$134.13	\$134.79
Employee and spouse	\$521.95	\$521.95
Employee and child	\$414.85	\$414.85
Family	\$744.68	\$744.68
Average monthly cost paid by employer for each employee		
Employee only coverage	\$760.43	\$765.20
Employee and spouse	\$1,257.42	\$1,257.42
Employee and child	\$1,141.40	\$1,141.40
Family	\$1,545.96	\$1,545.96
Deductibles		
Average annual deductible per person	\$1,465.22	\$1,612.50
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,156.52	\$3,156.52
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Average percentage of costs covered by insurance	69%	69%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$24.67	\$25.31
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,182.61	\$4,216.67
Family coverage	\$7,252.63	\$8,188.89
Typical out of pocket limit		
Single coverage	\$8,600.00	\$8,600.00
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

HIGH-DEDUCTIBLE PLANS

Percentage of companies offering high-deductible insurance plans	30%
Percentage of those plans that offer family coverage	100%

How soon after hire is employee eligible?

One to 30 days	38%	46%
One to three months	62%	54%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$114.81	\$114.81
Employee and spouse	\$334.92	\$334.92
Employee and child	\$301.92	\$302.54
Family	\$479.88	\$479.88

Average monthly cost paid by employer for each employee

Employee only coverage	\$434.64	\$434.64
Employee and spouse	\$809.52	\$809.52
Employee and child	\$734.68	\$734.68
Family	\$1,030.03	\$1,030.03

Deductibles

Average annual deductible per person	\$2,989.58	\$2,989.58
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,895.83	\$5,687.50
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	59%	59%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$21.67	\$21.67
Typical copay for physician office visit	N/A	N/A

Average out of pocket limit

Single coverage	\$4,338.46	\$4,338.46
Family coverage	\$4,000.00	\$4,000.00

Typical out of pocket limit

Single coverage	\$8,700.00	\$8,700.00
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	85%	77%
Percentage of all companies utilizing a Pharmacy Benefits Manager	42%	
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$14.00	\$14.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$28.00	\$28.00
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$51.00	\$51.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$14.00	\$14.00
What is the typical employee copay for mail-order generic?	\$25.00	\$25.00
What is the average employee copay for mail-order formulary?	\$49.00	\$49.00
What is the typical employee copay for mail-order formulary?	\$30.00	\$30.00
What is the average employee copay for mail-order non-formulary?	\$91.00	\$91.00
What is the typical employee copay for mail-order nonformulary?	\$60.00	\$60.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	68%	70%
Percentage of those plans that cover orthodontia	66%	66%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	30%	34%
One to three months after hire	48%	45%
Three to six months after hire	0%	0%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$26.67	\$26.67
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,184.68	\$1,184.68
Typical annual limit single coverage	\$1,500.00	\$1,500.00
Average annual limit family coverage	\$1,513.64	\$1,513.64
Typical annual limit family coverage	\$1,000.00	\$1,000.00

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$36.44	\$21.59
Employee and spouse	\$49.81	\$49.81
Employee and child(ren)	\$51.23	\$51.04
Family	\$81.30	\$81.30
Average monthly premium paid by employer for		
Employee only coverage	\$30.40	\$30.40
Employee and spouse	\$65.54	\$65.54
Employee and child(ren)	\$75.85	\$75.85
Family	\$103.76	\$103.76
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00
Percentage of Costs Covered		
Average of preventive costs covered	92%	92%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	69%	70%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	49%	50%
Typical percentage of major costs covered	50%	50%

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	78%	73%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	27%	26%
How soon after hire is employee eligible for coverage?		
One to 30 days	34%	39%
One to three months	63%	58%
Three to six months	0%	0%
Six months to one year	0%	0%
After first year	3%	3%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$7.79	\$7.79
Employee and spouse	\$15.75	\$15.75
Employee and child(ren)	\$16.73	\$16.73
Family	\$22.51	\$22.51
Average monthly premium paid by employer for		
Employee only coverage	\$3.21	\$3.21
Employee and spouse	\$5.58	\$5.58
Employee and child(ren)	\$5.37	\$5.37
Family	\$5.20	\$5.20
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	80%	75%
Percentage of those plans that pay a set amount	79%	73%
Percentage of those plans that pay a percentage of salary	40%	42%
How soon after hire is employee covered?		
One to 30 days	38%	41%
One to three months	53%	50%
Three to six months	9%	9%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	66%	62%
Average percentage of wages employee receives while on short-term disability	66%	67%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	18	18
Typical number of weeks employee receives payment	12	12
How soon after hire is employee covered?		
One to 30 days	37%	43%
One to three months	52%	46%
Three to six months	4%	4%
Six months to one year	4%	4%
After first year	3%	3%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	70%	66%
Average percentage of wages employee receives while on disability	60%	60%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	68	68
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	36%	41%
One to three months	50%	45%
Three to six months	7%	10%
Six months to one year	4%	4%
After first year	3%	0%

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	41%	40%
Percentage of programs that are team based	55%	57%
Percentage of programs that are individual based	83%	80%
How soon after hire is employee eligible?		
One to 30 days	44%	45%
One to three months	13%	13%
Three to six months	4%	4%
Six months to one year	13%	13%
After first year	26%	26%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	33%	
Average amount each worker receives	\$5,500.00	\$4,539.17
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	29%	
Percentage of those companies that pay a shift differential	36%	
Average Second Shift Differential	\$1.97	
Typical Second Shift Differential	N/A	
Average Third Shift Differential	\$1.97	
Typical Third Shift Differential	N/A	

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	16%	16%
Percentage of companies where the employee also contributes	16%	16%
Average age when employee is eligible to receive benefits	64	64
Typical age when employee is eligible to receive benefits	65	65
Percentage of companies that offer a 401(k)/403(b) plan	86%	86%
Average percentage of wages an employee may contribute to fund	53%	53%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	73%	76%
Average percentage of contribution the employer matches	11%	11%
Typical percentage of contribution the employer matches	4%	4%
Average percentage of contribution the company matches	52% of the first	11%
Percentage of companies where the match is guaranteed	84%	84%
Percentage of companies where the match is intended	16%	16%
How soon after hire is employee eligible to participate?		
One to 30 days	59%	67%
One to three months	6%	3%
Three to six months	13%	9%
Six months to a year	16%	15%
After first year	6%	6%

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs.	80%	82%
How soon after hire is employee eligible?		
One to 30 days	58%	65%
One to three months	7%	4%
Three to six months	13%	9%
Six months to one year	18%	18%
After first year	6%	6%
MENTORING		
Percentage of companies with formal mentoring program.	59%	59%
ORIENTATION		
Percentage of companies that offer orientation for new employees	100%	98%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	36%	38%
Casual dress (every day)	29%	31%
Onsite Child day care services	7%	7%
Offsite Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	16%	16%
Discounted product purchases	38%	40%
Employee assistance programs	60%	60%
English as second language assistance	2%	2%
Emergency/sick child care	0%	0%
Fitness center membership subsidy	20%	20%
Fitness center on site	16%	16%
Flex time	38%	42%
Flexible spending account	42%	44%
Job sharing	9%	7%
Informal recognition program	36%	33%
Open communication policy	62%	62%
Scholarships-employees/spouses/children	9%	9%
Smoking cessation programs	24%	24%
Smoke-free work environment	73%	76%
Telecommuting	38%	40%
Transit subsidy	2%	2%

BENEFITS: ALL NON MANUFACTURING (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Tutoring-employees/spouses/children	2%	2%
Wellness program, resources and information	40%	40%
Employee resource groups	9%	9%
Diversity programs	13%	13%
Sponsorship programs	4%	4%
Management training	33%	40%
Other	4%	7%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	65%	61%
Percentage that require classes be job related to receive tuition assistance	68%	67%
Average percent of tuition reimbursement	66%	75%
Typical percent of tuition reimbursement	88%	88%
Percentage of companies that offer in-house career development programs	92%	89%
Percentage of companies that offer off-site career development programs	90%	91%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	37%	63%
Percentage of companies that offer apprenticeship programs	18%	5%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	49%	
Which screening protocol is used?		
Five panel	72%	
Seven panel	11%	
DOT	0%	
Other	17%	
Percentage of those companies that require new applicants to pass	95%	95%
Current employees are screened		
Randomly	24%	24%
After incident/injury	50%	50%
For cause	95%	95%
Employees who fail are		
Dismissed	71%	71%
Referred to an EAP or counseling program	77%	77%

EMPLOYMENT OUTLOOK: ALL NON MANUFACTURING

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	93%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in next 12 months	91%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	82%
Total number of employees added in preceding six months	532
Average number of employees added in preceding six months	16

In 2019

Hiring

Percentage of companies adding workers later in 2019	64%
Total anticipated increase later 2019	420
Average anticipated increase later in 2019	19

Layoffs

Percentage of companies expecting layoffs later in 2019	11%
Total anticipated layoffs later in 2019	11
Average anticipated layoffs later in 2019	4

In 2020

Hiring

Percentage of companies adding workers in 2020	67%
Total anticipated increase in 2020	748
Average anticipated increase in 2020	34

Layoffs

Percentage of companies expecting layoffs in 2020	10%
Total anticipated layoffs in 2020	34
Average anticipated layoffs in 2020	9

Annual Turnover

Annual turnover as percentage of employees	15%
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LARGE NON MANUFACTURING



2019 BENEFITS REPORT

LARGE NON MANUFACTURING

PROFILE OF PARTICIPANTS

Large Nonmanufacturing	
Number of all participants98
Nonmanufacturing.....	.53
Large* Nonmanufacturing15
	(*200 or more employees)
Size	
Total Number of Employees	14,344
Average Number of Employees956
Union Participation	
Percentage of companies with union representation.....	7%
Where Union Members Work	
Maintenance.....	94%
Office	1%
Production.....	6%
Transportation	0%

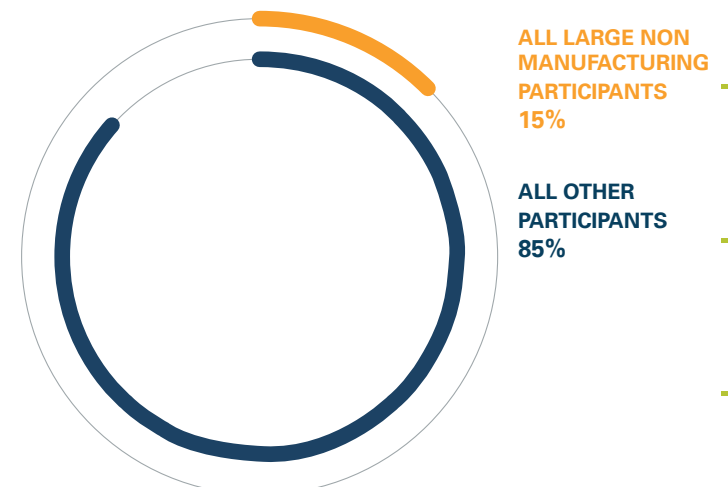
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COUNTY SHARE OF LARGE NONMANUFACTURING EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: LARGE NON MANUFACTURING BENEFITS

	Hourly	Salary
PAID TIME OFF		

HOLIDAYS

Percentage of companies offering paid holidays	93%	100%
Typical number of paid holidays offered annually	8	8

Percentage of those companies offering these common holidays

New Year's Eve	33%	27%
New Year's Day	93%	73%
Martin Luther King Jr.	27%	13%
Lincoln's Birthday	0%	0%
Presidents' Day	2%	1%
Washington's Birthday	0%	0%
Good Friday	33%	33%
Memorial Day	93%	67%
Independence Day	93%	73%
Labor Day	87%	60%
Columbus Day	13%	1%
Election Day	0%	0%
Floating Holiday	33%	20%
Veterans Day	20%	1%
Thanksgiving Day	87%	67%
Day After Thanksgiving	47%	47%
Christmas Eve	53%	47%
Christmas Day	93%	73%
Other	20%	27%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	53%	50%
Average number of PTO days offered first year	15	18
Typical number of PTO days offered first year	15	N/A
Average number of carryover days per year	0	0

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	First Year
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	3	2
Typical number of years that must be worked to earn 15 days	1	1
Average number of years that must be worked to earn 20 days (when offered)	6	4
Typical number of years that must be worked to earn 20 days (when offered)	5	5
Average number of years that must be worked to earn more than 20 days (when offered)	9	9
Typical number of years that must be worked to earn more than 20 days (when offered)	10	10

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
ILLNESS DAYS		
Percentage of companies that offer paid illness days	86%	100%
Average number of paid illness days offered annually	7	8
Typical number of paid illness days offered per year	12	12
Average maximum number of illness days that may be accumulated	13	13
Typical number of paid illness days that may be accumulated	25	25
How soon after hire is employee eligible?		
One to 30 days	33%	43%
One to three months	17%	29%
Three to six months	17%	0%
Six months to one year	17%	14%
After first year	17%	14%
VACATION		
Percentage of all companies that offer paid vacation	40%	47%
How soon after hire may employee take paid vacation?		
One to 30 days	27%	27%
One to three months	7%	13%
Three to six months	7%	7%
Six months to one year	0%	0%
After first year	0%	0%
Number of days offered		
Average number of paid vacation days offered in first year	8	10
Typical number of vacation days offered in first year	N/A	N/A
How vacation time is earned		
Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	5	5
Typical number of years that must be worked to earn 15 days	N/A	N/A
Average number of years that must be worked to earn 20 days (when offered)	11	11
Typical number of years that must be worked to earn 20 days (when offered)	N/A	N/A
Average number of years that must be worked to earn more than 20 days (when offered)	9	6
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	67%	73%
Average number of personal days offered per year.....	7	9
Typical number of personal days offered in first year.....	3	3
How soon after hire may employee take personal day?		
One to 30 days.....	50%	62%
One to three months.....	25%	15%
Three to six months.....	17%	15%
Six months to one year.....	0%	0%
After first year.....	8%	8%
Percentage of companies offering parental leave	47%	47%
Maternal leave.....	100%	100%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	71%	71%
Average Number of paid parental weeks offered per year.....	7	7
Typical Number of paid parental weeks offered per year.....	6	6
How soon after hire may employee take parental leave?		
One to 30 days.....	43%	43%
One to three months.....	14%	14%
Three to six months.....	14%	14%
Six months to one year.....	14%	14%
After first year.....	14%	14%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	93%	93%
Average number of bereavement days offered annually.....	3	3
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	93%	93%
One to three months.....	0%	0%
Three to six months.....	0%	0%
Six months to year.....	0%	0%
After first year.....	0%	0%

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	93%	93%
Percentage of those that pay regular wages plus payment from court	40%	47%
Percentage of those that pay regular wages minus payment from court	53%	47%

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	100%	100%
Percentage of companies reporting as self-insured	0%	0%
Percentage of companies reporting indemnity insurance	0%	0%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies that offer a single plan	27%	27%
Percentage of companies that offer multiple plans	73%	73%
Percentage of companies offering only standard plans	40%	40%
Percentage of companies offering both high-deductible and standard plans	47%	47%
Percentage of companies offering only high-deductible plans	13%	13%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	7%	7%
Percentage of companies offering optional HSA or HRA plan	53%	47%
Percentage of companies with no HSA or HRA plan	40%	47%
Average company contribution to HSA/HRA account		
For employee only plan	\$2,872.22	\$2,872.22
For family plan	\$3,100.00	\$3,100.00
Typical company contribution to HSA/HRA account		
For employee only plan	\$500.00	\$500.00
For family plan	\$1,000.00	\$1,000.00
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$3,375.00	\$3,375.00
Average maximum annual out of pocket expense family	\$6,750.00	\$4,500.00
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	\$3,500.00	\$3,300.00
Typical maximum annual out of pocket expense family	\$7,000.00	\$7,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	40%	40%
Average amount that may be earned	\$1,650.00	\$1,650.00
Typical amount that may be earned	N/A	N/A

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	87%	
Percentage of those plans that offer family coverage	100%	
How soon after hire is employee eligible?		
One to 30 days	31%	38%
One to three months	69%	62%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$117.47	\$117.47
Employee and spouse	\$323.25	\$323.25
Employee and child	\$260.33	\$260.33
Family	\$400.96	\$400.96
Average monthly cost paid by employer for each employee		
Employee only coverage	\$483.76	\$483.76
Employee and spouse	\$879.23	\$879.23
Employee and child	\$815.96	\$815.96
Family	\$1,089.19	\$1,089.19
Deductibles		
Average annual deductible per person	\$1,466.67	\$1,466.67
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,983.33	\$2,983.33
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Average percentage of costs covered by insurance	67%	67%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$23.54	\$23.54
Typical copay for physician office visit	\$20.00	\$20.00
Average out of pocket limit		
Single coverage	\$4,195.83	\$4,195.83
Family coverage	\$3,000.00	\$3,000.00
Typical out of pocket limit		
Single coverage	\$8,500.00	\$8,500.00
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

HIGH-DEDUCTIBLE PLANS

Percentage of companies offering high-deductible insurance plans	13%
Percentage of those plans that offer family coverage	100%

How soon after hire is employee eligible?

One to 30 days	33%	44%
One to three months	67%	56%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$112.29	\$112.29
Employee and spouse	\$273.88	\$273.88
Employee and child	\$249.77	\$249.77
Family	\$349.20	\$349.20

Average monthly cost paid by employer for each employee

Employee only coverage	\$450.30	\$450.30
Employee and spouse	\$983.87	\$983.87
Employee and child	\$877.24	\$877.24
Family	\$1,303.30	\$1,303.30

Deductibles

Average annual deductible per person	\$2,838.89	\$2,838.89
Typical annual deductible per person	\$2,750.00	\$2,750.00
Average annual deductible per family	\$5,677.78	\$5,122.22
Typical annual deductible per family	\$5,500.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	60%	60%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$32.00	\$32.00
Typical copay for physician office visit	N/A	N/A

Average out of pocket limit

Single coverage	\$3,988.89	\$3,988.89
Family coverage	\$5,000.00	\$5,000.00

Typical out of pocket limit

Single coverage	\$8,000.00	\$8,000.00
Family coverage	\$10,000.00	\$10,000.00

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	100%	100%
Percentage of all companies utilizing a Pharmacy Benefits Manager	57%	
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$9.00	\$9.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$34.00	\$34.00
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$48.00	\$48.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$21.00	\$21.00
What is the typical employee copay for mail-order generic?	\$25.00	\$25.00
What is the average employee copay for mail-order formulary?	\$79.00	\$79.00
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$116.00	\$116.00
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	73%	73%
Percentage of those plans that cover orthodontia	93%	93%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	33%	40%
One to three months after hire	60%	53%
Three to six months after hire	0%	0%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$25.00	\$25.00
Typical annual deductible	N/A	N/A
Average annual limit single coverage	\$1,180.36	\$1,180.36
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,380.00	\$1,380.00
Typical annual limit family coverage	\$1,000.00	\$1,000.00

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$18.88	\$18.88
Employee and spouse	\$44.91	\$44.91
Employee and child(ren)	\$46.53	\$46.53
Family	\$69.48	\$69.48

Average monthly premium paid by employer for

Employee only coverage	\$13.93	\$13.93
Employee and spouse	\$32.97	\$32.97
Employee and child(ren)	\$32.81	\$32.81
Family	\$43.78	\$43.78

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	98%	98%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	68%	68%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	52%	52%
Typical percentage of major costs covered	50%	50%

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	87%	87%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	31%	31%
How soon after hire is employee eligible for coverage?		
One to 30 days	38%	38%
One to three months	54%	54%
Three to six months	0%	0%
Six months to one year	0%	0%
After first year	8%	8%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$7.42	\$7.42
Employee and spouse	\$14.08	\$14.08
Employee and child(ren)	\$15.37	\$15.37
Family	\$21.13	\$21.13
Average monthly premium paid by employer for		
Employee only coverage	\$0.57	\$0.57
Employee and spouse	\$0.98	\$0.98
Employee and child(ren)	\$0.97	\$0.97
Family	\$1.20	\$1.20
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	100%	100%
Percentage of those plans that pay a set amount	73%	73%
Percentage of those plans that pay a percentage of salary	64%	64%
How soon after hire is employee covered?		
One to 30 days	40%	47%
One to three months	53%	57%
Three to six months	7%	7%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	93%	93%
Average percentage of wages employee receives while on short-term disability	69%	69%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	17	17
Typical number of weeks employee receives payment	12	12
How soon after hire is employee covered?		
One to 30 days	22%	36%
One to three months	57%	50%
Three to six months	7%	0%
Six months to one year	7%	7%
After first year	7%	7%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	100%	100%
Average percentage of wages employee receives while on disability	59%	59%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	67	67
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	29%	43%
One to three months	50%	43%
Three to six months	7%	7%
Six months to one year	7%	7%
After first year	7%	0%

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	36%	36%
Percentage of programs that are team based	50%	67%
Percentage of programs that are individual based	100%	100%
How soon after hire is employee eligible?		
One to 30 days	29%	29%
One to three months	14%	14%
Three to six months	14%	14%
Six months to one year	14%	14%
After first year	29%	29%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	13%	
Average amount each worker receives	\$1,500.00	\$4,500.00
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	47%	
Percentage of those companies that pay a shift differential	58%	
Average Second Shift Differential	\$3.07	
Typical Second Shift Differential	N/A	
Average Third Shift Differential	\$4.40	
Typical Third Shift Differential	N/A	

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	20%	20%
Percentage of companies where the employee also contributes	27%	27%
Average age when employee is eligible to receive benefits	53	53
Typical age when employee is eligible to receive benefits	65	65
Percentage of companies that offer a 401(k)/403(b) plan	100%	100%
Average percentage of wages an employee may contribute to fund	74%	74%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	79%	79%
Average percentage of contribution the employer matches	20%	20%
Typical percentage of contribution the employer matches	6%	6%
Average percentage of contribution the company matches	55% of the first 5%	
Percentage of companies where the match is guaranteed	82%	82%
Percentage of companies where the match is intended	18%	18%
How soon after hire is employee eligible to participate?		
One to 30 days	27%	33%
One to three months	27%	27%
Three to six months	13%	13%
Six months to a year	0%	0%
After first year	33%	27%

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs.	93%	93%
How soon after hire is employee eligible?		
One to 30 days	43%	50%
One to three months	7%	7%
Three to six months	14%	7%
Six months to one year	36%	36%
After first year	0%	0%
MENTORING		
Percentage of companies with formal mentoring program.	69%	69%
ORIENTATION		
Percentage of companies that offer orientation for new employees	100%	100%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	40%	47%
Casual dress (every day)	20%	13%
Onsite Child day care services	13%	13%
Offsite Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	7%	7%
Discounted product purchases	47%	47%
Employee assistance programs	87%	87%
English as second language assistance	7%	7%
Emergency/sick child care	0%	0%
Fitness center membership subsidy	27%	27%
Fitness center on site	13%	13%
Flex time	13%	13%
Flexible spending account	80%	80%
Job sharing	27%	27%
Informal recognition program	47%	47%
Open communication policy	80%	80%
Scholarships-employees/spouses/children	20%	20%
Smoking cessation programs	53%	53%
Smoke-free work environment	73%	73%
Telecommuting	33%	33%
Transit subsidy	7%	7%

BENEFITS: LARGE NON MANUFACTURING (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	80%	80%
Employee resource groups	20%	20%
Diversity programs	27%	27%
Sponsorship programs	7%	7%
Management training	53%	60%
Other	7%	7%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	73%	73%
Percentage that require classes be job related to receive tuition assistance	79%	79%
Average percent of tuition reimbursement	75%	75%
Typical percent of tuition reimbursement	75%	75%
Percentage of companies that offer in-house career development programs	93%	93%
Percentage of companies that offer off-site career development programs	93%	93%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	64%	55%
Percentage of companies that offer apprenticeship programs	20%	0%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	67%	
Which screening protocol is used?		
Five panel	56%	
Seven panel	11%	
DOT	0%	
Other	33%	
Percentage of those companies that require new applicants to pass	100%	100%
Current employees are screened		
Randomly	13%	13%
After incident/injury	29%	29%
For cause	100%	100%
Employees who fail are		
Dismissed	83%	83%
Referred to an EAP or counseling program	86%	86%

EMPLOYMENT OUTLOOK: LARGE NON MANUFACTURING

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	100%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in next 12 months	100%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	87%
Total number of employees added in preceding six months	389
Average number of employees added in preceding six months	35

In 2019

Hiring

Percentage of companies adding workers later in 2019	73%
Total anticipated increase later 2019	321
Average anticipated increase later in 2019	53

Layoffs

Percentage of companies expecting layoffs later in 2019	7%
Total anticipated layoffs later in 2019	2
Average anticipated layoffs later in 2019	2

In 2020

Hiring

Percentage of companies adding workers in 2020	73%
Total anticipated increase in 2020	625
Average anticipated increase in 2020	89

Layoffs

Percentage of companies expecting layoffs in 2020	0%
Total anticipated layoffs in 2020	0
Average anticipated layoffs in 2020	0

Annual Turnover

Annual turnover as percentage of employees	16%
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SMALL NON MANUFACTURING



2019 BENEFITS REPORT

SMALL NON MANUFACTURING

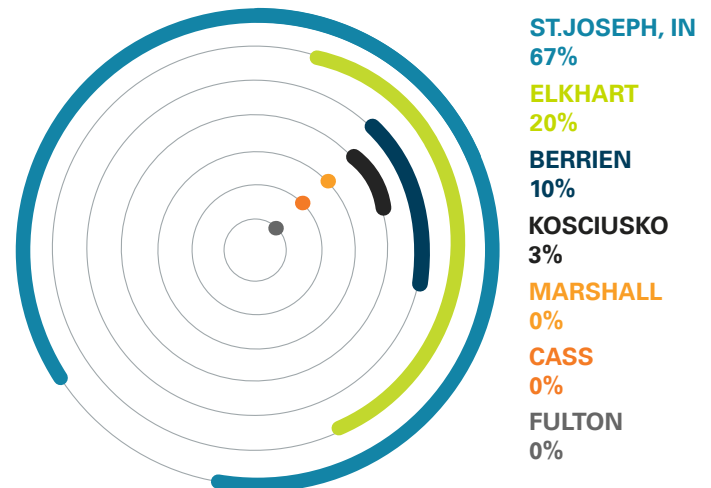
PROFILE OF PARTICIPANTS

Small Nonmanufacturing	
Number of all participants	98
Nonmanufacturing	53
Small Nonmanufacturing	30
(*Fewer than 200 employees)	
Size	
Total Number of Employees	1,655
Average Number of Employees	55
Union Participation	
Percentage of companies with union representation....	3%
Where Union Members Work	
Maintenance.....	12%
Office	88%
Production.....	0%
Transportation	0%

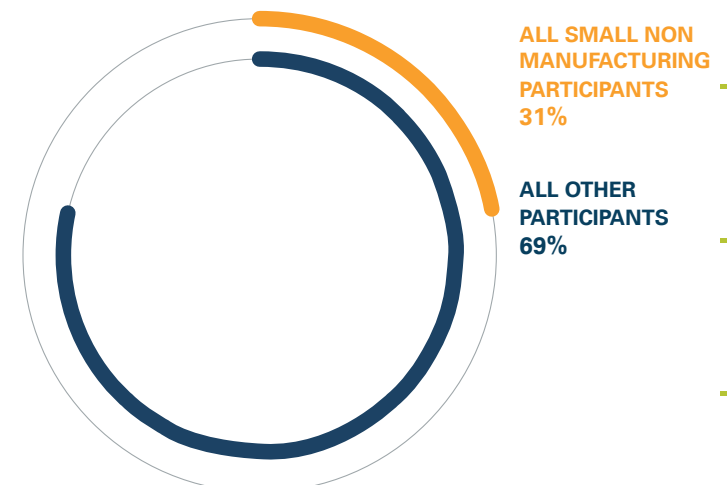
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COUNTY SHARE OF SMALL NONMANUFACTURING EMPLOYERS IN SURVEY



PARTICIPATION BY TYPE OF BUSINESS



BENEFITS: SMALL NON MANUFACTURING

	Hourly	Salary
PAID TIME OFF		

HOLIDAYS

Percentage of companies offering paid holidays	83%	87%
Typical number of paid holidays offered annually	9	9

Percentage of those companies offering these common holidays

New Year's Eve	33%	30%
New Year's Day	83%	77%
Martin Luther King Jr.	20%	20%
Lincoln's Birthday	0%	0%
Presidents' Day	20%	20%
Washington's Birthday	0%	0%
Good Friday	33%	33%
Memorial Day	83%	77%
Independence Day	80%	73%
Labor Day	83%	77%
Columbus Day	7%	7%
Election Day	3%	3%
Floating Holiday	17%	20%
Veterans Day	10%	10%
Thanksgiving Day	87%	77%
Day After Thanksgiving	57%	60%
Christmas Eve	60%	57%
Christmas Day	87%	77%
Other	13%	7%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, illness, and personal days	44%	38%
Average number of PTO days offered first year	10	13
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	0	0

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	First Year
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	3	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	7	8
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	10	7
Typical number of years that must be worked to earn more than 20 days (when offered)	10	N/A

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		

ILLNESS DAYS

Percentage of companies that offer paid illness days	65%	55%
Average number of paid illness days offered annually	9	9
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	14	16
Typical number of paid illness days that may be accumulated	25	25

How soon after hire is employee eligible?

One to 30 days	67%	88%
One to three months	0%	0%
Three to six months	17%	13%
Six months to one year	8%	0%
After first year	8%	0%

VACATION

Percentage of all companies that offer paid vacation	50%	53%
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How soon after hire may employee take paid vacation?

One to 30 days	20%	20%
One to three months	3%	0%
Three to six months	7%	7%
Six months to one year	10%	7%
After first year	17%	10%

Number of days offered

Average number of paid vacation days offered in first year	8	10
Typical number of vacation days offered in first year	0	0

How vacation time is earned

Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	0	0
Average number of years that must be worked to earn 15 days	5	4
Typical number of years that must be worked to earn 15 days	0	0
Average number of years that must be worked to earn 20 days (when offered)	11	9
Typical number of years that must be worked to earn 20 days (when offered)	0	0
Average number of years that must be worked to earn more than 20 days (when offered)	9	5
Typical number of years that must be worked to earn more than 20 days (when offered)	0	0

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
PERSONAL DAYS		
Percentage of companies offering paid personal days	43%	53%
Average number of personal days offered per year.....	8	15
Typical number of personal days offered in first year.....	3	3
How soon after hire may employee take personal day?		
One to 30 days.....	41%	61%
One to three months.....	23%	22%
Three to six months.....	14%	9%
Six months to one year.....	14%	4%
After first year.....	9%	4%
Percentage of companies offering parental leave	37%	38%
Maternal leave.....	100%	100%
Paternal leave.....	N/A	N/A
Both maternal and paternal leave.....	89%	89%
Average Number of paid parental weeks offered per year.....	10	10
Typical Number of paid parental weeks offered per year.....	12	12
How soon after hire may employee take parental leave?		
One to 30 days.....	44%	38%
One to three months.....	22%	25%
Three to six months.....	22%	25%
Six months to one year.....	0%	0%
After first year.....	11%	13%
BEREAVEMENT LEAVE		
Percentage of companies offering paid bereavement leave	80%	83%
Average number of bereavement days offered annually.....	4	5
Typical number of bereavement days offered annually.....	3	3
How soon after hire is employee eligible?		
One to 30 days.....	67%	70%
One to three months.....	3%	0%
Three to six months.....	10%	3%
Six months to year.....	3%	0%
After one year.....	0%	0%

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
PAID TIME OFF (continued)		
COMPENSATION DURING JURY SERVICE		
Percentage of companies that pay employees during jury service	70%	77%
Percentage of those that pay regular wages plus payment from court	47%	54%
Percentage of those that pay regular wages minus payment from court	27%	20%

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH RELATED BENEFITS		
HEALTH INSURANCE OFFERED		
Percentage of companies offering health insurance to employees	72%	76%
Percentage of companies reporting as self-insured	0%	0%
Percentage of companies reporting indemnity insurance	0%	0%
Percentage of those offering health insurance to families and children	72%	76%
Percentage of companies that offer a single plan	24%	24%
Percentage of companies that offer multiple plans	38%	41%
Percentage of companies offering only standard plans	17%	17%
Percentage of companies offering both high-deductible and standard plans	28%	28%
Percentage of companies offering only high-deductible plans	31%	31%
Percentage of companies considering dropping health plan in coming year	0%	0%
HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS		
Percentage of companies offering only HSA or HRA plans	28%	28%
Percentage of companies offering optional HSA or HRA plan	31%	31%
Percentage of companies with no HSA or HRA plan	41%	41%
Average company contribution to HSA/HRA account		
For employee only plan	\$486.76	\$486.76
For family plan	\$758.24	\$758.24
Typical company contribution to HSA/HRA account		
For employee only plan	N/A	N/A
For family plan	N/A	N/A
Average annual out of pocket limit with HSA/HRA plan		
Average maximum annual out of pocket expense single	\$4,226.92	\$4,226.92
Average maximum annual out of pocket expense family	\$8,738.46	\$8,738.46
Typical annual out of pocket limit with HSA/HRA plan		
Typical maximum annual out of pocket expense single	\$4,000.00	\$8,000.00
Typical maximum annual out of pocket expense family	\$8,000.00	\$8,000.00
WELLNESS INCENTIVE		
Percentage of companies that offer a wellness incentive	28%	28%
Average amount that may be earned	\$490.00	\$490.00
Typical amount that may be earned	N/A	N/A

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS		
STANDARD PLANS		
Percentage of companies offering standard insurance plans	59%	
Percentage of those plans that offer family coverage	100%	
How soon after hire is employee eligible?		
One to 30 days	42%	54%
One to three months	58%	46%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%
Average monthly premium paid by employee for		
Employee only coverage	\$152.31	\$152.12
Employee and spouse	\$738.72	\$738.72
Employee and child	\$583.42	\$583.42
Family	\$1,119.66	\$1,119.66
Average monthly cost paid by employer for each employee		
Employee only coverage	\$1,062.25	\$1,046.64
Employee and spouse	\$1,669.98	\$1,669.98
Employee and child	\$1,496.43	\$1,496.43
Family	\$2,044.26	\$2,044.26
Deductibles		
Average annual deductible per person	\$1,463.64	\$1,758.33
Typical annual deductible per person	\$1,250.00	\$1,250.00
Average annual deductible per family	\$3,345.45	\$3,345.45
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Average percentage of costs covered by insurance	72%	70%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.91	\$27.08
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,168.18	\$4,237.50
Family coverage	\$4,000.00	\$4,000.00
Typical out of pocket limit		
Single coverage	\$8,868.18	\$8,868.18
Family coverage	\$8,000.00	\$8,000.00

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

HIGH-DEDUCTIBLE PLANS

Percentage of companies offering high-deductible insurance plans	41%
Percentage of those plans that offer family coverage	100%

How soon after hire is employee eligible?

One to 30 days	41%	47%
One to three months	59%	53%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$116.33	\$116.33
Employee and spouse	\$371.55	\$371.55
Employee and child	\$333.20	\$334.20
Family	\$563.90	\$563.90

Average monthly cost paid by employer for each employee

Employee only coverage	\$423.80	\$423.80
Employee and spouse	\$688.82	\$688.82
Employee and child	\$635.98	\$635.98
Family	\$840.84	\$840.84

Deductibles

Average annual deductible per person	\$3,080.00	\$3,080.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,026.67	\$6,026.67
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	59%	59%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$16.50	\$16.50
Typical copay for physician office visit	N/A	N/A

Average out of pocket limit

Single coverage	\$4,523.52	\$4,523.53
Family coverage	\$4,000.00	\$4,000.00

Typical out of pocket limit

Single coverage	\$9,117.65	\$9,117.65
Family coverage	\$8,000.00	\$8,000.00

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
PRESCRIPTION DRUG BENEFIT		
Percentage of all companies where insurance covers prescription drugs	76%	66%
Percentage of all companies utilizing a Pharmacy Benefits Manager	32%	
Retail copay when paying dollars		
What is the average employee copay for retail generic?	\$17.00	\$17.00
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$24.00	\$24.00
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$53.00	\$53.00
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00
Mail order copay when paying dollars		
What is the average employee copay for mail-order generic?	\$9.00	\$9.00
What is the typical employee copay for mail-order generic?	\$10.00	\$10.00
What is the average employee copay for mail-order formulary?	\$31.00	\$31.00
What is the typical employee copay for mail-order formulary?	\$30.00	\$30.00
What is the average employee copay for mail-order non-formulary?	\$76.00	\$76.00
What is the typical employee copay for mail-order nonformulary?	\$60.00	\$60.00
DENTAL INSURANCE		
Percentage of all companies that offer a dental plan	66%	69%
Percentage of those plans that cover orthodontia	52%	52%
How soon after hire is employee eligible for coverage?		
One to 30 days after hire	28%	31%
One to three months after hire	41%	41%
Three to six months after hire	0%	0%
Six months to one year after hire	0%	0%
After first year	0%	0%
Deductibles and Limits		
Average annual deductible	\$28.13	\$28.13
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,188.24	\$1,188.24
Typical annual limit single coverage	\$1,500.00	\$1,500.00
Average annual limit family coverage	\$1,625.00	\$1,625.00
Typical annual limit family coverage	\$1,500.00	\$1,500.00

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$50.90	\$23.82
Employee and spouse	\$53.85	\$53.85
Employee and child(ren)	\$55.93	\$55.55
Family	\$91.65	\$91.65

Average monthly premium paid by employer for

Employee only coverage	\$26.51	\$26.51
Employee and spouse	\$55.33	\$55.33
Employee and child(ren)	\$67.33	\$67.33
Family	\$91.65	\$91.65

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	88%	87%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	69%	71%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	48%	49%
Typical percentage of major costs covered	50%	50%

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
HEALTH INSURANCE COSTS AND BENEFITS (continued)		
VISION INSURANCE		
Percentage of all companies offering a separate vision plan	73%	67%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	24%	22%
How soon after hire is employee eligible for coverage?		
One to 30 days	32%	40%
One to three months	68%	60%
Three to six months	0%	0%
Six months to one year	0%	0%
After first year	0%	0%
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$8.13	\$8.13
Employee and spouse	\$17.30	\$17.30
Employee and child(ren)	\$18.21	\$18.21
Family	\$23.78	\$23.78
Average monthly premium paid by employer for		
Employee only coverage	\$5.44	\$5.44
Employee and spouse	\$9.46	\$9.46
Employee and child(ren)	\$9.09	\$9.09
Family	\$8.59	\$8.59
Typical monthly premium paid by employer for		
Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES		
LIFE INSURANCE		
Percentage of all companies offering life insurance	69%	62%
Percentage of those plans that pay a set amount	83%	74%
Percentage of those plans that pay a percentage of salary	26%	30%
How soon after hire is employee covered?		
One to 30 days	37%	37%
One to three months	53%	53%
Three to six months	11%	11%
Six months to one year	0%	0%
After first year	0%	0%
SHORT-TERM DISABILITY		
Percentage of all companies that offer a short-term disability benefit	50%	47%
Average percentage of wages employee receives while on short-term disability	64%	66%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	19	19
Typical number of weeks employee receives payment	13	26
How soon after hire is employee covered?		
One to 30 days	54%	50%
One to three months	46%	43%
Three to six months	0%	7%
Six months to one year	0%	0%
After first year	0%	0%
LONG-TERM DISABILITY		
Percentage of all companies that offer a long-term disability benefit	56%	52%
Average percentage of wages employee receives while on disability	62%	62%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	69	69
Typical age when employee no longer receives payment	65	65
How soon after hire is employee covered?		
One to 30 days	43%	40%
One to three months	50%	47%
Three to six months	7%	13%
Six months to one year	0%	0%
After first year	0%	0%

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
FINANCIAL BENEFITS AND INCENTIVES (continued)		
PROFIT SHARING		
Percentage of companies offering profit sharing program	44%	43%
Percentage of programs that are team based	56%	53%
Percentage of programs that are individual based	78%	74%
How soon after hire is employee eligible?		
One to 30 days	50%	53%
One to three months	13%	12%
Three to six months	0%	0%
Six months to one year	13%	12%
After first year	24%	23%
BONUS POOL		
Percentage of companies whose employees participate in a bonus pool	43%	
Average amount each worker receives	\$6,500.00	\$4,544.00
SHIFT DIFFERENTIAL		
Percentage of companies operating more than one shift	20%	
Percentage of those companies that pay a shift differential	15%	
Average Second Shift Differential	\$.058	
Typical Second Shift Differential	N/A	
Average Third Shift Differential	\$.024	
Typical Third Shift Differential	N/A	

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
RETIREMENT		
COMPANY-FUNDED PENSION		
Percentage of companies that offer traditional pension plan	15%	13%
Percentage of companies where the employee also contributes	19%	17%
Average age when employee is eligible to receive benefits	63	63
Typical age when employee is eligible to receive benefits	65	65
Percentage of companies that offer a 401(k)/403(b) plan	84%	77%
Average percentage of wages an employee may contribute to fund	45%	45%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	70%	64%
Average percentage of contribution the employer matches	7%	6%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	53% of the first	15%
Percentage of companies where the match is guaranteed	85%	85%
Percentage of companies where the match is intended	15%	15%
How soon after hire is employee eligible to participate?		
One to 30 days	26%	26%
One to three months	17%	17%
Three to six months	13%	13%
Six months to a year	9%	13%
After first year	35%	30%

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT		
TRAINING		
Percentage of companies offering training or career development programs.....	67%	70%
How soon after hire is employee eligible?		
One to 30 days.....	72%	79%
One to three months.....	6%	0%
Three to six months.....	11%	11%
Six months to one year.....	0%	0%
After first year.....	11%	11%
MENTORING		
Percentage of companies with formal mentoring program.....	48%	48%
ORIENTATION		
Percentage of companies that offer orientation for new employees.....	100%	96%
WORKPLACE		
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week).....	33%	33%
Casual dress (every day).....	33%	40%
Onsite Child day care services.....	3%	3%
Offsite Child day care services.....	0%	0%
Child care subsidy.....	0%	0%
Compressed work week.....	20%	20%
Discounted product purchases.....	33%	37%
Employee assistance programs.....	47%	47%
English as second language assistance.....	0%	0%
Emergency/sick child care.....	0%	0%
Fitness center membership subsidy.....	17%	17%
Fitness center on site.....	17%	17%
Flex time.....	50%	57%
Flexible spending account.....	23%	27%
Job sharing.....	0%	0%
Informal recognition program.....	30%	27%
Open communication policy.....	57%	57%
Scholarships-employees/spouses/children.....	3%	3%
Smoking cessation programs.....	10%	10%
Smoke-free work environment.....	73%	77%
Telecommuting.....	40%	43%

BENEFITS: SMALL NON MANUFACTURING (continued)

	Hourly	Salary
WORKPLACE AND CAREER DEVELOPMENT (continued)		
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	3%	3%
Wellness program, resources and information	20%	20%
Employee resource groups	3%	3%
Diversity programs	7%	7%
Sponsorship programs	3%	3%
Management training	23%	30%
Other	3%	7%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	56%	48%
Percentage that require classes be job related to receive tuition assistance	57%	55%
Average percent of tuition reimbursement	56%	75%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	91%	84%
Percentage of companies that offer off-site career development programs	87%	88%

INTERNSHIP AND APPRENTICESHIP PROGRAMS

Percentage of companies that offer internship opportunities	74%	71%
Percentage of companies that offer apprenticeship programs	15%	10%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	40%	
Which screening protocol is used?		
Five panel	89%	
Seven panel	11%	
DOT	0%	
Other	0%	
Percentage of those companies that require new applicants to pass	92%	92%
Current employees are screened		
Randomly	33%	33%
After incident/injury	64%	64%
For cause	91%	91%
Employees who fail are		
Dismissed	63%	63%
Referred to an EAP or counseling program	67%	67%

EMPLOYMENT OUTLOOK: SMALL NON MANUFACTURING

WAGES, HIRING, AND LAYOFFS

WAGE OUTLOOK

Percentage of companies giving pay raises in preceding 12 months	90%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
 Percentage of companies planning pay raises in next 12 months	86%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	80%
Total number of employees added in preceding six months	134
Average number of employees added in preceding six months	6

In 2019

Hiring

Percentage of companies adding workers later in 2019	60%
Total anticipated increase later 2019	99
Average anticipated increase later in 2019	6

Layoffs

Percentage of companies expecting layoffs later in 2019	13%
Total anticipated layoffs later in 2019	9
Average anticipated layoffs later in 2019	5

In 2020

Hiring

Percentage of companies adding workers in 2020	63%
Total anticipated increase in 2020	123
Average anticipated increase in 2020	8

Layoffs

Percentage of companies expecting layoffs in 2020	15%
Total anticipated layoffs in 2020	34
Average anticipated layoffs in 2020	9

Annual Turnover

Annual turnover as percentage of employees	15%
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SUPPLEMENTAL **REPORTS**



SUPPLEMENTAL REPORTS

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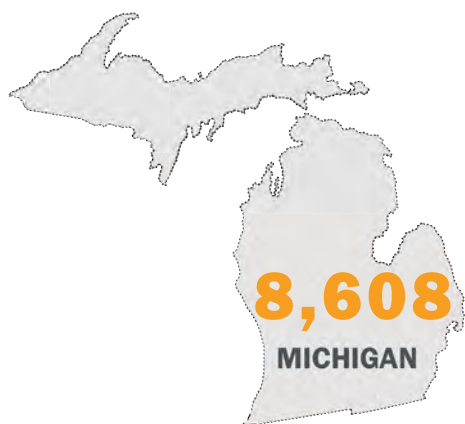
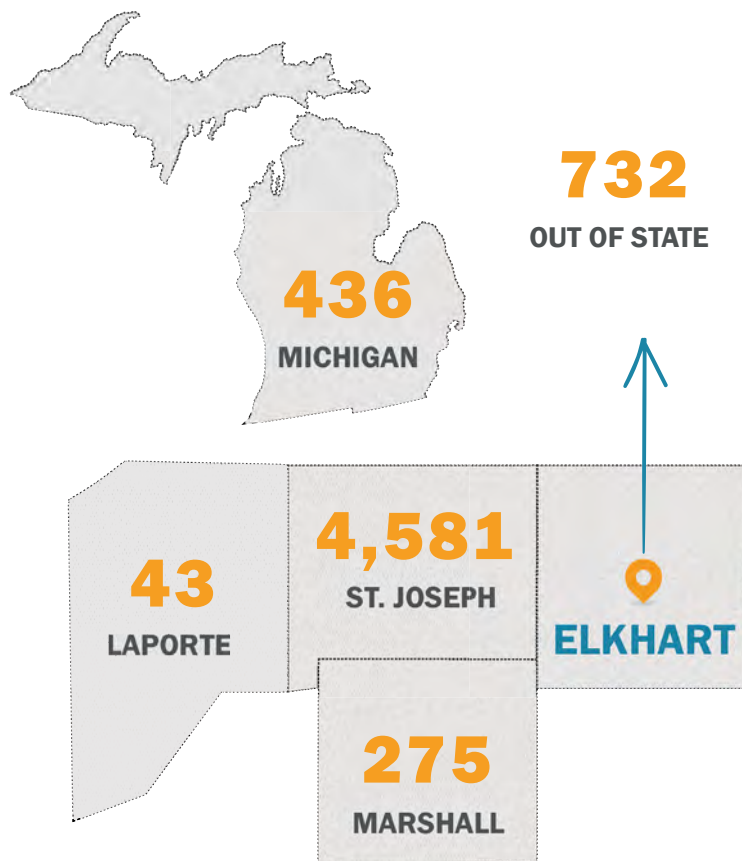


ELKHART COUNTY WORKFORCE COMMUTING PATTERNS

COMMUTING FROM ELKHART COUNTY (IN)

INTO	WORKERS
ST. JOSEPH COUNTY.....	4,581
KOSCIUSKO COUNTY.....	936
OUT OF STATE.....	732
MICHIGAN.....	436
MARSHALL COUNTY.....	275
LAPORTE COUNTY.....	43

7,003

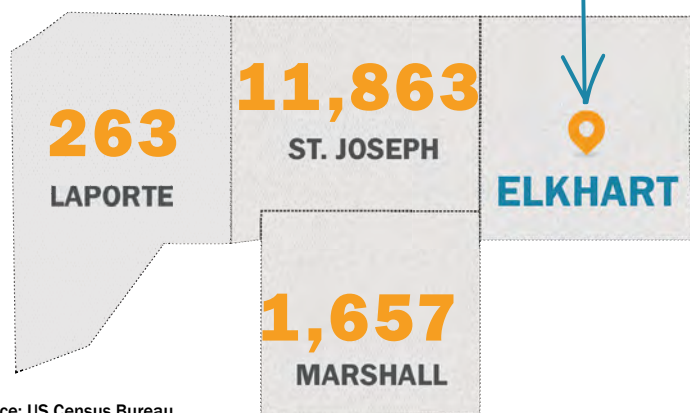


845
OUT OF STATE

COMMUTING INTO ELKHART COUNTY (IN)

FROM	WORKERS
ST. JOSEPH COUNTY.....	11,863
MICHIGAN.....	8,608
MARSHALL COUNTY.....	1,657
OUT OF STATE.....	845
LAPORTE COUNTY.....	263

23,236

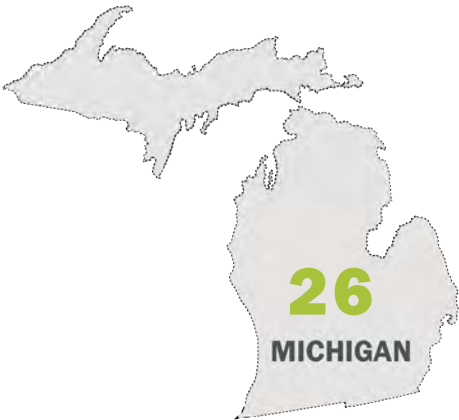


MARSHALL COUNTY WORKFORCE COMMUTING PATTERNS

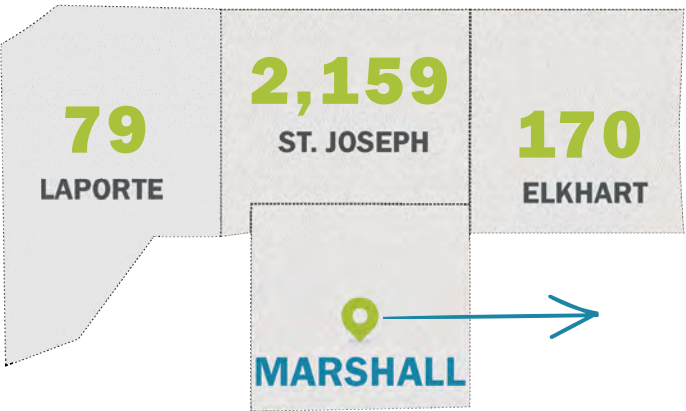
COMMUTING FROM
MARSHALL COUNTY (IN)

INTO	WORKERS
ST. JOSEPH COUNTY.....	2,159
KOSCIUSKO COUNTY.....	934
ELKHART COUNTY.....	170
OUT OF STATE.....	170
LAPORTE COUNTY.....	79
MICHIGAN.....	26

3,538



170
OUT OF STATE



79
LAPORTE

2,159
ST. JOSEPH

170
ELKHART

MARSHALL

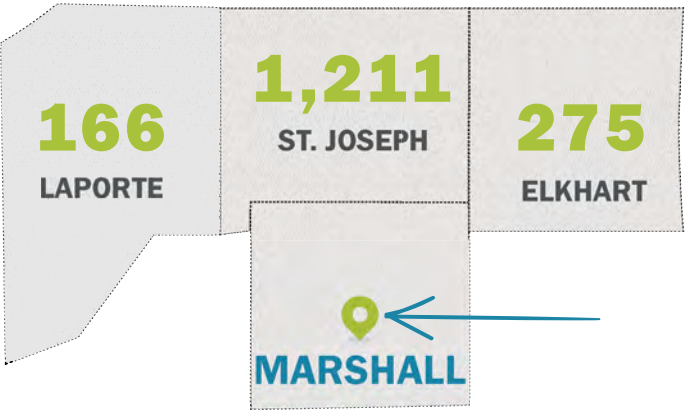


87
OUT OF STATE

COMMUTING INTO
MARSHALL COUNTY (IN)

FROM	WORKERS
ST. JOSEPH COUNTY.....	1,211
ELKHART COUNTY.....	275
LAPORTE COUNTY.....	166
OUT OF STATE.....	87
MICHIGAN.....	53

1,792



166
LAPORTE

1,211
ST. JOSEPH

275
ELKHART

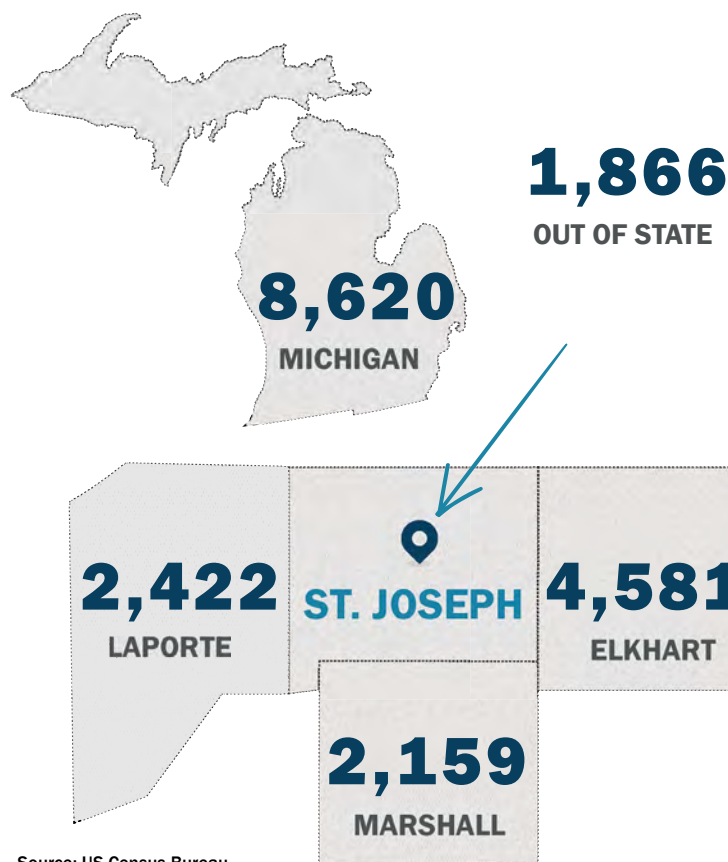
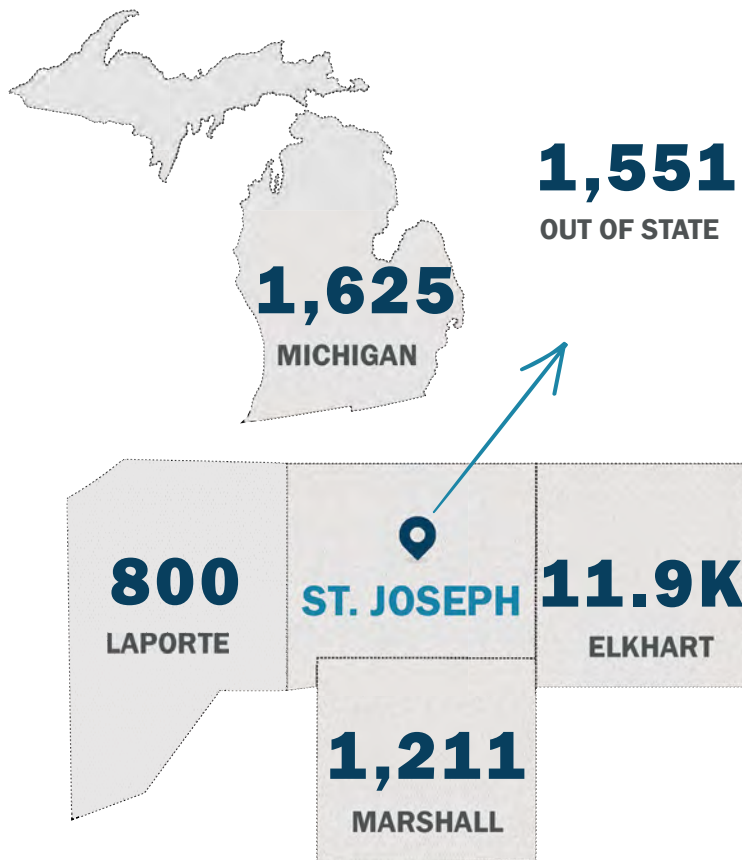
MARSHALL

ST. JOSEPH COUNTY WORKFORCE COMMUTING PATTERNS

COMMUTING FROM ST. JOSEPH COUNTY (IN)

INTO	WORKERS
ELKHART COUNTY	11,863
MICHIGAN	1,625
OUT OF STATE	1,551
MARSHALL COUNTY	1,211
LAPORTE COUNTY	800
KOSCIUSKO COUNTY	192

17,244



COMMUTING INTO ST. JOSEPH COUNTY (IN)

FROM	WORKERS
MICHIGAN	8,620
ELKHART COUNTY	4,581
LAPORTE COUNTY	2,422
MARSHALL COUNTY	2,159
OUT OF STATE	1,866

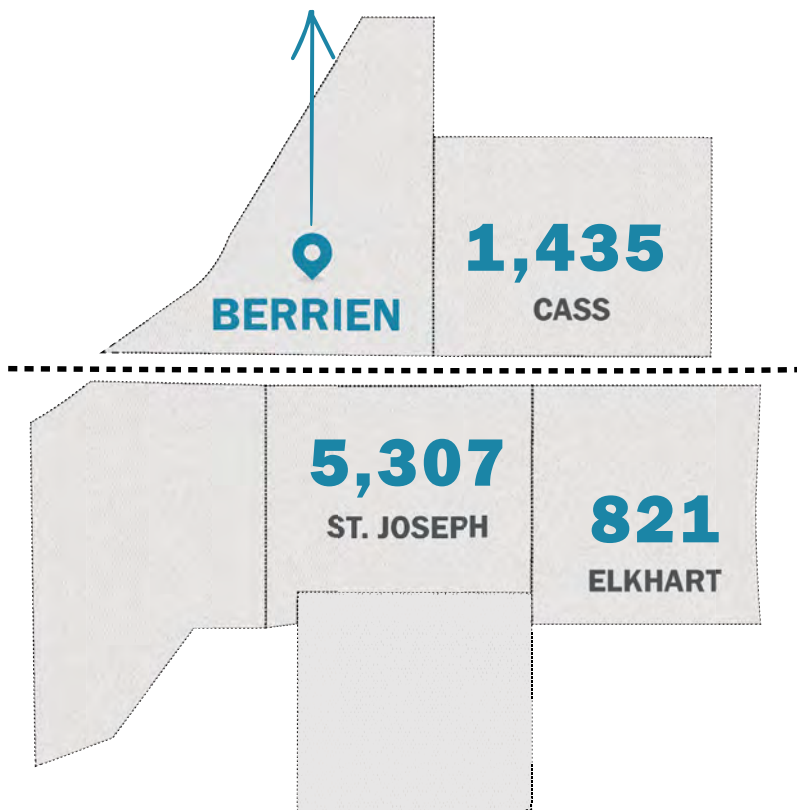
19,648

BERRIEN COUNTY WORKFORCE COMMUTING PATTERNS

COMMUTING FROM BERRIEN COUNTY (MI)

INTO	WORKERS
ST. JOSEPH COUNTY.....	5,307
CASS COUNTY (MI)	1,435
ELKHART COUNTY	821

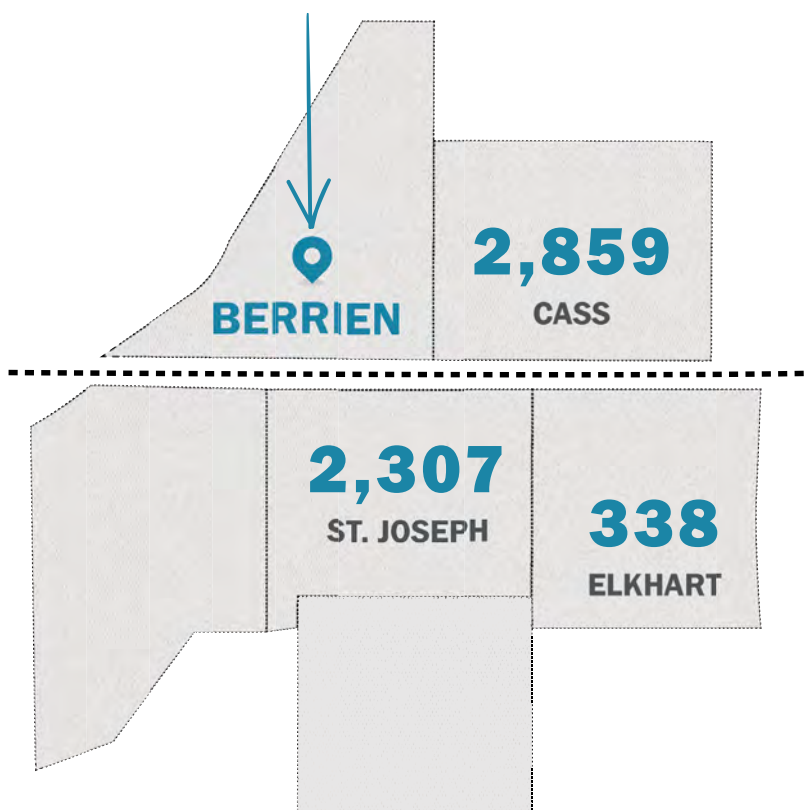
7,563



COMMUTING INTO BERRIEN COUNTY (MI)

FROM	WORKERS
CASS COUNTY (MI)	2,859
ST. JOSEPH COUNTY.....	2,307
ELKHART COUNTY	715

5,504



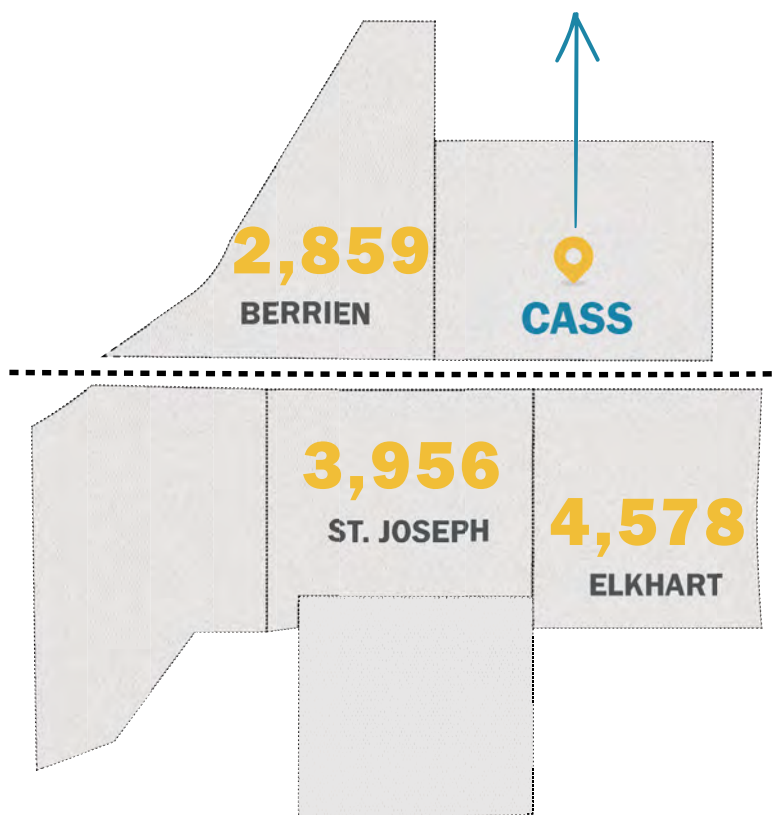
SUPPLEMENTAL REPORTS (continued)

CASS COUNTY WORKFORCE COMMUTING PATTERNS

COMMUTING FROM CASS COUNTY (MI)

INTO	WORKERS
ELKHART COUNTY	4,578
ST. JOSEPH COUNTY	3,956
BERRIEN COUNTY (MI)	2,859

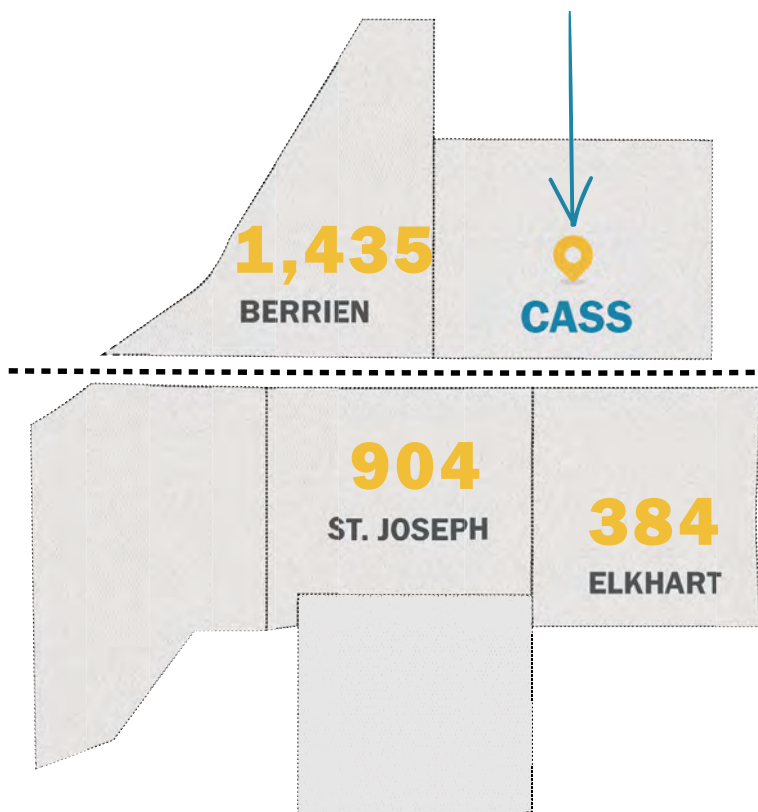
11,393



COMMUTING INTO CASS COUNTY (MI)

FROM	WORKERS
BERRIEN COUNTY (MI)	1,435
ST. JOSEPH COUNTY	904
ELKHART COUNTY	384

2,723



Source: US Census Bureau

REGIONAL PROFILE

	Berrien	Cass	Elkhart
POPULATION AND EDUCATIONAL ATTAINMENT			
Population	54,141	51,653	205,560
Educational Attainment			
Percent High School or Higher.....	90%	88%	81%
Percent Bachelors Degree or Higher	27%	18%	18%

Source: 2018 US Census Bureau

LABOR FORCE AND INDUSTRY SECTORS			
2018 Civilian Population Age 16+ in Labor Force	73,328	24,378	116,267
Employed	70,176	23,386	113,255
Unemployed.....	3,152	992	3,012
Unemployment Rate	4.3%	4.1%	2.6%
2018 Industry Sector Employment			
Manufacturing	13,737	2,583	70,462
Health care and social assistance.....	9,050	669	10,767
Retail trade.....	8,262	698	9,887
Accommodation and food services.....	7,109	1,042	7,183
Administrative, support and waste services	6,068	247	5,534
Wholesale trade	2,266	255	6,510
Educational services	2,483	3	707
Construction	3,571	315	3,752
Professional, scientific and technical services	3,047	233	2,088
Finance and insurance	2,975	198	1,801
Real estate and rental and leasing	3,431	39	965
Management of companies and enterprises.....	227	13	2,258
Arts, entertainment, and recreation	1,551	128	537
Information.....	713	12	374
Other services	4,464	570	2,563
Agriculture, forestry, fishing and hunting	1,074	N/A	247
Mining, quarrying, and oil and gas extraction.....	179	N/A	53
Transportation and warehousing	N/A	N/A	3,094
Utilities.....	N/A	N/A	N/A

Source: 2018 Bureau of Labor Statistics

REGIONAL PROFILE (continued)

	Marshall	St. Joseph	Region Total
POPULATION AND EDUCATIONAL ATTAINMENT			
Population	46,248	270,771	728,373
Educational Attainment			
Percent High School or Higher.	85%	88%	86%
Percent Bachelors Degree or Higher	20%	28%	22%

Source: 2018 US Census Bureau

LABOR FORCE AND INDUSTRY SECTORS			
2018 Civilian Population Age 16+ in Labor Force	23,481	136,728	376,351
Employed	22,735	131,857	361,409
Unemployed	746	4,871	12,773
Unemployment Rate	3.2%	3.6%	3.6
2018 Industry Sector Employment			
Manufacturing	7,110	15,064	108,956
Health care and social assistance	2,093	20,312	42,891
Retail trade	2,578	13,970	35,395
Accommodation and food services	1,467	11,465	28,266
Administrative, support and waste services	1,028	5,384	18,261
Wholesale trade	330	5,684	15,045
Educational services	386	10,745	14,324
Construction	1,073	5,150	13,861
Professional, scientific and technical services	624	4,472	10,464
Finance and insurance	759	3,525	9,258
Real estate and rental and leasing	900	1,588	6,923
Management of companies and enterprises	104	2,355	4,957
Arts, entertainment, and recreation	388	2,087	4,641
Information	118	1,388	2,605
Other services	1,653	3,616	13,048
Agriculture, forestry, fishing and hunting	268	157	N/A
Mining, quarrying, and oil and gas extraction	N/A	80	N/A
Transportation and warehousing	640	3,363	N/A
Utilities	N/A	246	N/A

Source: 2018 Bureau of Labor Statistics

JOB TITLE DESCRIPTIONS

MANAGEMENT OCCUPATIONS

Marketing Managers: Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

Sales Managers: Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

Public Relations and Fundraising Managers: Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.

Administrative Services Managers: Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

Computer and Information Systems Managers: Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

Financial Managers: Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Industrial Production Managers: Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications

Purchasing Managers: Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.

Transportation, Storage, and Distribution Managers: Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.

Human Resources Managers: Plan, direct, or coordinate human resources activities and staff of an organization.

Construction Managers: Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing.

Education Administrators, Elementary and Secondary School Managers: Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.

Architectural and Engineering Managers: Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.

Food Service Managers: Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Lodging Managers: Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.

Medical and Health Services Managers: Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Property, Real Estate, and Community Association Managers: Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way).

Social and Community Service Managers: Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.

Chief Executives: Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.

General and Operations Managers: Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Legislators: Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions.

BUSINESS AND FINANCIAL OPERATIONS OCCUPATIONS

Claims Adjusters, Examiners, and Investigators: Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions.

Compliance Officers: Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere.

Cost Estimators: Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.

Human Resources Specialists: Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.

Logisticians: Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.

Management Analysts: Conduct organizational studies and evaluations, design systems and procedures,

conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Meeting, Convention, and Event Planners: Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.

Fundraisers: Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for an organization. May design and produce promotional materials. May also raise awareness of the organization's work, goals, and financial needs.

Compensation, Benefits, and Job Analysis Specialists: Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

Training and Development Specialists: Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.

Market Research Analysts and Marketing Specialists: Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

Accountants and Auditors: Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.

Financial Analysts: Conduct quantitative analyses of information affecting investment programs of public or private institutions.

Personal Financial Advisors: Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.

Loan Officers: Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.

Tax Preparers: Prepare tax returns for individuals or small businesses.

COMPUTER AND MATHEMATICAL OCCUPATIONS

Computer Systems Analysts: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

Computer Programmers: Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Software Developers, Applications: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and

JOB TITLE DESCRIPTIONS (continued)

develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.

Software Developers, Systems Software: Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis.

Web Developers: Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

Database Administrators: Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

Network and Computer Systems Administrators: Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.

Computer Network Architects: Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. May research and recommend network and data communications hardware and software.

Computer User Support Specialists: Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Computer Network Support Specialists: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

ARCHITECTURE AND ENGINEERING OCCUPATIONS

Architects, Except Landscape and Naval: Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.

Civil Engineers: Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, and water and sewage systems.

Electrical Engineers: Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

Industrial Engineers: Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.

Mechanical Engineers: Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.

Architectural and Civil Drafters: Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Use knowledge of building materials, engineering practices, and mathematics to complete drawings.

Mechanical Drafters: Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

Electronics Engineering Technicians: Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. Usually work under direction of engineering staff.

Industrial Engineering Technicians: Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency.

LIFE, PHYSICAL, AND SOCIAL SCIENCE OCCUPATIONS

Chemists: Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge.

Clinical, Counseling, and School Psychologists: Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs.

COMMUNITY AND SOCIAL SERVICE OCCUPATIONS

Educational, Guidance, School, and Vocational

Counselors: Counsel individuals and provide group educational and vocational guidance services.

Mental Health and Substance Abuse Social Workers: Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Child, Family, and School Social Workers: Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers.

Healthcare Social Workers: Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.

Mental Health and Substance Abuse Social Workers: Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Health Educators: Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May serve as a resource to assist individuals, other healthcare workers, or the community, and may administer fiscal resources for health education programs.

Probation Officers and Correctional Treatment Specialists: Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

Social and Human Service Assistants: Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

LEGAL OCCUPATIONS

Lawyers: Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

Paralegals and Legal Assistants: Assist lawyers

JOB TITLE DESCRIPTIONS (continued)

by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

EDUCATION, TRAINING, AND LIBRARY OCCUPATIONS

Preschool Teachers, Except Special Education: Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

Kindergarten Teachers, Except Special Education: Teach elemental natural and social science, personal hygiene, music, art, and literature to kindergarten students. Promote physical, mental, and social development. May be required to hold State certification.

Elementary School Teachers, Except Special Education: Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

Secondary School Teachers, Except Special and Career/Technical Education: Teach students in one or more subjects, such as English, mathematics, or social studies at the secondary level in public or private schools. May be designated according to subject matter specialty.

Special Education Teachers, Kindergarten and Elementary School: Teach elementary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

Special Education Teachers, Middle School: Teach middle school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

Special Education Teachers, Secondary School: Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

Adult Basic and Secondary Education and Literacy Teachers and Instructors: Teach or instruct out-of-school youths and adults in remedial education classes, preparatory classes for the General Educational Development test, literacy, or English as a Second Language. Teaching may or may not take place in a traditional educational institution.

Self-Enrichment Education Teachers: Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution.

Librarians: Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access

information.

Library Technicians: Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelf books or other media; remove or repair damaged books or other media; register patrons; and check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Includes bookmobile drivers who assist with providing services in mobile libraries.

Instructional Coordinators: Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. Includes educational consultants and specialists, and instructional material directors.

Teacher Assistants: Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

ARTS, DESIGN, ENTERTAINMENT, SPORTS, AND MEDIA OCCUPATIONS

Commercial and Industrial Designers: Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design.

Graphic Designers: Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Interior Designers: Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design.

Coaches and Scouts: Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category.

Public Relations Specialists: Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.

Interpreters and Translators: Interpret oral or sign language, or translate written text from one language into another.

HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS

Dentists, General: Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care.

Dietitians and Nutritionists: Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

Pharmacists: Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May

advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Family and General Practitioners: Physicians who diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment.

Physician Assistants: Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.

Occupational Therapists: Assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays.

Physical Therapists: Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

Respiratory Therapists: Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

Speech-Language Pathologists: Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

Veterinarians: Diagnose, treat, or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock, or care for pets and companion animals.

Registered Nurses: Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Nurse Anesthetists: Administer anesthesia, monitor patient's vital signs, and oversee patient recovery from anesthesia. May assist anesthesiologists, surgeons, other physicians, or dentists. Must be registered nurses who have specialized graduate education.

Nurse Practitioners: Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

Dental Hygienists: Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants.

Diagnostic Medical Sonographers: Produce ultrasonic recordings of internal organs for use by physicians.

Radiologic Technologists: Take x rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities.

Magnetic Resonance Imaging Technologists: Operate

JOB TITLE DESCRIPTIONS (continued)

Magnetic Resonance Imaging (MRI) scanners. Monitor patient safety and comfort, and view images of area being scanned to ensure quality of pictures. May administer gadolinium contrast dosage intravenously. May interview patient, explain MRI procedures, and position patient on examining table. May enter into the computer data such as patient history, anatomical area to be scanned, orientation specified, and position of entry.

Emergency Medical Technicians and Paramedics: Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

Pharmacy Technicians: Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

Surgical Technologists: Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Veterinary Technologists and Technicians: Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.

Ophthalmic Medical Technicians: Assist ophthalmologists by performing ophthalmic clinical functions. May administer eye exams, administer eye medications, and instruct the patient in care and use of corrective lenses.

Licensed Practical and Licensed Vocational Nurses: Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Medical Records and Health Information Technicians: Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Opticians, Dispensing: Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses. Assist client with selecting frames. Measure customer for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescription. Prepare work order for optical laboratory containing instructions for grinding and mounting lenses in frames. Verify exactness of finished lens spectacles. Adjust frame and lens position to fit client. May shape or reshape frames. Includes contact lens opticians.

Occupational Health and Safety Specialists: Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical,

and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers.

Athletic Trainers: Evaluate and advise individuals to assist recovery from or avoid athletic-related injuries or illnesses, or maintain peak physical fitness. May provide first aid or emergency care.

HEALTHCARE SUPPORT OCCUPATIONS

Home Health Aides: Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Nursing Assistants: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Physical Therapist Aides: Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.

Massage Therapists: Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.

Dental Assistants: Assist dentist, set up equipment, prepare patient for treatment, and keep records.

Medical Assistants: Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Phlebotomists: Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

PROTECTIVE SERVICE OCCUPATIONS

First-Line Supervisors of Police and Detectives: Directly supervise and coordinate activities of members of police force.

First-Line Supervisors of Fire Fighting and Prevention Workers: Directly supervise and coordinate activities of workers engaged in firefighting and fire prevention and control.

First-Line Supervisors of Protective Service Workers, All Other: All protective service supervisors not listed separately above.

Firefighters: Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance.

Correctional Officers and Jailers: Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

Detectives and Criminal Investigators: Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes.

Police and Sheriff's Patrol Officers: Maintain order and protect life and property by enforcing local, tribal, State, or Federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

Security Guards: Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.

Crossing Guards: Guide or control vehicular or pedestrian traffic at such places as streets, schools, railroad crossings, or construction sites.

Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers: Monitor recreational areas, such as pools, beaches, or ski slopes to provide assistance and protection to participants.

Transportation Security Screeners: Conduct screening of passengers, baggage, or cargo to ensure compliance with Transportation Security Administration (TSA) regulations. May operate basic security equipment such as x-ray machines and hand wands at screening checkpoints.

FOOD PREPARATION AND SERVING RELATED OCCUPATIONS

Chefs and Head Cooks: Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts.

First-Line Supervisors of Food Preparation and Serving Workers: Directly supervise and coordinate activities of workers engaged in preparing and serving food.

Cooks, Fast Food: Prepare and cook food in a fast food restaurant with a limited menu. Duties of these cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.

Cooks, Institution and Cafeteria: Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.

Cooks, Restaurant: Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

Cooks, Short Order: Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.

Food Preparation Workers: Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Bartenders: Mix and serve drinks to patrons, directly or through waitstaff.

Combined Food Preparation and Serving Workers, Including Fast Food: Perform duties which combine preparing and serving food and nonalcoholic beverages. **Counter Attendants, Cafeteria, Food Concession, and Coffee Shop:** Serve food to diners at counter or from a steam table.

Waiters and Waitresses: Take orders and serve food and beverages to patrons at tables in dining establishment.

Food Servers, Nonrestaurant: Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.

Dining Room and Cafeteria Attendants and Bartender Helpers: Facilitate food service. Clean tables, remove

JOB TITLE DESCRIPTIONS (continued)

dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items such as water, condiments, and coffee to patrons.

Dishwashers: Clean dishes, kitchen, food preparation equipment, or utensils.

Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop: Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service.

BUILDING AND GROUNDS CLEANING AND MAINTENANCE OCCUPATIONS

First-Line Supervisors of Housekeeping and Janitorial Workers: Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers: Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to ascertain service, machine, and workforce requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.

Janitors and Cleaners, Except Maids and Housekeeping Cleaners: Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Maids and Housekeeping Cleaners: Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

Pest Control Workers: Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.

Landscaping and Groundskeeping Workers: Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

PERSONAL CARE AND SERVICE OCCUPATIONS

First-Line Supervisors of Personal Service Workers: Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.

Nonfarm Animal Caretakers: Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks.

Amusement and Recreation Attendants: Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.

Funeral Attendants: Perform variety of tasks during funeral, such as placing casket in parlor or chapel prior

to service; arranging floral offerings or lights around casket; directing or escorting mourners; closing casket; and issuing and storing funeral equipment.

Hairdressers, Hairstylists, and Cosmetologists: Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Childcare Workers: Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

Personal Care Aides: Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide assistance at non-residential care facilities. May advise families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities.

Fitness Trainers and Aerobics Instructors: Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills.

Recreation Workers: Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

Residential Advisors: Coordinate activities in residential facilities in secondary and college dormitories, group homes, or similar establishments. Order supplies and determine need for maintenance, repairs, and furnishings. May maintain household records and assign rooms. May assist residents with problem solving or refer them to counseling resources.

SALES AND RELATED OCCUPATIONS

First-Line Supervisors of Retail Sales Workers: Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

First-Line Supervisors of Non-Retail Sales Workers: Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties.

Cashiers: Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.

Counter and Rental Clerks: Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute costs, and accept payment.

Parts Salespersons: Sell spare and replacement parts and equipment in repair shop or parts store.

Retail Salespersons: Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.

Advertising Sales Agents: Sell or solicit advertising space, time, or media in publications, signage, TV, radio, or the Internet. Includes individuals who obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

Insurance Sales Agents: Sell life, property, casualty, health, automotive, or other types of insurance. May refer

clients to independent brokers, work as an independent broker, or be employed by an insurance company.

Securities, Commodities, and Financial Services Sales Agents: Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions.

Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products: Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products: Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

Sales Engineers: Sell business goods or services, the selling of which requires a technical background equivalent to a baccalaureate degree in engineering.

OFFICE AND ADMINISTRATIVE SUPPORT OCCUPATIONS

First-Line Supervisors of Office and Administrative Support Workers: Directly supervise and coordinate the activities of clerical and administrative support workers.

Switchboard Operators, Including Answering Service: Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.

Bill and Account Collectors: Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.

Billing and Posting Clerks: Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

Bookkeeping, Accounting, and Auditing Clerks: Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Payroll and Timekeeping Clerks: Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

Procurement Clerks: Compile information and records to draw up purchase orders for procurement of materials and services.

Tellers: Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

Court, Municipal, and License Clerks: Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees.

JOB TITLE DESCRIPTIONS (continued)

Customer Service Representatives

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Eligibility Interviewers, Government Programs:

Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.

File Clerks: File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

Hotel, Motel, and Resort Desk Clerks: Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Interviewers, Except Eligibility and Loan: Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form. May sort, classify, and file forms.

Library Assistants, Clerical: Compile records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Loan Interviewers and Clerks: Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.

Order Clerks: Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Generally receives orders via mail, phone, fax, or other electronic means. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.

Human Resources Assistants, Except Payroll and Timekeeping: Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

Receptionists and Information Clerks: Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

Cargo and Freight Agents: Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs.

Police, Fire, and Ambulance Dispatchers: Operate radio, telephone, or computer equipment at emergency

response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel. May maintain contact with caller until responders arrive.

Dispatchers, Except Police, Fire, and Ambulance: Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

Postal Service Clerks: Perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags; and examine mail for correct postage.

Postal Service Mail Carriers: Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

Postal Service Mail Sorters, Processors, and Processing Machine Operators: Prepare incoming and outgoing mail for distribution. Examine, sort, and route mail. Load, operate, and occasionally adjust and repair mail processing, sorting, and canceling machinery. Keep records of shipments, pouches, and sacks; and other duties related to mail handling within the postal service.

Production, Planning, and Expediting Clerks: Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.

Shipping, Receiving, and Traffic Clerks: Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Weighers, Measurers, Checkers, and Samplers, Recordkeeping: Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of products or materials.

Executive Secretaries and Executive Administrative Assistants: Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Medical Secretaries: Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Computer Operators: Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices.

Data Entry Keyers: Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.

Insurance Claims and Policy Processing Clerks: Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information on claims forms, applications and related documents, and company records. Update existing policies and company records to reflect changes requested by policyholders and insurance company representatives.

Mail Clerks and Mail Machine Operators, Except Postal Service: Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

Office Clerks, General: Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

FARMING, FISHING, AND FORESTRY OCCUPATIONS

Farmworkers and Laborers, Crop, Nursery, and Greenhouse: Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.

CONSTRUCTION AND EXTRACTION OCCUPATIONS

First-Line Supervisors of Construction Trades and Extraction Workers: Directly supervise and coordinate activities of construction or extraction workers.

Brickmasons and Blockmasons: Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.

Carpenters: Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

Cement Masons and Concrete Finishers: Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints.

Construction Laborers: Perform tasks involving physical

JOB TITLE DESCRIPTIONS (continued)

labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.

Operating Engineers and Other Construction Equipment Operators: Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.

Drywall and Ceiling Tile Installers: Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material.

Electricians: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Glaziers: Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.

Painters, Construction and Maintenance: Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.

Plumbers, Pipefitters, and Steamfitters: Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.

Roofers: Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Sheet Metal Workers: Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.

Structural Iron and Steel Workers: Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings.

Helpers--Electricians: Help electricians by performing duties requiring less skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

Construction and Building Inspectors: Inspect structures using engineering skills to determine structural

soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.

Highway Maintenance Workers: Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway.

Earth Drillers, Except Oil and Gas: Operate a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction. May use explosives. Includes horizontal and earth boring machine operators.

INSTALLATION, MAINTENANCE, AND REPAIR OCCUPATIONS

First-Line Supervisors of Mechanics, Installers, and Repairers: Directly supervise and coordinate the activities of mechanics, installers, and repairers.

Computer, Automated Teller, and Office Machine Repairers: Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.

Telecommunications Equipment Installers and Repairers, Except Line Installers: Install, set-up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings.

Electrical and Electronics Repairers, Commercial and Industrial Equipment: Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas.

Security and Fire Alarm Systems Installers: Install, program, maintain, or repair security or fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.

Automotive Body and Related Repairers: Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Automotive Service Technicians and Mechanics: Diagnose, adjust, repair, or overhaul automotive vehicles.

Bus and Truck Mechanics and Diesel Engine Specialists: Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

Farm Equipment Mechanics and Service Technicians: Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.

Mobile Heavy Equipment Mechanics, Except Engines: Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.

Motorcycle Mechanics: Diagnose, adjust, repair, or overhaul motorcycles, scooters, mopeds, dirt bikes, or similar motorized vehicles.

Recreational Vehicle Service Technicians: Diagnose, inspect, adjust, repair, or overhaul recreational vehicles including travel trailers. May specialize in maintaining gas, electrical, hydraulic, plumbing, or chassis/towing systems as well as repairing generators, appliances, and interior components. Includes workers who perform

customized van conversions.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers: Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Home Appliance Repairers: Repair, adjust, or install all types of electric or gas household appliances, such as refrigerators, washers, dryers, and ovens.

Industrial Machinery Mechanics: Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

Maintenance Workers, Machinery: Lubricate machinery, change parts, or perform other routine machinery maintenance.

Millwrights: Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.

Electrical Power-Line Installers and Repairers: Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy-duty transmission towers.

Medical Equipment Repairers: Test, adjust, or repair biomedical or electromedical equipment.

Maintenance and Repair Workers, General: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Helpers--Installation, Maintenance, and Repair Workers: Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Perform duties such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for other workers.

PRODUCTION OCCUPATIONS

First-Line Supervisors of Production and Operating Workers: Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.

Electromechanical Equipment Assemblers: Assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances.

Structural Metal Fabricators and Fitters: Fabricate, position, align, and fit parts of structural metal products.

Bakers: Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.

Butchers and Meat Cutters: Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.

Meat, Poultry, and Fish Cutters and Trimmers: Use hand or hand tools to perform routine cutting and trimming of meat, poultry, and seafood.

Food Batchmakers: Set up and operate equipment that mixes or blends ingredients used in the manufacturing of food products. Includes candy makers and cheese makers.

Computer-Controlled Machine Tool Operators, Metal and Plastic: Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.

Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic: Develop programs to

JOB TITLE DESCRIPTIONS (continued)

control machining or processing of metal or plastic parts by automatic machine tools, equipment, or systems.

Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes.

Rolling Machine Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend machines to roll steel or plastic forming bends, beads, knurls, rolls, or plate or to flatten, temper, or reduce gauge of material.

Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material.

Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone, or polish metal or plastic work pieces.

Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend lathe and turning machines to turn, bore, thread, form, or face metal or plastic materials, such as wire, rod, or bar stock.

Machinists: Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.

Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend metal or plastic molding, casting, or coremaking machines to mold or cast metal or thermoplastic parts or products.

Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend more than one type of cutting or forming machine tool or robot.

Tool and Die Makers: Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools.

Welders, Cutters, Solderers, and Brazers: Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders: Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Includes workers who operate laser cutters or laser-beam machines.

Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend heating equipment, such as heat-treating furnaces, flame-hardening machines, induction machines, soaking pits, or vacuum equipment to temper, harden, anneal, or heat-treat metal or plastic objects.

Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic: Set up, operate, or tend plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Includes electrolytic processes.

Printing Press Operators: Set up and operate digital, letterpress, lithographic, flexographic, gravure, or other

printing machines. Includes short-run offset printing presses.

Print Binding and Finishing Workers: Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

Laundry and Dry-Cleaning Workers: Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, linens, rugs, and carpets. Includes spotters and dyers of these articles.

Sewing Machine Operators: Operate or tend sewing machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products.

Upholsterers: Make, repair, or replace upholstery for household furniture or transportation vehicles.

Cabinetmakers and Bench Carpenters: Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products.

Furniture Finishers: Shape, finish, and refinish damaged, worn, or used furniture or new high-grade furniture to specified color or finish.

Sawing Machine Setters, Operators, and Tenders, Wood: Set up, operate, or tend wood sawing machines. May operate CNC equipment. Includes lead sawyers

Woodworking Machine Setters, Operators, and Tenders, Except Sawing: Set up, operate, or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines. May operate CNC equipment.

Water and Wastewater Treatment Plant and System Operators: Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

Chemical Equipment Operators and Tenders: Operate or tend equipment to control chemical changes or reactions in the processing of industrial or consumer products. Equipment used includes devulcanizers, steam-jacketed kettles, and reactor vessels.

Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders: Set up, operate, or tend continuous flow or vat-type equipment; filter presses; shaker screens; centrifuges; condenser tubes; precipitating, fermenting, or evaporating tanks; scrubbing towers; or batch stills. These machines extract, sort, or separate liquids, gases, or solids from other materials to recover a refined product. Includes dairy processing equipment operators.

Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders: Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.

Grinding and Polishing Workers, Hand: Grind, sand, or polish, using hand tools or hand-held power tools, a variety of metal, wood, stone, clay, plastic, or glass objects. Includes chippers, buffers, and finishers.

Mixing and Blending Machine Setters, Operators, and Tenders: Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients.

Cutting and Slicing Machine Setters, Operators, and Tenders: Set up, operate, or tend machines that cut or slice materials, such as glass, stone, cork, rubber, tobacco, food, paper, or insulating material.

Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders: Set up, operate, or tend machines, such as glass forming machines, plodder machines, and tuber machines, to shape and form

products, such as glassware, food, rubber, soap, brick, tile, clay, wax, tobacco, or cosmetics.

Inspectors, Testers, Sorters, Samplers, and Weighers: Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment.

Dental Laboratory Technicians: Construct and repair full or partial dentures or dental appliances.

Ophthalmic Laboratory Technicians: Cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements. Assemble and mount lenses into frames or process other optical elements. Includes precision lens polishers or grinders, centerer-edgers, and lens mounters.

Packaging and Filling Machine Operators and Tenders: Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products.

Coating, Painting, and Spraying Machine Setters, Operators, and Tenders: Set up, operate, or tend machines to coat or paint any of a wide variety of products, including glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials.

Painters, Transportation Equipment: Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes. Includes painters in auto body repair facilities.

Painting, Coating, and Decorating Workers: Paint, coat, or decorate articles such as furniture, glass, plateware, pottery, jewelry, toys, books, or leather.

Molders, Shapers, and Casters, Except Metal and Plastic: Mold, shape, form, cast, or carve products such as food products, figurines, tile, pipes, and candles consisting of clay, glass, plaster, concrete, stone, or combinations of materials.

Paper Goods Machine Setters, Operators, and Tenders: Set up, operate, or tend paper goods machines that perform a variety of functions, such as converting, sawing, corrugating, banding, wrapping, boxing, stitching, forming, or sealing paper or paperboard sheets into products.

Helpers--Production Workers: Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.

TRANSPORTATION AND MATERIAL MOVING OCCUPATIONS
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators: Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.

Commercial Pilots: Pilot and navigate the flight of fixed-winged aircraft on nonscheduled air carrier routes, or helicopters. Requires Commercial Pilot certificate. Includes charter pilots with similar certification, and air ambulance and air tour pilots.

Bus Drivers, School or Special Client: Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

Driver/Sales Workers: Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders,

JOB TITLE DESCRIPTIONS (continued)

collect payment, or stock merchandise at point of delivery. Includes newspaper delivery drivers.

Heavy and Tractor-Trailer Truck Drivers: Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

Light Truck or Delivery Services Drivers: Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle.

Taxi Drivers and Chauffeurs: Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Includes hearse drivers.

Automotive and Watercraft Service Attendants: Service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories. Collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires.

Conveyor Operators and Tenders: Control or tend conveyors or conveyor systems that move materials or products to and from stockpiles, processing stations, departments, or vehicles. May control speed and routing of materials or products.

Industrial Truck and Tractor Operators: Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Cleaners of Vehicles and Equipment: Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.

Laborers and Freight, Stock, and Material Movers, Hand: Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified.

Machine Feeders and Offbearers: Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.

Packers and Packagers, Hand: Pack or package by hand a wide variety of products and materials.

Not all positions are listed. Some occupation descriptions were prepared by the Bureau of Labor Statistics:

WAGES AND BENEFITS **REPORT**

FOR THE SOUTH BEND - ELKHART REGION

2019 - 2020

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