

2021 WAGES AND BENEFITS REPORT

FOR THE SOUTH BEND - ELKHART REGION



SOUTH BEND | ELKHART
REGIONAL PARTNERSHIP



SOUTH BEND | ELKHART

REGIONAL PARTNERSHIP

SOUTH BEND - ELKHART REGIONAL PARTNERSHIP
635 S LAFAYETTE BLVD., STE. 123
SOUTH BEND, IN 46601

[SOUTHBENDELKHART.ORG](https://southbendelkhart.org)
574.344.4686
[INFO@SOUTHBENDELKHART.ORG](mailto:info@southbendelkhart.org)

TABLE OF CONTENTS

INTRODUCTION

Letter from the President	2
Participating Counties/Maps	3
Definitions/Interpretations.	4-5
2021 Wages and Benefits Sponsors	6
Economic Development Partners.	6

REGIONAL WAGE REPORT

Occupational Data	7-28
Regional Industry Clusters	28

ALL PARTICIPANTS

Benefits.	29-54
-------------------	-------

ALL MANUFACTURING

Benefits.	55-80
-------------------	-------

LARGE MANUFACTURING

Benefits.	81-106
-------------------	--------

MEDIUM MANUFACTURING

Benefits.	107-132
-------------------	---------

SMALL MANUFACTURING

Benefits.	133-158
-------------------	---------

ALL NON-MANUFACTURING

Benefits.	159-184
-------------------	---------

LARGE NON-MANUFACTURING

Benefits.	185-210
-------------------	---------

SMALL NON-MANUFACTURING

Benefits.	211-236
-------------------	---------

SUPPLEMENTAL REPORTS

Commuting Patterns	237-244
Regional Profile: Population and Education	245
Regional Profile: Labor Force and Industry Sectors	246-247
Job Title Descriptions	248-265

INTRODUCTION

2021 WAGES AND BENEFITS



WE ARE THANKFUL FOR

the support of our underwriters, Indiana Michigan Power, Indiana Municipal Power Agency, NIPSCO, and Wabash Valley Power and we, the South Bend Elkhart Regional Partnership are proud to present the results of our 2021 South Bend – Elkhart Regional Wages and Benefits Report. This was a collaborative effort supported by the economic development organizations across northern Indiana and southwest Michigan.

This survey of human resource practices represents the self-reported descriptions of benefits from 143 manufacturing and nonmanufacturing companies within Elkhart, Fulton, Kosciusko, LaPorte, Marshall, and St. Joseph County in Indiana, and Berrien and Cass County in Michigan.

Participants have been divided into two categories: Manufacturing and Distribution and Non-manufacturing, 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 non-manufacturers 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 Emsi Burning Glass and the Bureau of Labor Statistics to deliver a comprehensive 2021 Wages and Benefits Report for the South Bend - Elkhart region. The wage report gives an average mean pay wage, 25% pay wage, medium pay wage and 75% pay wage for over 350 occupations. The report also highlights average annual wages for Regional Industry Clusters in the South Bend - Elkhart region and the United States.

Benefits reports express 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 2021 and 2022. This analysis was supported by the South Bend – Elkhart Regional Partnership and Braun Analytics.

We hope you find this to be a valuable tool as you consider your compensation practices and how to most competitively budget to accommodate your future growth. As your organization embarks on new entrepreneurial endeavors, please know that our team, including your local economic development organization, is ready to step up and act as your connection to everything you need to help you make that move or expansion, providing a convenient and confidential process.

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: 574.344.4686 or info@southbendelkhart.org.

A handwritten signature in black ink that reads "Regina Emberton". The script is fluid and cursive.

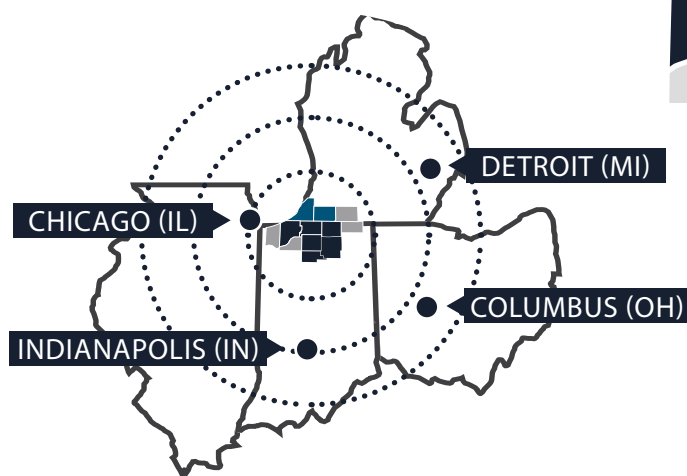
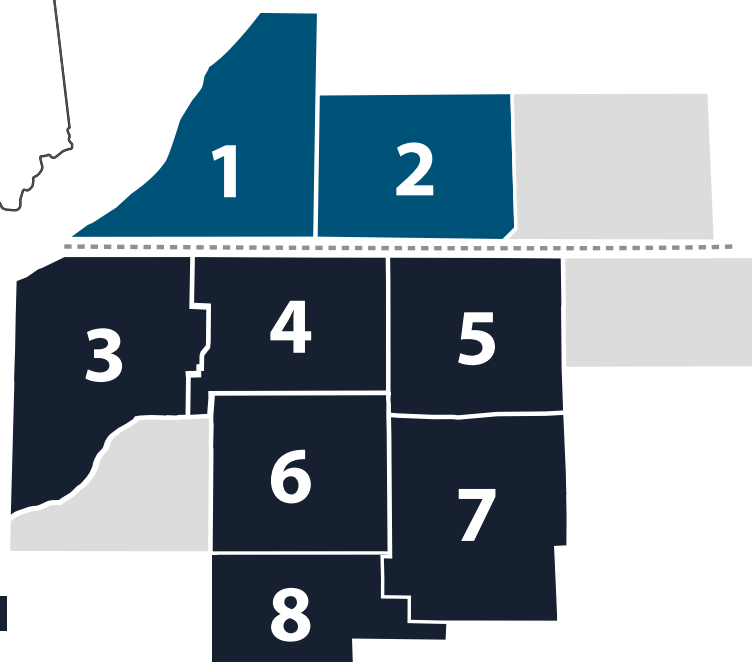
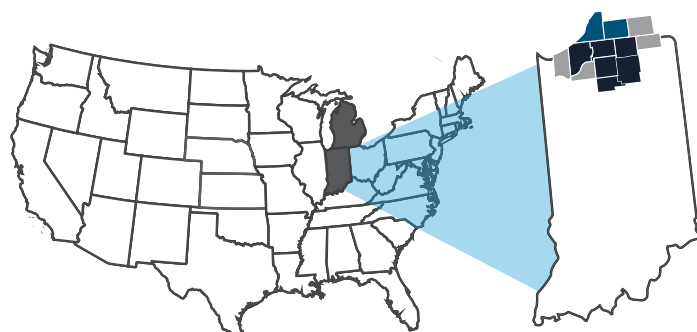
REGINA EMBERTON CECD, CCIM, SIOR
President and CEO
South Bend - Elkhart Regional Partnership



PARTICIPATING COUNTIES IN THE SOUTH BEND - ELKHART REGION

COUNTIES OF THE REGION

- | | | | |
|-----------------|--------------------|------------------|-------------------|
| 1. BERRIEN (MI) | 3. LAPORTE (IN) | 5. ELKHART (IN) | 7. KOSCIUSKO (IN) |
| 2. CASS (MI) | 4. ST. JOSEPH (IN) | 6. MARSHALL (IN) | 8. FULTON (IN) |



DISTANCE TO MAJOR CITIES

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



DEFINITIONS AND INTERPRETATION OF DATA

ABOUT THE DATA

Information used in this survey is self-reported by the participation 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 two participants. Asterisks indicate where insufficient responses were received.

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 Emsi Burning Glass and the Bureau of Labor Statistics data and represent 2020 wage data. Industry Cluster figures comes from TEconomy Partners' analysis of Bureau of Labor Statistics, QCEW data; and IMPLAN and represent 2019 cluster data.

WAGES SECTION DEFINITIONS

TOTAL EMPLOYMENT

The total number of employees in occupation.

REGIONAL ANNUAL MEAN

The average wage for 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 above. 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.

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

Benefits reports reflect the difference between exempt and nonexempt classification.

CONFIDENTIALITY AND MISSING DATA

To protect the confidentiality of the participants, benefit information is not disclosed for 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 Braun Analytics. For more information, contact info@southbendelkhart.org.

PARTICIPANTS CLASSIFICATIONS

LARGE MANUFACTURING AND DISTRIBUTION

Participants reporting a sales volume of at least \$100 million. This report includes information from 11 such companies.

MEDIUM MANUFACTURING AND DISTRIBUTION

Participants reporting a sales volume between \$20 million and \$100 million. This report includes information from 32 such companies.

SMALL MANUFACTURING AND DISTRIBUTION

Participants reporting a sales volume of less than \$20 million. This report includes information from 29 such companies.

LARGE NON-MANUFACTURING

Participants reporting at least 200 employees. This report includes information from 26 such companies.

SMALL NON-MANUFACTURING

Participants reporting fewer than 200 employees. This report includes information from 45 such companies.

CONFIDENTIALITY AND MISSING DATA

To protect the confidentiality of the participants, benefit information is not disclosed for 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

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2021 WAGES AND BENEFITS REPORT SPONSORS



REGIONAL ECONOMIC DEVELOPMENT PARTNERS

- CORNERSTONE ALLIANCE
- ECONOMIC DEVELOPMENT CORPORATION OF ELKHART COUNTY
- ECONOMIC DEVELOPMENT CORPORATION MICHIGAN CITY
- FULTON ECONOMIC DEVELOPMENT CORP.
- GOSHEN CHAMBER OF COMMERCE
- GREATER ELKHART CHAMBER OF COMMERCE
- GREATER NILES CHAMBER OF COMMERCE
- KINEXUS
- KOSCIUSKO ECONOMIC DEVELOPMENT CORPORATION
- LAPORTE ECONOMIC ALLIANCE PARTNERSHIP
- LAPORTE COUNTY OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
- MARSHALL COUNTY ECONOMIC DEVELOPMENT
- SOUTH BEND REGIONAL CHAMBER
- ST. JOSEPH COUNTY ECONOMIC DEVELOPMENT



2021 REGIONAL **WAGES REPORT**

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Management	16,282	\$93,210	\$62,359	\$84,325	\$112,641
Chief Executives	447	\$157,755	\$73,585	\$133,979	\$214,676
General and Operations Managers	6,229	\$109,204	\$60,300	\$89,422	\$135,455
Legislators	269	\$33,671	\$19,784	\$20,320	\$39,724
Advertising and Promotions Managers	15	\$91,705	\$46,920	\$78,813	\$118,809
Marketing Managers	328	\$112,364	\$75,155	\$99,136	\$136,104
Sales Managers	624	\$120,696	\$74,929	\$114,329	\$158,356
Public Relations and Fundraising Managers	184	\$80,745	\$59,608	\$69,801	\$90,861
Administrative Services and Facilities Managers	546	\$90,692	\$64,681	\$83,453	\$106,426
Computer and Information Systems Managers	522	\$110,787	\$80,587	\$104,082	\$126,316
Financial Managers	1,128	\$112,167	\$72,017	\$101,259	\$132,788
Industrial Production Managers	1,066	\$96,700	\$66,599	\$87,905	\$117,850
Purchasing Managers	150	\$105,081	\$78,943	\$99,294	\$126,953
Transportation, Storage, and Distribution Managers	206	\$91,931	\$70,588	\$84,812	\$108,026
Human Resources Managers	289	\$105,797	\$73,644	\$95,376	\$123,177
Training and Development Managers	43	\$106,419	\$76,244	\$99,624	\$128,553
Construction Managers	794	\$77,067	\$38,345	\$66,992	\$100,596
Education Administrators, Kindergarten through Secondary	638	\$84,089	\$71,095	\$86,612	\$98,788
Architectural and Engineering Managers	553	\$131,399	\$97,825	\$125,976	\$156,269
Food Service Managers	497	\$51,043	\$38,619	\$47,587	\$60,522
Lodging Managers	154	\$50,555	\$36,066	\$51,551	\$60,898

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Management					
<i>continued</i>	16,282	\$93,210	\$62,359	\$84,325	\$112,641
Medical and Health Services Managers	821	\$99,451	\$71,210	\$88,008	\$109,976
Property, Real Estate, and Community Association Managers	449	\$58,575	\$36,170	\$47,143	\$62,327
Social and Community Service Managers	334	\$65,940	\$51,351	\$64,012	\$77,301
Business Operations	12,357	\$65,776	\$44,271	\$58,939	\$78,600
Buyers and Purchasing Agents	1,281	\$58,377	\$43,320	\$55,494	\$69,388
Claims Adjusters, Examiners, and Investigators	223	\$72,345	\$54,947	\$69,993	\$86,797
Compliance Officers	298	\$62,994	\$46,962	\$59,964	\$76,950
Cost Estimators	483	\$60,510	\$43,768	\$57,741	\$75,524
Human Resources Specialists	1,422	\$54,891	\$40,629	\$51,674	\$64,070
Logisticians	271	\$73,351	\$53,219	\$69,369	\$88,137
Management Analysts	834	\$94,326	\$48,610	\$69,834	\$111,500
Meeting, Convention, and Event Planners	250	\$48,405	\$35,705	\$43,861	\$57,243
Fundraisers	267	\$67,506	\$47,664	\$61,471	\$86,903
Compensation, Benefits, and Job Analysis Specialists	106	\$56,707	\$41,791	\$51,722	\$63,601
Training and Development Specialists	535	\$58,273	\$36,966	\$55,052	\$72,520
Market Research Analysts and Marketing Specialists	1,051	\$55,999	\$37,912	\$52,250	\$68,054
Project Management Specialists and Business Operations Specialists, All Other	1,376	\$64,391	\$37,701	\$55,572	\$77,859
Accountants and Auditors	2,510	\$73,893	\$49,384	\$64,604	\$87,071
Personal Financial Advisors	337	\$106,332	\$57,977	\$81,513	\$120,904

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
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Business Operations

continued

	12,357	\$65,776	\$44,271	\$58,939	\$78,600
Loan Officers	455	\$59,615	\$40,437	\$52,366	\$69,746
Tax Preparers	173	\$45,018	\$29,193	\$41,744	\$51,683
Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other	483	\$71,043	\$50,686	\$66,679	\$86,841

Computer and Mathematical

	4,563	\$65,739	\$45,729	\$61,789	\$79,942
Computer Systems Analysts	496	\$76,013	\$55,390	\$73,879	\$92,464
Computer Programmers	176	\$75,573	\$54,247	\$70,386	\$91,396
Software Developers and Software Quality Assurance Analysts and Testers	950	\$86,038	\$58,085	\$74,603	\$100,096
Web Developers and Digital Interface Designers	172	\$49,210	\$30,891	\$44,975	\$59,917
Database Administrators and Architects	108	\$58,659	\$39,025	\$57,355	\$75,761
Network and Computer Systems Administrators	649	\$74,529	\$56,610	\$71,740	\$87,335
Computer Network Architects	194	\$70,752	\$49,588	\$66,585	\$86,474
Computer User Support Specialists	1,330	\$47,492	\$35,445	\$45,324	\$58,184
Computer Network Support Specialists	195	\$58,261	\$40,104	\$55,435	\$67,783
Computer Occupations, All Other	293	\$60,860	\$37,903	\$57,608	\$80,009

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Architecture and Engineering	4,823	\$69,403	\$52,298	\$64,693	\$81,219
Architects, Except Landscape and Naval	203	\$69,303	\$49,578	\$65,438	\$80,222
Civil Engineers	304	\$78,320	\$59,243	\$73,916	\$89,439
Electrical Engineers	356	\$84,202	\$65,550	\$81,406	\$101,378
Industrial Engineers	1,633	\$72,406	\$56,997	\$70,641	\$86,474
Mechanical Engineers	926	\$76,233	\$56,744	\$72,820	\$89,701
Engineers, All Other	402	\$69,454	\$46,126	\$58,941	\$81,743
Architectural and Civil Drafters	133	\$54,564	\$44,440	\$51,979	\$61,908
Mechanical Drafters	264	\$54,808	\$42,390	\$51,933	\$65,675
Electrical and Electronic Engineering Technologists and Technicians	183	\$58,875	\$47,943	\$57,369	\$66,911
Industrial Engineering Technologists and Technicians	325	\$53,162	\$42,271	\$50,604	\$62,930
Environmental Engineers	36	\$71,227	\$49,755	\$62,003	\$80,636
Chemical Engineers	59	\$90,276	\$66,536	\$79,270	\$107,614
Life, Physical, and Social Science	441	\$90,531	\$60,541	\$73,776	\$103,006
Chemists	192	\$70,353	\$55,054	\$63,891	\$83,569
Physicists	11	\$124,371	\$73,623	\$90,536	\$141,530
Clinical, Counseling, and School Psychologists	238	\$76,870	\$52,946	\$66,902	\$83,920
Community and School Service	3,815	\$50,565	\$38,497	\$47,524	\$60,031
Educational, Guidance, and Career Counselors and Advisors	896	\$53,926	\$38,923	\$50,588	\$64,996
Counselors, All Other	85	\$65,431	\$46,119	\$57,023	\$78,198
Child, Family, and School Social Workers	902	\$45,434	\$37,433	\$42,870	\$52,010
Healthcare Social Workers	545	\$52,449	\$39,727	\$50,103	\$62,005
Mental Health and Substance Abuse Social Workers	143	\$44,294	\$34,412	\$40,982	\$53,089

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Community and School Service <i>continued</i>	3,815	\$50,565	\$38,497	\$47,524	\$60,031
Health Education Specialists	125	\$57,436	\$40,097	\$54,241	\$72,009
Probation Officers and Correctional Treatment Specialists	199	\$52,637	\$43,123	\$51,666	\$60,819
Social and Human Service Assistants	919	\$32,910	\$28,142	\$32,721	\$37,120
Legal	1,037	\$91,273	\$67,669	\$80,101	\$108,064
Lawyers	684	\$112,198	\$55,097	\$77,609	\$131,529
Judges, Magistrate Judges, and Magistrates	51	\$119,195	\$115,848	\$124,158	\$144,836
Paralegals and Legal Assistants	301	\$42,427	\$32,061	\$38,536	\$47,828
Education, Training, and Library	20,397	\$48,232	\$34,773	\$44,538	\$57,881
Postsecondary Teachers	5,606	\$80,076	\$44,268	\$66,057	\$96,704
Preschool Teachers, Except Special Education	914	\$26,221	\$20,236	\$24,121	\$29,811
Kindergarten Teachers, Except Special Education	289	\$46,616	\$37,043	\$44,009	\$54,927
Elementary School Teachers, Except Special Education	2,975	\$50,170	\$38,698	\$48,176	\$60,892
Middle School Teachers, Except Special and Career/Technical Education	1,519	\$50,311	\$39,325	\$48,441	\$60,857
Career/Technical Education Teachers, Middle School	18	\$50,778	\$40,938	\$48,474	\$60,194
Secondary School Teachers, Except Special and Career/Technical Education	2,230	\$50,608	\$38,988	\$48,669	\$61,901
Career/Technical Education Teachers, Secondary School	125	\$57,212	\$42,432	\$54,103	\$66,853

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Education, Training, and Library <i>continued</i>	20,397	\$48,232	\$34,773	\$44,538	\$57,881
Special Education Teachers, Preschool	68	\$55,610	\$41,587	\$55,734	\$69,242
Special Education Teachers, Kindergarten and Elementary School	394	\$48,163	\$33,299	\$44,534	\$60,845
Special Education Teachers, Middle School	143	\$47,581	\$34,983	\$46,199	\$59,050
Special Education Teachers, Secondary School	287	\$46,832	\$31,213	\$42,500	\$54,923
Special Education Teachers, All Other	108	\$47,989	\$36,194	\$44,952	\$57,272
Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors	134	\$51,847	\$39,885	\$48,489	\$60,543
Self-Enrichment Teachers	738	\$44,005	\$25,055	\$34,804	\$53,634
Tutors and Teachers and Instructors, All Other	582	\$42,626	\$25,680	\$35,776	\$49,553
Librarians and Media Collections Specialists	338	\$50,616	\$35,203	\$46,787	\$62,817
Library Technicians	410	\$29,640	\$24,313	\$27,634	\$33,071
Instructional Coordinators	520	\$63,409	\$45,916	\$58,348	\$76,845
Teaching Assistants, Except Postsecondary	2,998	\$24,325	\$20,212	\$22,946	\$27,685

Arts, Design, Sports Entertainment, and Media	2,930	\$55,935	\$35,605	\$45,821	\$63,352
Commercial and Industrial Designers	320	\$65,953	\$49,689	\$63,264	\$81,281
Graphic Designers	711	\$44,002	\$32,452	\$41,866	\$51,766
Interior Designers	203	\$46,497	\$32,889	\$42,156	\$56,599
Coaches and Scouts	978	\$47,804	\$19,736	\$29,215	\$50,828
Umpires, Referees, and Other Sports Officials	74	\$89,062	\$44,505	\$57,165	\$89,714
Public Relations Specialists	484	\$52,542	\$38,261	\$48,105	\$62,461
Interpreters and Translators	159	\$45,681	\$31,706	\$38,978	\$50,814

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Healthcare Practitioners and Technical	17,767	\$77,723	\$58,860	\$74,265	\$90,585
Dentists, General	238	\$190,434	\$109,815	\$176,878	\$221,209
Dietitians and Nutritionists	144	\$53,357	\$43,725	\$52,663	\$61,807
Pharmacists	572	\$124,019	\$114,279	\$127,123	\$144,502
Physician Assistants	209	\$105,125	\$87,037	\$110,111	\$129,088
Family Medicine Physicians	148	\$212,976	\$118,550	\$143,725	\$249,161
General Internal Medicine Physicians	175	\$245,696	\$196,009	\$238,676	\$263,622
Occupational Therapists	276	\$72,837	\$55,578	\$69,193	\$86,790
Physical Therapists	389	\$88,478	\$74,433	\$87,570	\$100,038
Respiratory Therapists	264	\$61,562	\$52,745	\$60,372	\$69,907
Speech-Language Pathologists	302	\$68,911	\$51,532	\$66,303	\$82,763
Veterinarians	226	\$82,834	\$58,523	\$77,282	\$100,043
Registered Nurses	6,692	\$65,093	\$54,780	\$63,771	\$75,328
Nurse Anesthetists	160	\$96,603	\$48,474	\$111,458	\$126,008
Nurse Practitioners	526	\$103,728	\$89,843	\$102,237	\$119,260
Clinical Laboratory Technologists and Technicians	772	\$45,792	\$34,023	\$45,000	\$56,545
Dental Hygienists	747	\$67,413	\$61,347	\$69,252	\$76,079
Diagnostic Medical Sonographers	153	\$61,941	\$51,900	\$61,965	\$71,015
Radiologic Technologists and Technicians	535	\$57,778	\$49,295	\$57,296	\$65,118
Magnetic Resonance Imaging Technologists	71	\$55,523	\$41,815	\$55,426	\$66,142
Emergency Medical Technicians and Paramedics	656	\$34,504	\$27,471	\$32,316	\$39,944
Pharmacy Technicians	990	\$32,202	\$27,055	\$31,907	\$36,975

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Healthcare Practitioners and Technical <i>continued</i>	17,767	\$77,723	\$58,860	\$74,265	\$90,585
Surgical Technologists	262	\$46,760	\$39,039	\$46,568	\$54,342
Veterinary Technologists and Technicians	208	\$33,300	\$28,468	\$33,814	\$37,937
Ophthalmic Medical Technicians	185	\$29,761	\$24,613	\$28,784	\$35,717
Licensed Practical and Licensed Vocational Nurses	1689	\$45,297	\$40,022	\$45,833	\$51,515
Medical Dosimetrists, Medical Records Specialists, Health Technologists and Technicians, All Other	794	\$43,799	\$31,907	\$39,397	\$50,895
Athletic Trainers	74	\$53,325	\$43,311	\$51,341	\$60,831
Opticians, Dispensing	169	\$32,479	\$27,564	\$31,821	\$36,775
Health Information Technologists, Medical Registrars, Surgical Assistants, Healthcare Practitioners and Technical Workers,	141	\$42,427	\$23,787	\$35,607	\$57,594
Healthcare Support	11,875	\$33,889	\$26,784	\$32,135	\$38,175
Home Health and Personal Care Aides	5131	\$24,660	\$21,605	\$23,610	\$26,431
Nursing Assistants	3280	\$29,259	\$25,234	\$28,853	\$32,584
Physical Therapist Aides	52	\$28,327	\$22,364	\$26,608	\$32,328
Massage Therapists	282	\$43,612	\$27,359	\$40,118	\$50,349
Dental Assistants	622	\$42,180	\$35,141	\$40,548	\$49,241
Medical Assistants	2098	\$33,358	\$28,985	\$33,544	\$38,000
Phlebotomists	222	\$34,432	\$28,041	\$32,508	\$38,331
Healthcare Support Workers, All Other	188	\$35,284	\$25,541	\$31,292	\$38,140

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Protective Service	7,719	\$45,602	\$37,637	\$44,803	\$52,635
First-Line Supervisors of Police and Detectives	303	\$74,570	\$60,973	\$71,839	\$86,367
First-Line Supervisors of Firefighting and Prevention Workers	207	\$67,191	\$55,953	\$69,456	\$80,410
Miscellaneous First-Line Supervisors, Protective Service Workers	216	\$42,930	\$30,139	\$42,062	\$52,839
Firefighters	1,175	\$47,665	\$33,922	\$48,818	\$59,535
Correctional Officers and Jailers	647	\$36,149	\$34,157	\$36,933	\$41,555
Detectives and Criminal Investigators	135	\$57,837	\$52,082	\$56,609	\$62,323
Police and Sheriffs Patrol Officers	1,857	\$54,322	\$45,692	\$54,333	\$62,781
Security Guards	2,540	\$29,555	\$22,553	\$26,641	\$32,615
Crossing Guards and Flaggers	206	\$27,290	\$20,707	\$24,715	\$33,374
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	398	\$24,179	\$20,699	\$23,286	\$25,864
Transportation Security Screeners	36	\$39,929	\$37,135	\$38,139	\$41,326
Food Preparation and Serving Related	21,439	\$25,774	\$21,132	\$24,289	\$28,905
Chefs and Head Cooks	275	\$47,833	\$34,405	\$42,656	\$59,057
First-Line Supervisors of Food Preparation and Serving Workers	2,342	\$36,584	\$27,211	\$34,635	\$42,444
Cooks, Fast Food	544	\$21,618	\$19,440	\$21,544	\$23,926
Cooks, Institution and Cafeteria	1,305	\$26,240	\$21,633	\$25,616	\$30,144
Cooks, Restaurant	3,443	\$24,677	\$20,312	\$23,668	\$28,161
Cooks, Short Order	360	\$22,030	\$19,900	\$20,516	\$23,418

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Food Preparation and Serving Related <i>continued</i>	21,439	\$25,774	\$21,132	\$24,289	\$28,905
Food Preparation Workers	2,574	\$22,839	\$19,861	\$22,152	\$25,049
Bartenders	1,568	\$22,902	\$18,399	\$20,337	\$23,713
Waiters and Waitresses	5,437	\$23,406	\$18,380	\$20,237	\$24,262
Food Servers, Nonrestaurant	954	\$24,217	\$20,946	\$23,581	\$27,089
Dining Room and Cafeteria Attendants and Bartender Helpers	586	\$21,479	\$18,840	\$20,353	\$23,247
Dishwashers	866	\$20,970	\$18,638	\$20,567	\$23,041
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1,185	\$20,271	\$16,746	\$19,900	\$22,213
Building and Grounds Cleaning and Maintenance	11,996	\$33,807	\$24,967	\$31,216	\$39,599
First-Line Supervisors of Housekeeping and Janitorial Workers	435	\$40,604	\$27,564	\$37,711	\$49,741
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	372	\$45,241	\$34,010	\$41,907	\$54,376
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	5,366	\$29,501	\$22,500	\$26,743	\$33,765
Maids and Housekeeping Cleaners	2,892	\$23,596	\$19,771	\$22,314	\$25,169
Pest Control Workers	90	\$32,991	\$23,085	\$29,803	\$38,671
Landscaping and Groundskeeping Workers	2,839	\$30,907	\$22,875	\$28,816	\$35,872

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Personal Care and Service	7,078	\$28,292	\$20,874	\$25,546	\$32,266
First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services	433	\$36,602	\$26,831	\$34,595	\$44,373
Animal Caretakers	740	\$26,210	\$19,912	\$22,832	\$28,335
Amusement and Recreation Attendants	562	\$22,846	\$18,788	\$21,058	\$25,360
Funeral Attendants	179	\$25,160	\$19,558	\$22,472	\$25,285
Hairdressers, Hairstylists, and Cosmetologists	1,453	\$29,360	\$17,802	\$22,504	\$33,568
Childcare Workers	1,872	\$22,494	\$17,159	\$20,708	\$24,881
Exercise Trainers and Group Fitness Instructors	643	\$36,396	\$24,788	\$34,550	\$43,865
Recreation Workers	1,022	\$26,345	\$20,245	\$24,066	\$30,807
Residential Advisors	175	\$29,214	\$22,787	\$27,128	\$33,916
Sales and Related	34,737	\$56,697	\$35,479	\$47,072	\$68,148
First-Line Supervisors of Retail Sales Workers	3,327	\$40,223	\$27,565	\$34,838	\$46,996
First-Line Supervisors of Non-Retail Sales Workers	695	\$75,440	\$48,712	\$66,918	\$94,753
Cashiers	8,576	\$22,718	\$19,470	\$21,932	\$25,235
Counter and Rental Clerks	884	\$27,978	\$18,925	\$24,268	\$33,868
Parts Salespersons	1,200	\$29,803	\$22,947	\$26,617	\$33,218
Retail Salespersons	11,032	\$29,069	\$20,342	\$24,320	\$30,556
Advertising Sales Agents	199	\$57,043	\$35,652	\$49,739	\$69,139
Insurance Sales Agents	1,057	\$68,114	\$34,350	\$45,484	\$67,870
Securities, Commodities, and Financial Services Sales Agents	603	\$92,210	\$42,336	\$63,376	\$132,479
Travel Agents	24	\$43,962	\$21,275	\$37,283	\$52,619

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Sales and Related					
<i>continued</i>	21,439	\$25,774	\$21,132	\$24,289	\$28,905
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1,558	\$66,035	\$39,378	\$54,647	\$74,484
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	501	\$97,643	\$68,072	\$87,138	\$126,666
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	4,753	\$72,496	\$44,339	\$61,089	\$89,243
Sales Engineers	72	\$90,885	\$63,179	\$78,912	\$109,850
Sales and Related Workers, All Other	254	\$36,836	\$25,645	\$29,522	\$35,245
Administrative and Office Support	46,038	\$37,879	\$30,015	\$36,608	\$44,632
First-Line Supervisors of Office and Administrative Support Workers	3,761	\$54,420	\$39,459	\$51,332	\$66,630
Switchboard Operators, Including Answering Service	81	\$28,734	\$25,253	\$28,543	\$32,111
Bill and Account Collectors	323	\$35,320	\$28,918	\$34,304	\$39,903
Billing and Posting Clerks	947	\$38,838	\$30,997	\$36,957	\$43,966
Bookkeeping, Accounting, and Auditing Clerks	3,496	\$37,211	\$28,904	\$36,025	\$43,472
Payroll and Timekeeping Clerks	307	\$41,447	\$32,896	\$39,872	\$48,984
Procurement Clerks	137	\$48,257	\$39,421	\$46,122	\$58,495
Tellers	1,402	\$29,081	\$25,067	\$28,662	\$32,655
Court, Municipal, and License Clerks	448	\$31,867	\$23,410	\$31,035	\$39,235
Customer Service Representatives	6,050	\$39,539	\$29,095	\$37,367	\$47,386
Eligibility Interviewers, Government Programs	94	\$44,731	\$35,846	\$45,311	\$55,351
File Clerks	238	\$31,871	\$25,748	\$30,835	\$36,310
Hotel, Motel, and Resort Desk Clerks	702	\$23,188	\$20,499	\$22,618	\$25,311

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Administrative and Office Support <i>continued</i>	46,038	\$37,879	\$30,015	\$36,608	\$44,632
Interviewers, Except Eligibility and Loan	834	\$33,808	\$28,301	\$32,513	\$37,832
Library Assistants, Clerical	352	\$24,978	\$20,196	\$24,329	\$28,758
Loan Interviewers and Clerks	359	\$34,556	\$26,644	\$32,889	\$41,206
Order Clerks	242	\$35,279	\$26,961	\$34,148	\$41,826
Human Resources Assistants, Except Payroll and Timekeeping	193	\$35,898	\$28,983	\$34,641	\$41,797
Receptionists and Information Clerks	2,418	\$28,627	\$23,672	\$28,208	\$33,079
Information and Record Clerks, All Other	258	\$33,956	\$26,867	\$31,486	\$40,137
Cargo and Freight Agents	77	\$44,377	\$35,938	\$41,285	\$53,554
Public Safety Telecommunicators	78	\$37,581	\$31,907	\$37,253	\$43,544
Dispatchers, Except Police, Fire, and Ambulance	563	\$42,290	\$32,172	\$39,621	\$50,572
Postal Service Clerks	175	\$49,614	\$42,839	\$47,019	\$60,254
Postal Service Mail Carriers	840	\$50,865	\$37,255	\$47,711	\$64,255
Postal Service Mail Sorters, Processors, and Processing Machine Operators	72	\$49,712	\$37,544	\$51,917	\$60,757
Production, Planning, and Expediting Clerks	866	\$51,380	\$38,665	\$48,594	\$61,822
Shipping, Receiving, and Inventory Clerks	4,074	\$34,837	\$28,205	\$34,068	\$39,919
Weighers, Measurers, Checkers, and Samplers, Recordkeeping	115	\$33,777	\$28,434	\$33,457	\$37,955
Executive Secretaries and Executive Administrative Assistants	723	\$53,573	\$43,369	\$52,262	\$61,252
Medical Secretaries and Administrative Assistants	1,132	\$36,319	\$28,967	\$34,758	\$42,252

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Administrative and Office Support <i>continued</i>	46,038	\$37,879	\$30,015	\$36,608	\$44,632
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	4,466	\$34,094	\$26,885	\$33,111	\$40,208
Data Entry Keyers	216	\$32,510	\$27,394	\$32,825	\$37,502
Word Processors and Typists	27	\$35,036	\$26,263	\$33,972	\$41,796
Insurance Claims and Policy Processing Clerks	364	\$41,012	\$34,687	\$39,988	\$46,748
Mail Clerks and Mail Machine Operators, Except Postal Service	161	\$27,664	\$21,111	\$27,237	\$33,015
Office Clerks, General	9,071	\$35,134	\$26,877	\$33,577	\$41,223
Office Machine Operators, Except Computer	25	\$35,961	\$26,581	\$33,675	\$41,327
Office and Administrative Support Workers, All Other	353	\$39,933	\$28,369	\$38,182	\$48,262
Farming, Fishing, and Forestry	1,606	\$35,776	\$25,393	\$31,483	\$40,296
First-Line Supervisors of Farming, Fishing, and Forestry Workers	76	\$52,391	\$37,548	\$50,310	\$65,303
Agricultural Equipment Operators	191	\$35,663	\$26,397	\$34,400	\$43,000
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1,166	\$28,851	\$23,945	\$27,885	\$32,467
Agricultural Workers, All Other	152	\$26,322	\$19,418	\$23,754	\$28,425
Fishing and Hunting Workers	21	\$35,654	\$19,658	\$21,064	\$32,285

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Construction and Extraction	14,733	\$46,288	\$33,783	\$43,828	\$56,883
First-Line Supervisors of Construction Trades and Extraction Workers	1,426	\$62,174	\$44,452	\$57,241	\$74,880
Brickmasons and Blockmasons	182	\$46,799	\$38,678	\$46,919	\$56,581
Stonemasons	11	\$41,719	\$21,719	\$38,556	\$57,219
Carpenters	2,472	\$43,804	\$29,314	\$39,432	\$55,398
Construction Laborers	2,744	\$39,358	\$27,770	\$37,477	\$47,040
Operating Engineers and Other Construction Equipment Operators	888	\$62,248	\$41,760	\$59,865	\$79,143
Drywall and Ceiling Tile Installers	208	\$38,411	\$27,447	\$32,593	\$52,589
Electricians	2,195	\$51,157	\$36,401	\$48,668	\$62,920
Glaziers	124	\$40,604	\$32,090	\$38,901	\$47,180
Painters, Construction and Maintenance	803	\$38,695	\$26,069	\$36,234	\$48,554
Plumbers, Pipefitters, and Steamfitters	1,486	\$61,984	\$40,265	\$59,074	\$78,231
Roofers	423	\$41,705	\$29,720	\$38,794	\$52,102
Sheet Metal Workers	795	\$46,687	\$33,078	\$43,626	\$57,399
Structural Iron and Steel Workers	137	\$48,542	\$40,830	\$46,465	\$55,041
Helpers--Electricians	126	\$32,250	\$26,400	\$33,260	\$37,479
Construction and Building Inspectors	221	\$53,458	\$40,230	\$49,190	\$66,156
Highway Maintenance Workers	437	\$39,425	\$33,754	\$40,191	\$46,362
Earth Drillers, Except Oil and Gas; and Explosives Workers, Ordnance Handling Experts, and Blasters	53	\$44,162	\$38,121	\$42,421	\$49,616

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Installation, Maintenance, and Repair	15,579	\$48,192	\$36,555	\$46,433	\$58,641
First-Line Supervisors of Mechanics, Installers, and Repairers	1,536	\$62,936	\$46,042	\$59,149	\$76,242
Computer, Automated Teller, and Office Machine Repairers	215	\$39,685	\$26,854	\$33,421	\$47,298
Telecommunications Equipment Installers and Repairers, Except Line Installers	233	\$50,270	\$37,655	\$47,567	\$60,359
Electrical and Electronics Repairers, Commercial and Industrial Equipment	164	\$54,577	\$43,645	\$54,334	\$65,651
Security and Fire Alarm Systems Installers	131	\$59,957	\$45,138	\$57,953	\$75,340
Automotive Body and Related Repairers	505	\$46,919	\$35,362	\$43,690	\$55,413
Automotive Service Technicians and Mechanics	1,672	\$41,543	\$30,116	\$41,271	\$52,347
Bus and Truck Mechanics and Diesel Engine Specialists	937	\$46,430	\$40,028	\$46,928	\$54,382
Farm Equipment Mechanics and Service Technicians	160	\$45,866	\$39,163	\$45,505	\$51,537
Mobile Heavy Equipment Mechanics, Except Engines	260	\$53,005	\$39,945	\$52,012	\$65,582
Rail Car Repairers	44	\$63,490	\$47,866	\$62,152	\$79,467
Motorcycle Mechanics	70	\$36,779	\$27,576	\$37,137	\$45,120
Recreational Vehicle Service Technicians	406	\$39,659	\$31,473	\$38,634	\$47,330
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	821	\$50,212	\$36,430	\$47,536	\$62,983
Home Appliance Repairers	130	\$37,877	\$21,451	\$35,928	\$50,808
Industrial Machinery Mechanics	1,820	\$51,632	\$41,951	\$51,728	\$59,508
Maintenance Workers, Machinery	189	\$46,545	\$40,056	\$45,623	\$52,009
Millwrights	165	\$56,365	\$46,229	\$58,524	\$67,321
Electrical Power-Line Installers and Repairers	354	\$60,476	\$42,974	\$54,514	\$78,933
Medical Equipment Repairers	152	\$57,161	\$43,560	\$55,881	\$69,357

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Installation, Maintenance, and Repair	15,579	\$48,192	\$36,555	\$46,433	\$58,641
Maintenance and Repair Workers, General	5,044	\$40,670	\$30,241	\$38,330	\$49,073
Helpers--Installation, Maintenance, and Repair Workers	199	\$30,127	\$24,030	\$29,022	\$36,193
Installation, Maintenance, and Repair Workers, All Other	371	\$36,230	\$22,979	\$31,127	\$46,492
Production	72,168	\$37,330	\$29,509	\$35,571	\$43,743
First-Line Supervisors of Production and Operating Workers	4,790	\$62,106	\$44,596	\$58,732	\$74,244
Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	1,639	\$36,326	\$24,378	\$31,561	\$45,126
Structural Metal Fabricators and Fitters	1048	\$38,268	\$32,420	\$36,899	\$43,694
Miscellaneous Assemblers and Fabricators	22,178	\$42,361	\$28,497	\$35,545	\$54,541
Bakers	446	\$26,960	\$22,609	\$26,130	\$30,647
Butchers and Meat Cutters	161	\$30,475	\$25,540	\$30,668	\$35,515
Meat, Poultry, and Fish Cutters and Trimmers	188	\$26,305	\$22,893	\$25,586	\$29,423
Food Batchmakers	671	\$31,393	\$27,459	\$30,860	\$35,327
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	892	\$34,290	\$29,049	\$33,186	\$39,333
Forging Machine Setters, Operators, and Tenders, Metal and Plastic	289	\$44,387	\$42,521	\$44,002	\$48,289
Rolling Machine Setters, Operators, and Tenders, Metal and Plastic	248	\$44,367	\$34,314	\$40,852	\$54,683

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Production <i>continued</i>	72,168	\$37,330	\$29,509	\$35,571	\$43,743
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	3,728	\$33,870	\$27,610	\$33,287	\$39,391
Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	408	\$40,781	\$36,364	\$39,944	\$45,665
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	1,197	\$36,723	\$29,365	\$35,397	\$43,190
Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	609	\$46,184	\$33,704	\$42,320	\$57,026
Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	166	\$41,615	\$33,545	\$42,045	\$49,679
Machinists	2,854	\$42,871	\$33,957	\$42,291	\$51,360
Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	2,538	\$33,346	\$25,185	\$32,292	\$39,179
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	830	\$35,309	\$29,076	\$32,708	\$39,369
Tool and Die Makers	853	\$51,989	\$41,741	\$53,668	\$61,635
Welders, Cutters, Solderers, and Brazers	3,437	\$40,421	\$32,020	\$38,921	\$47,925
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	553	\$34,679	\$29,390	\$33,550	\$38,675
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic	568	\$40,866	\$33,471	\$38,954	\$48,172
Plating Machine Setters, Operators, and Tenders, Metal and Plastic	312	\$34,347	\$25,521	\$32,206	\$40,800
Printing Press Operators	630	\$34,782	\$25,626	\$33,990	\$41,517
Print Binding and Finishing Workers	115	\$28,694	\$19,905	\$25,464	\$35,357
Laundry and Dry-Cleaning Workers	671	\$22,718	\$18,472	\$21,443	\$25,060

WAGES

ALL PARTICIPANTS

2021 WAGES REPORTED FOR OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Production <i>continued</i>	72,168	\$37,330	\$29,509	\$35,571	\$43,743
Sewing Machine Operators	619	\$31,033	\$25,712	\$30,290	\$35,765
Upholsterers	638	\$35,693	\$31,415	\$35,241	\$39,220
Cabinetmakers and Bench Carpenters	2,377	\$35,607	\$28,563	\$33,576	\$40,634
Furniture Finishers	258	\$33,777	\$28,331	\$32,303	\$38,465
Sawing Machine Setters, Operators, and Tenders, Wood	705	\$36,158	\$30,525	\$36,306	\$40,436
Woodworking Machine Setters, Operators, and Tenders, Except Sawing	718	\$32,816	\$28,009	\$32,517	\$37,302
Water and Wastewater Treatment Plant and System Operators	307	\$44,728	\$37,810	\$44,295	\$50,914
Chemical Plant and System Operators	27	\$44,887	\$30,592	\$41,089	\$56,307
Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	157	\$62,456	\$37,449	\$52,908	\$80,421
Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	60	\$32,124	\$23,421	\$29,497	\$37,015
Grinding and Polishing Workers, Hand	158	\$32,882	\$26,270	\$29,443	\$37,843
Mixing and Blending Machine Setters, Operators, and Tenders	674	\$39,088	\$30,811	\$36,945	\$45,407
Cutting and Slicing Machine Setters, Operators, and Tenders	498	\$30,852	\$25,703	\$29,401	\$35,010
Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	572	\$31,459	\$24,741	\$31,532	\$36,872
Inspectors, Testers, Sorters, Samplers, and Weighers	3,243	\$40,483	\$31,464	\$37,906	\$47,556
Ophthalmic Laboratory Technicians	41	\$36,286	\$27,596	\$34,392	\$41,767

WAGES

ALL PARTICIPANTS

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Production <i>continued</i>	72,168	\$37,330	\$29,509	\$35,571	\$43,743
Packaging and Filling Machine Operators and Tenders	1,817	\$32,112	\$25,573	\$31,228	\$37,620
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	1,876	\$38,819	\$30,900	\$37,101	\$46,493
Computer Numerically Controlled Tool Operators	1,407	\$40,102	\$31,368	\$38,004	\$48,679
Computer Numerically Controlled Tool Programmers	193	\$45,574	\$35,706	\$43,707	\$54,478
Painting, Coating, and Decorating Workers	120	\$35,911	\$27,844	\$35,468	\$43,121
Molders, Shapers, and Casters, Except Metal and Plastic	208	\$34,770	\$28,604	\$33,827	\$38,405
Paper Goods Machine Setters, Operators, and Tenders	400	\$31,126	\$25,527	\$29,208	\$35,675
Helpers--Production Workers	2,351	\$31,715	\$24,828	\$30,787	\$37,025
Production Workers, All Other	724	\$34,277	\$26,498	\$30,218	\$37,360

Transportation and Material Moving	24,985	\$37,782	\$28,103	\$35,502	\$44,880
First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	1,031	\$53,809	\$39,266	\$51,690	\$64,560
Commercial Pilots	70	\$77,882	\$44,879	\$71,133	\$99,556
Driver/Sales Workers	1,260	\$29,102	\$19,238	\$23,595	\$39,053
Heavy and Tractor-Trailer Truck Drivers	5,144	\$50,701	\$38,114	\$47,257	\$57,868
Light Truck Drivers	3,304	\$35,073	\$22,400	\$31,798	\$43,384
Bus Drivers, Transit and Intercity	340	\$31,427	\$22,512	\$30,055	\$38,550
Automotive and Watercraft Service Attendants	30	\$25,002	\$21,986	\$24,128	\$27,539
Conveyor Operators and Tenders	27	\$33,884	\$30,610	\$33,362	\$37,831
Industrial Truck and Tractor Operators	2,055	\$37,132	\$31,020	\$36,288	\$42,254
Cleaners of Vehicles and Equipment	1,053	\$26,743	\$20,733	\$25,283	\$31,115

WAGES

ALL PARTICIPANTS

2021 WAGES REPORT OCCUPATIONAL DATA

POSITION TITLES	NUMBER OF EMPLOYED	REGIONAL ANNUAL MEAN	25 TH PERCENTILE WAGE	MEDIAN WAGE	75 TH PERCENTILE WAGE
Transportation and Material Moving <i>continued</i>	24,985	\$37,782	\$28,103	\$35,502	\$44,880
Laborers and Freight, Stock, and Material Movers, Hand	8,394	\$31,058	\$24,416	\$29,485	\$35,845
Machine Feeders and Offbearers	478	\$31,098	\$26,451	\$29,967	\$33,763
Packers and Packagers, Hand	1,801	\$28,255	\$23,712	\$27,486	\$32,116

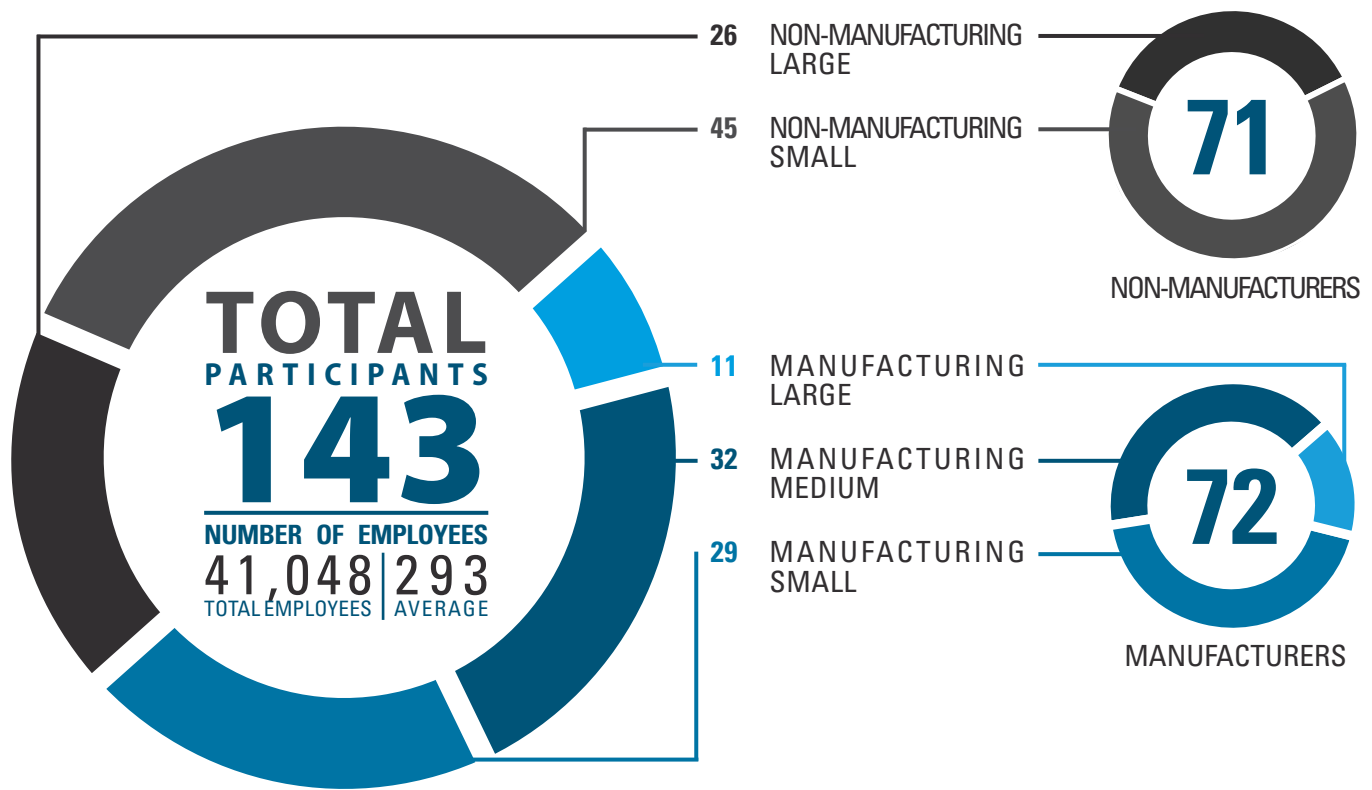
REGIONAL INDUSTRY CLUSTERS

INDUSTRY SECTOR	SBE REGION	U.S.	SBE REGION WAGES AS A SHARE OF U.S.
IT Services	\$76,334	\$123,866	62%
Engineering/Environmental Technical Services	\$74,451	\$104,822	41%
Other Transportation Equipment	\$66,748	\$99,950	67%
Life Sciences	\$67,034	\$112,416	60%
RV, Travel Trailers, & Campers	\$60,873	\$52,601	116%
Private Colleges and Universities	\$66,071	\$68,288	97%
Transportation, Distribution, & Logistics	\$57,177	\$71,382	80%
Metal Processing and Products	\$54,150	\$61,061	89%
Hospitals and Health Services	\$50,503	\$66,231	76%
Motor Vehicles	\$49,953	\$65,640	76%
Cabinets, Furniture, & Related Products	\$44,055	\$46,925	94%
Polymers, Plastics, and Rubber	\$44,493	\$60,224	74%
Manufactured Buildings & Building Products	\$46,990	\$54,128	87%
Micro-Electronic Components	\$50,872	\$112,824	45%

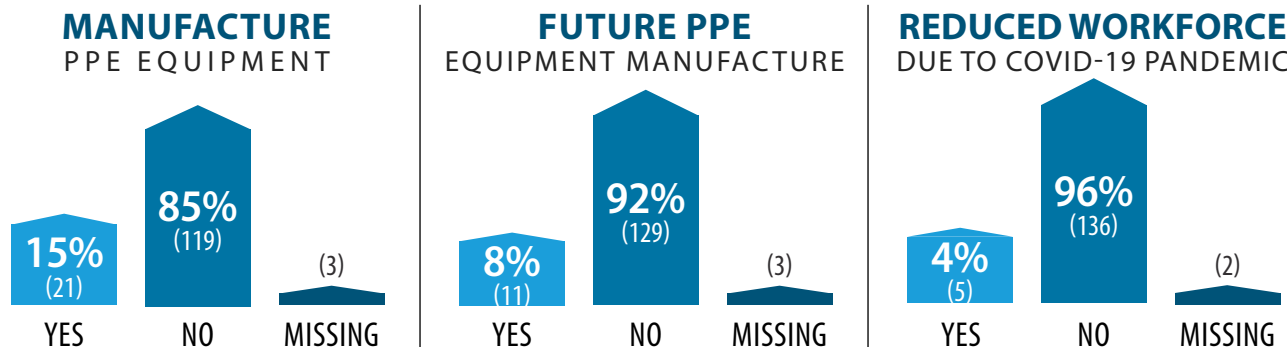


2021 BENEFITS REPORT FOR **ALL PARTICIPANTS**

2021 BENEFITS REPORTED FOR ALL PARTICIPANTS



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE



2021 BENEFITS REPORTED FOR ALL PARTICIPANTS

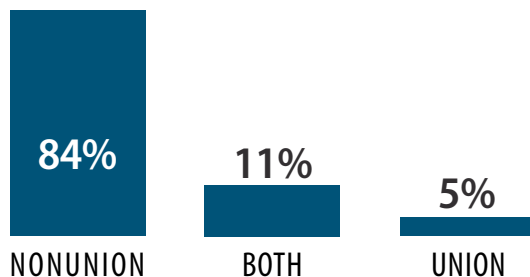
COUNTY SHARE OF EMPLOYERS PARTICIPATING IN SURVEY



UNION PARTICIPATION AND WHERE MEMBERS WORK

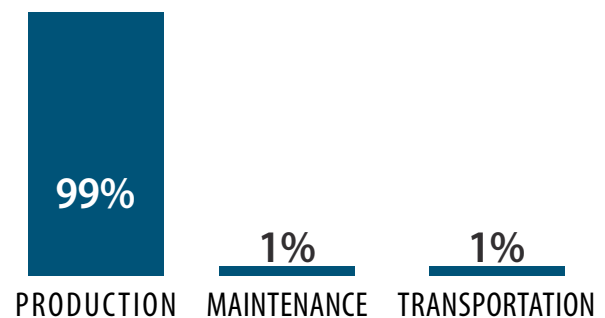
UNION PARTICIPATION

IN 2021 BENEFITS REPORT



UNION MEMBERS

PLACE OF WORK



2021 BENEFITS REPORTED FOR ALL PARTICIPANTS

Over 143 companies and organizations representing 41,048 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	95%	98%
Typical number of paid holidays offered annually	10	10

Percentage of those companies offering these common holidays

New Years Day	99%	87%
New Years Eve	46%	43%
Martin Luther King Jr.	20%	17%
Lincoln's Birthday	2%	2%
Presidents Day	15%	12%
Washington's Birthday	1%	1%
Good Friday	44%	42%
Memorial Day	98%	84%
Independence Day	99%	87%
Labor Day	95%	84%
Columbus Day	7%	8%
Election Day	5%	6%
Floating Holiday	30%	26%
Veterans Day	13%	11%
Thanksgiving Day	99%	87%
Day After Thanksgiving	66%	63%
Christmas Eve	66%	61%
Christmas Day	98%	85%

PAID TIME OFF

COMBINED PAID TIME OFF	HOURLY	SALARY
Week between Christmas and New Years		3
Day after Christmas		1
New Years Eve half day		1
Easter		1
Birthday		1
Work Anniversary		1

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	33%	37%
Average number of PTO days offered first year	12	14
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	1	2
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	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	6	8
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	10	12
Typical number of years that must be worked to earn more than 20 days	5	10

BENEFITS

ALL PARTICIPANTS

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	36%	43%
Average number of paid illness days offered annually	6	6
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	38	40
Typical number of paid illness days that may be accumulated	0	5

How soon after hire is employee eligible?

One to 30 days	27%	39%
One to three months	41%	32%
Three to six months	8%	13%
Six months to one year	8%	9%
After first year	16%	7%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	62%	70%
One to 30 days	23%	36%
One to three months	23%	21%
Three to six months	12%	12%
Six months to one year	13%	11%
After first year	30%	20%

Number of days offered

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	1	1
Average number of years that must be worked to earn 15 days	7	6
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	13	12

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	17	17
Typical number of years that must be worked to earn more than 20 days	20	20

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	44%	56%
Average number of personal days offered per year	6	7
Typical number of personal days offered in first year	3	5

How soon after hire may employee take personal days?

One to 30 days	29%	42%
One to three months	40%	29%
Three to six months	14%	13%
Six months to one year	4%	3%
After first year	14%	13%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	18%	19%
Maternal leave	6%	7%
Paternal leave	4%	4%
Both maternal and paternal leave	78%	77%
Average number of paid parental weeks offered per year	6	6
Typical number of paid parental weeks offered per year	12	12

PAID TIME OFF

PARENTAL LEAVE <i>continued</i>	HOURLY	SALARY
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How soon after hire may employee take parental leave?

One to 30 days	24%	31%
One to three months	26%	20%
Three to six months	14%	13%
Six months to one year	2%	2%
After first year	34%	33%

BEREAVEMENT LEAVE	HOURLY	SALARY
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Percentage of companies offering paid bereavement leave	96%	99%
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%	63%
One to three months	20%	20%
Three to six months	16%	13%
Six months to one year	4%	4%
After first year	1%	1%

COMPENSATION DURING JURY SERVICE	HOURLY	SALARY
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Percentage of companies that pay employees during jury service	64%	65%
Percentage of those that pay regular wages plus payment from court	37%	55%
Percentage of those that pay regular wages minus payment from court	63%	45%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	91%	91%
Percentage of those companies reporting as self-insured	62%	62%
Percentage of those companies reporting as fully-funded	29%	29%
Percentage of those offering health insurance to families and children	94%	94%
Percentage of those companies that offer a single plan	39%	40%
Percentage of those companies that offer multiple plans	45%	45%
Percentage of those companies that offer only standard plans	37%	39%
Percentage of those companies that offer both high-deductible and standard plans	46%	43%
Percentage of those companies that offer only high-deductible plans	18%	18%
Percentage of companies considering dropping health plan in coming year	2%	2%
Percentage having stop-loss coverage	66%	66%
Percentage using any form of benefits manager service	51%	51%
Percentage using any price transparency tools	28%	28%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	41%	43%
Percentage of companies offering optional HSA or HRA plans	54%	55%
Percentage of companies with no HSA or HRA plan	5%	2%

Average company contribution to HSA/HRA account

For employee only plan	\$827.00	\$700.14
For family plan	\$1,353.77	\$1,195.56

Typical company contribution to HSA/HRA account

For employee only plan	\$0.00	\$0.00
For family plan	\$0.00	\$1,000.00

BENEFITS

ALL PARTICIPANTS

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,996.34	\$4,174.39
Average maximum annual out of pocket expense family	\$8,189.74	\$8,303.75

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$5,000.00	\$5,000.00
Average maximum annual out of pocket expense family	\$10,000.00	\$10,000.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	33%	35%
Average amount that may be earned	\$430.94	\$466.24
Typical amount that may be earned	\$200.00	\$200.00

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		81%
Percentage of those plans that offer family coverage	94%	96%

How soon after hire is employee eligible

One to 30 days	20%	27%
One to three months	65%	59%
Three to six months	14%	13%
Six months to year	1%	1%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$110.58	\$113.24
Employee and spouse	\$328.32	\$342.58
Employee and child	\$286.06	\$307.67
Family	\$490.30	\$498.05
Average monthly premium paid by employer for each employee		
Employee only coverage	\$477.44	\$479.86
Employee and spouse	\$916.90	\$896.56
Employee and child	\$824.40	\$805.04
Family	\$1,200.22	\$1,170.30
Deductibles		
Average annual deductible per person	\$2,075.43	\$1,756.92
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,650.07	\$3,648.07
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Annual percentage of costs covered by insurance	62%	64%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$22.24	\$22.61
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,473.68	\$4,515.40
Family coverage	\$8,871.50	\$8,964.45

BENEFITS

ALL PARTICIPANTS

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
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Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family coverage	\$10,000.00	\$10,000.00

HIGH DEDUCTIBLE PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans	59%	
Percentage of those plans that offer family coverage	96%	97%

How soon after hire is employee eligible

One to 30 days	21%	32%
One to three months	71%	62%
Three to six months	9%	7%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$96.12	\$97.72
Employee and spouse	\$303.63	\$302.87
Employee and child	\$233.38	\$233.56
Family	\$429.96	\$427.80

Average monthly premium paid by employer for each employee

Employee only coverage	\$580.06	\$557.99
Employee and spouse	\$1,024.63	\$988.93
Employee and child	\$918.54	\$878.26
Family	\$1,335.18	\$1,274.39

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$3,004.35	\$3,325.53
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,593.02	\$5,856.82
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Annual percentage of costs covered by insurance	61%	63%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$11.43	\$10.13
Typical copay for physician office visit	N/A	N/A

Average out of pocket limit

Single coverage	\$4,555.73	\$4,658.67
Family coverage	\$9,017.02	\$9,263.83

Typical out of pocket limit

Single coverage	\$4,000.00	\$4,000.00
Family coverage	\$6,000.00	\$6,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	81%	81%
Percentage of all companies utilizing a Pharmacy Benefits Manager	48%	48%

Copays are:

Dollar amounts		86%
Percentages		14%

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$11.59	\$11.50
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$34.72	\$34.81
What is the typical employee copay for retail formulary	\$35.00	\$40.00
What is the average employee copay for retail non-formulary	\$53.65	\$55.29
What is the typical employee copay for retail non-formulary	\$75.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$25.74	\$21.73
What is the typical employee copay for mail-order generic	\$25.00	\$25.00
What is the average employee copay for mail-order formulary	\$64.63	\$65.18
What is the typical employee copay for mail-order formulary	\$100.00	\$100.00
What is the average employee copay for mail-order non-formulary	\$116.59	\$115.99
What is the typical employee copay for mail-order non-formulary	\$100.00	\$100.00

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	69%	71%
Percentage of those plans that cover orthodontic	71%	76%

How soon after hire is employee eligible for coverage?

One to 30 days	21%	27%
One to three months	68%	64%
Three to six months	10%	9%
Six months to year	0%	0%
After first year	1%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$72.22	\$72.27
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,328.18	\$1,373.68
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,439.29	\$1,498.84
Typical annual limit family coverage	\$1,000.00	\$1,000.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$15.98	\$15.84
Employee and spouse	\$33.86	\$33.85
Employee and child(ren)	\$39.25	\$39.28
Family	\$59.11	\$58.93
Average monthly premium paid by employer for		
Employee only coverage	\$13.11	\$12.24
Employee and spouse	\$26.75	\$25.61
Employee and child(ren)	\$27.77	\$26.69
Family	\$35.51	\$34.61
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

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
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Percentage of Costs Covered

Average of preventative costs covered	95%	95%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	75%	75%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	50%	50%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	N/A	N/A
Percentage of those plans that cover glasses/contacts	96%	99%
Percentage of those plans that cover LASIK or similar procedures	21%	21%

How soon after hire is employee eligible for coverage?

One to 30 days	22%	31%
One to three months	67%	59%
Three to six months	10%	10%
Six months to year	0%	0%
After first year	1%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$4.89	\$5.45
Employee and spouse	\$9.88	\$10.99
Employee and child(ren)	\$10.44	\$11.62
Family	\$15.91	\$17.58

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$2.96	\$2.95
Employee and spouse	\$4.63	\$4.56
Employee and child(ren)	\$4.74	\$4.66
Family	\$6.49	\$6.38

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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	13%	13%
Average amount employer spends annually on on-site/near-site clinics	\$57,807.20	\$57,807.20
Percent on-site/near-site utilization based on total membership	67%	67%

TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	59%	59%
Average annual employer spend on Teledoc services	\$12,446.50	\$12,446.50
Percent Teledoc utilization based on total membership	62%	62%

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	80%	80%
Percentage of those plans that pay a set amount	57%	50%
Percentage of those plans that pay a percentage of salary	21%	27%

How soon after hire is employee eligible for coverage?

One to 30 days	15%	22%
One to three months	68%	64%
Three to six months	11%	9%
Six months to year	1%	1%
After first year	5%	4%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	65%	68%
Average percentage of wage employee receives while on short-term disability	62%	65%
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 eligible for coverage?

One to 30 days	16%	23%
One to three months	51%	51%
Three to six months	13%	14%
Six months to year	7%	6%
After first year	12%	7%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	53%	58%
Average percentage of wages employee receives while on disability	61%	61%
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	14%	18%
One to three months	54%	53%
Three to six months	11%	13%
Six months to year	7%	6%
After first year	14%	10%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	60%	61%
Percentage of programs that are team based	68%	45%
Percentage of programs that are individual based	53%	64%

How soon after hire is employee eligible?

One to 30 days	36%	42%
One to three months	25%	16%
Three to six months	21%	19%
Six months to year	4%	3%
After first year	14%	19%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		37%
Average amount each worker receives	\$1,340.32	\$4,594.18

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		54%
Percentage of those companies that pay a shift differential		75%
Average second shift differential		\$1.39
Typical second shift differential		\$0.50
Average third shift differential		\$1.27
Typical third shift differential		\$1.00

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	75%	55%
Percentage of companies where the employee also contributes	55%	50%
Average age when employee is eligible to receive benefits	54	53
Typical age when employee is eligible to receive benefits	65	60

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	78%	79%
Average percentage of wages an employee may contribute to fund	65%	64%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	83%	85%
Average percentage of contribution the employer matches	21%	21%
Typical percentage of contribution the employer matches	3%	3%

Average percentage of contribution the company matches

49% of the first 9%

Percentage of companies where the match is guaranteed	83%	83%
Percentage of companies where the match is intended	17%	17%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS <i>continued</i>	HOURLY	SALARY
How soon after hire is employee eligible to participate?		
One to 30 days	27%	31%
One to three months	27%	24%
Three to six months	18%	17%
Six months to year	11%	10%
After first year	18%	16%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING	HOURLY	SALARY
Percentage of companies offering training or career development programs	58%	62%

How soon after hire is employee eligible to participate?		
One to 30 days	59%	63%
One to three months	15%	13%
Three to six months	7%	5%
Six months to year	3%	3%
After first year	16%	16%

MENTORING	HOURLY	SALARY
Percentage of companies that offer mentoring for new employees	19%	21%

ORIENTATION	HOURLY	SALARY
Percentage of companies that offer orientation for new employees	64%	61%

BENEFITS

ALL PARTICIPANTS

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	26%	37%
Casual dress (every day)	54%	48%
Onsite child day care services	0%	1%
Offsite child day care services	0%	1%
Child care subsidy	2%	3%
Compressed work week	16%	14%
Discounted product purchases	27%	28%
Employee assistance programs	65%	63%
Emergency/sick child care	3%	2%
English as a second language assistance	9%	6%
Fitness center membership subsidy	26%	28%
Fitness center on site	9%	11%
Flex time	20%	28%
Flexible spending account	34%	32%
Job sharing	5%	6%
Informal recognition program	43%	44%
Open communication policy	70%	70%
Scholarships-employees/spouses/children	15%	15%
Smoking cessation programs	33%	34%
Smoke-free work environment	67%	65%
Telecommuting	24%	35%
Transit subsidy	2%	3%
Tutoring-employees/spouses/children	2%	2%
Wellness program, resources, and information	41%	43%
Employee resources group	10%	12%
Diversity programs	17%	18%
Sponsorship Programs	8%	9%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
Management training	37%	45%
Other	5%	5%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	41%	44%
Percentage that require classes be job related to receive tuition assistance	78%	83%
Average percent of tuition reimbursement	78%	83%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	69%	64%
Percentage of companies that offer off-site career development programs	45%	53%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	26%	27%
Percentage of companies that offer apprenticeship programs	15%	8%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		61%

Which screening protocol is used

Five panel		61%
Seven panel		16%
DOT		3%
Other		20%

BENEFITS

ALL PARTICIPANTS

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	97%	95%

Current employees are screened

Randomly	41%	37%
After incident/injury	80%	80%
For cause	91%	91%

Employees who fail are

Dismissed	84%	78%
Referred to an EAP or counseling program	69%	70%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	31%	66%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	HOURLY	SALARY
Percent of companies giving pay raises in preceding 12 months		85%
Average raise given in preceding 12 months		6%
Typical raise given in preceding 12 months		3%
Percentage of companies planning pay raises in the next 12 months		89%
Average raise planned in next 12 months		4%
Typical increase planned in next 12 months		3%

WAGES, HIRING, AND LAYOFFS

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	67%
Total number of employees added in preceding six months	2,799
Average number of employees added in preceding six months	45

In 2021

Percentage of companies adding workers later in 2021	80%
Total anticipated increase later 2021	1,548
Average anticipated increase later in 2021	24
Percentage of companies expecting layoffs later in 2021	4%
Total anticipated layoffs later in 2021	70
Average anticipated layoffs later in 2021	10

In 2022

Percentage of companies adding workers later in 2022	70%
Total anticipated increase later 2022	1,364
Average anticipated increase later in 2022	35
Percentage of companies expecting layoffs later in 2022	4%
Total anticipated layoffs later in 2022	33
Average anticipated layoffs later in 2022	5
Annual turnover as a percentage of employees	26%

BENEFITS

ALL PARTICIPANTS

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	48%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	28%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	32%
Compliant and tracks EEO data	38%
Compliant, tracks, and exploring systemic talent relations	30%

DIVERSITY AND INCLUSION PROGRAMS

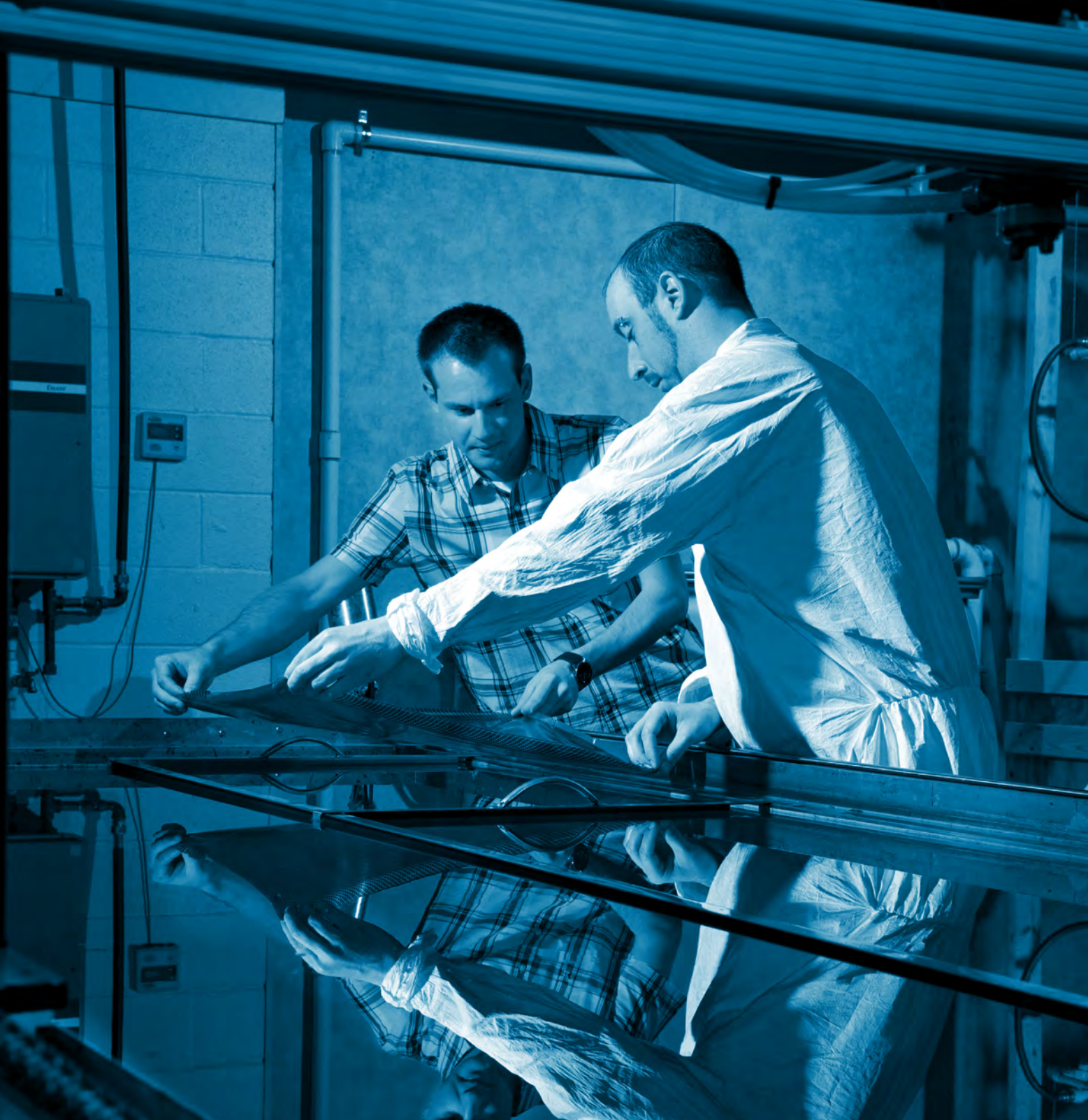
Does not have a clear strategy	29%
In the process of putting together a strategy	22%
Has a clear strategy however not using data	12%
Has a clear strategy in place and using data to track employee representation	36%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

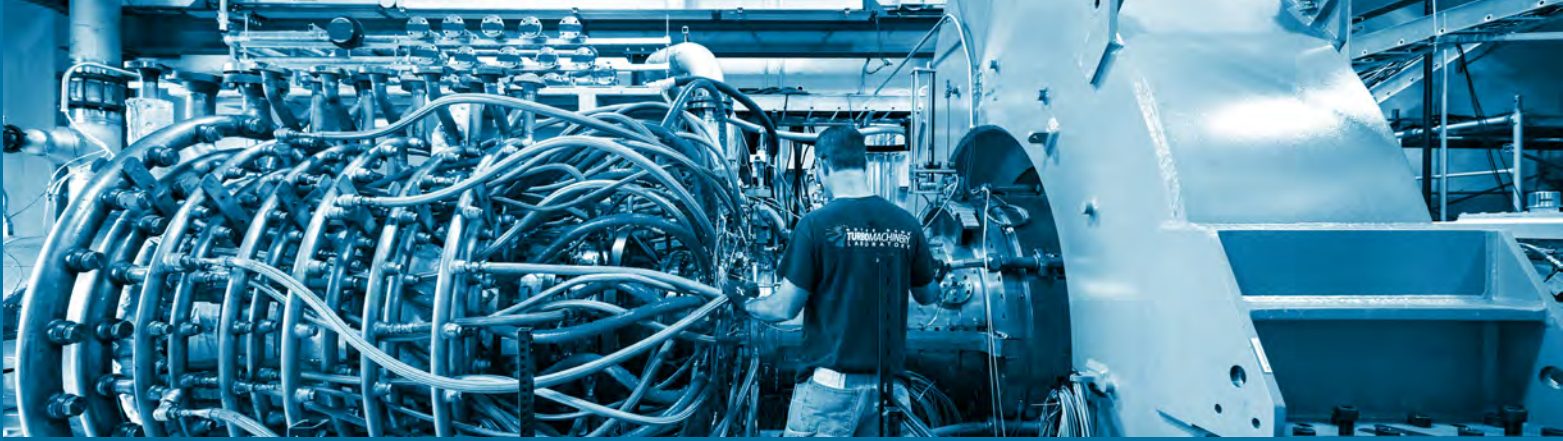
Leadership does not have a policy in place	26%
Leadership actively advocates for diversity and inclusion	32%
Leadership advocates and takes personal responsibility	18%
Leadership advocates, takes personal responsibility and uses data	25%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

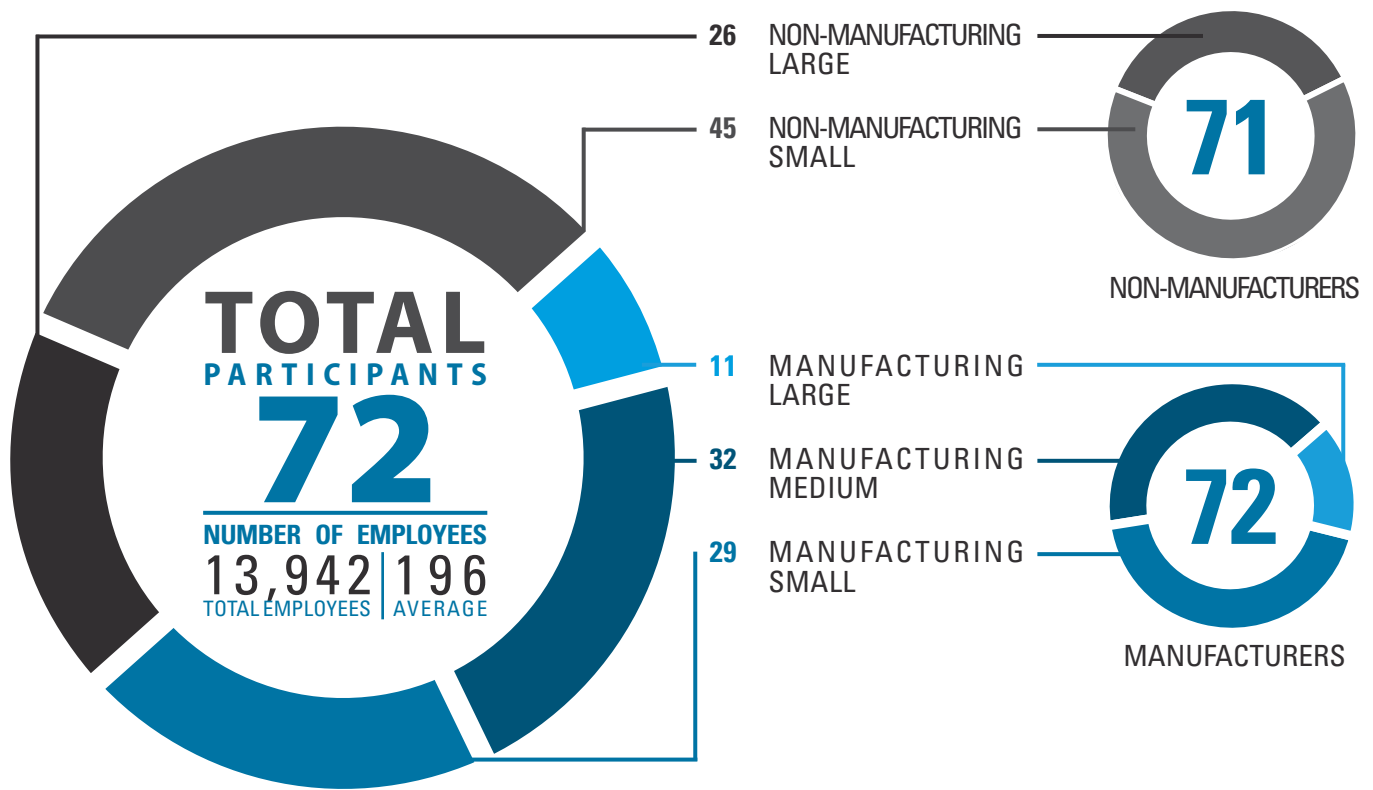
Organization does not have fully developed activities in place	58%
Developed activities are in place but not fully utilized by leadership and employees	14%
Developed activities are in place and are utilized by leadership and employees	16%
All of the above and leadership uses data to trace and report business value	12%



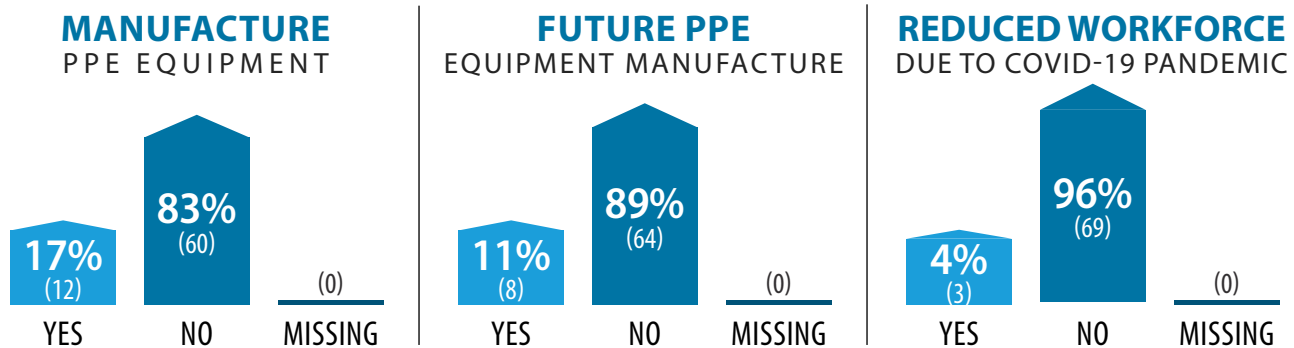
2021 BENEFITS REPORT FOR **ALL MANUFACTURING**



2021 BENEFITS REPORTED FOR ALL MANUFACTURING



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE

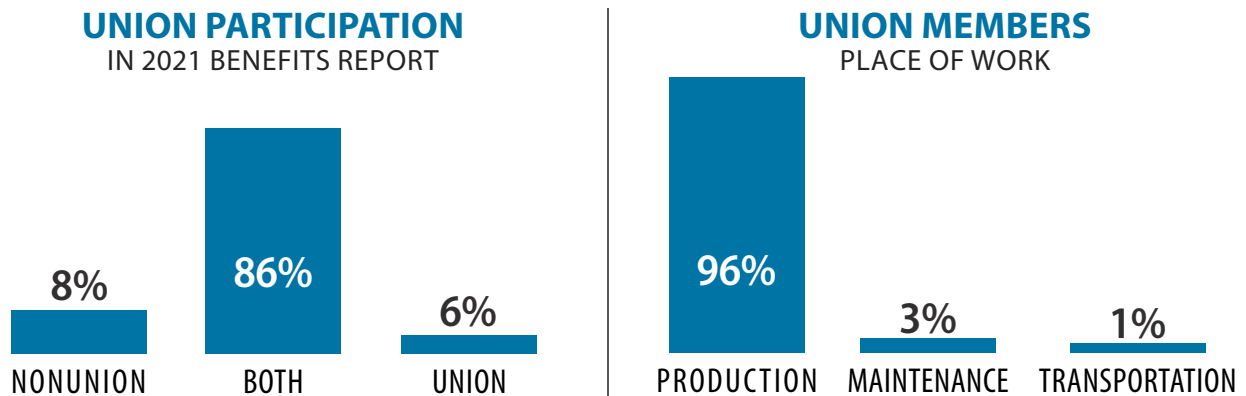


2021 BENEFITS REPORTED FOR ALL MANUFACTURING

COUNTY SHARE OF EMPLOYERS PARTICIPATING IN SURVEY



UNION PARTICIPATION AND WHERE MEMBERS WORK



2021 BENEFITS REPORTED FOR ALL MANUFACTURING

Over 72 companies and organizations representing 13,942 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	99%	97%
Typical number of paid holidays offered annually	10	10

Percentage of those companies offering these common holidays

New Years Day	97%	87%
New Years Eve	54%	50%
Martin Luther King Jr.	7%	4%
Lincoln's Birthday	1%	1%
Presidents Day	7%	4%
Washington's Birthday	1%	1%
Good Friday	55%	49%
Memorial Day	97%	87%
Independence Day	97%	87%
Labor Day	94%	86%
Columbus Day	4%	3%
Election Day	6%	6%
Floating Holiday	31%	26%
Veterans Day	4%	4%
Thanksgiving Day	97%	87%
Day After Thanksgiving	73%	73%
Christmas Eve	75%	67%
Christmas Day	94%	84%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		3%
Day after Christmas		1%
New Years Eve half day		1%
Easter		1%
Birthday		1%
Work Anniversary		1%

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	33%	36%
Average number of PTO days offered first year	18	32
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	6	5

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	3	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	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	10	9
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	13	13
Typical number of years that must be worked to earn more than 20 days	20	15

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	29%	35%
Average number of paid illness days offered annually	5	4
Typical number of paid illness days offered per year	0	5
Average maximum number of illness days that may be accumulated	3	6
Typical number of paid illness days that may be accumulated	0	5

How soon after hire is employee eligible?

One to 30 days	23%	35%
One to three months	25%	27%
Three to six months	13%	12%
Six months to one year	10%	8%
After first year	29%	18%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	77%	75%
One to 30 days	23%	35%
One to three months	25%	27%
Three to six months	13%	12%
Six months to one year	10%	8%
After first year	29%	18%

Number of days offered

Average number of paid vacation days offered in first year	8	9
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	3	2
Typical number of years that must be worked to earn 10 days	3	1

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
Average number of years that must be worked to earn 15 days	8	6
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	14	13
Typical number of years that must be worked to earn 20 days	15	10
Average number of years that must be worked to earn more than 20 days	18	16
Typical number of years that must be worked to earn more than 20 days	15	15

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	43%	51%
Average number of personal days offered per year	6	6
Typical number of personal days offered in first year	6	5

How soon after hire may employee take personal days?

One to 30 days	29%	42%
One to three months	47%	32%
Three to six months	12%	11%
Six months to one year	3%	3%
After first year	9%	13%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	32%	32%
Maternal leave	9%	9%
Paternal leave	27%	27%
Both maternal and paternal leave	64%	64%
Average number of paid parental weeks offered per year	8	8
Typical number of paid parental weeks offered per year	12	12

PAID TIME OFF

PARENTAL LEAVE <i>continued</i>	HOURLY	SALARY
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How soon after hire may employee take parental leave?

One to 30 days	27%	32%
One to three months	32%	27%
Three to six months	14%	14%
Six months to one year	0%	0%
After first year	27%	27%

BEREAVEMENT LEAVE	HOURLY	SALARY
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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 may employee eligible?

One to 30 days	50%	52%
One to three months	27%	27%
Three to six months	18%	15%
Six months to one year	3%	5%
After first year	2%	2%

COMPENSATION DURING JURY SERVICE	HOURLY	SALARY
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Percentage of companies that pay employees during jury service	64%	64%
Percentage of those that pay regular wages plus payment from court	47%	60%
Percentage of those that pay regular wages minus payment from court	53%	40%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	99%	97%
Percentage of those companies reporting as self-insured	70%	70%
Percentage of those companies reporting as fully-funded	30%	30%
Percentage of those offering health insurance to families and children	99%	97%
Percentage of those companies that offer a single plan	44%	42%
Percentage of those companies that offer multiple plans	49%	50%
Percentage of those companies that offer only standard plans	38%	39%
Percentage of those companies that offer both high-deductible and standard plans	46%	45%
Percentage of those companies that offer only high-deductible plans	15%	16%
Percentage of companies considering dropping health plan in coming year	4%	4%
Percentage having stop-loss coverage	74%	74%
Percentage using any form of benefits manager service	54%	54%
Percent using any price transparency tools	32%	32%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	47%	47%
Percentage of companies offering optional HSA or HRA plans	50%	53%
Percentage of companies with no HSA or HRA plan	3%	0%

Average company contribution to HSA/HRA account

For employee only plan	\$997.41	\$753.43
For family plan	\$1,634.07	\$1,140.00

Typical company contribution to HSA/HRA account

For employee only plan	\$0.00	\$0.00
For family plan	\$0.00	\$0.00

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,852.96	\$4,045.27
Average maximum annual out of pocket expense family	\$7,883.14	\$7,883.14

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$5,000.00	\$5,000.00
Average maximum annual out of pocket expense family	\$10,000.00	\$10,000.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	36%	38%
Average amount that may be earned	\$502.00	\$548.15
Typical amount that may be earned	\$150.00	\$150.00

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		83%
Percentage of those plans that offer family coverage	100%	98%

How soon after hire is employee eligible?

One to 30 days	14%	22%
One to three months	67%	59%
Three to six months	20%	20%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$106.23	\$110.05
Employee and spouse	\$269.33	\$279.42
Employee and child	\$253.28	\$267.31
Family	\$395.49	\$412.44
Average monthly premium paid by employer for each employee		
Employee only coverage	\$474.05	\$459.23
Employee and spouse	\$912.79	\$907.49
Employee and child	\$817.94	\$809.88
Family	\$1,226.56	\$1,230.49
Deductibles		
Average annual deductible per person	\$1,701.34	\$1,625.73
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,652.50	\$3,540.60
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Annual percentage of costs covered by insurance	62%	60%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$22.63	\$23.38
Typical copay for physician office visit	\$30.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,370.36	\$4,386.16
Family coverage	\$8,967.98	\$8,978.02

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
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Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family coverage	\$6,000.00	\$6,000.00

HIGH DEDUCTIBLE PLANS	HOURLY	SALARY
Percentage of companies offering high deductible insurance plans		58%
Percentage of those plans that offer family coverage	96%	96%

How soon after hire is employee eligible

One to 30 days	17%	27%
One to three months	72%	63%
Three to six months	10%	10%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$87.03	\$87.43
Employee and spouse	\$246.76	\$245.94
Employee and child	\$185.03	\$185.59
Family	\$332.99	\$332.56

Average monthly premium paid by employer for each employee

Employee only coverage	\$570.37	\$526.81
Employee and spouse	\$1,097.46	\$1,023.79
Employee and child	\$990.11	\$904.28
Family	\$1,474.80	\$1,342.60

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$2,800.00	\$2,942.31
Typical annual deductible per person	\$2,000.00	\$2,000.00
Average annual deductible per family	\$5,241.67	\$5,232.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Annual percentage of costs covered by insurance	65%	66%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$9.13	\$9.13
Typical copay for physician office visit	N/A	N/A

Average out of pocket limit

Single coverage	\$4,146.00	\$4,178.85
Family coverage	\$8,068.75	\$8,146.00

Typical out of pocket limit

Single coverage	\$4,000.00	\$4,000.00
Family coverage	\$6,000.00	\$6,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	88%	88%
Percentage of all companies utilizing a Pharmacy Benefits Manager	39%	39%

Copays are:

Dollar amounts		87%
Percentages		13%

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$14.71	\$14.71
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$36.86	\$37.43
What is the typical employee copay for retail formulary	\$35.00	\$35.00
What is the average employee copay for retail non-formulary	\$62.73	\$64.85
What is the typical employee copay for retail non-formulary	\$75.00	\$75.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$32.77	\$26.03
What is the typical employee copay for mail-order generic	\$20.00	\$20.00
What is the average employee copay for mail-order formulary	\$72.50	\$72.50
What is the typical employee copay for mail-order formulary	\$100.00	\$100.00
What is the average employee copay for mail-order non-formulary	\$124.13	\$119.85
What is the typical employee copay for mail-order non-formulary	\$100.00	\$100.00

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	78%	78%
Percentage of those plans that cover orthodontic	71%	76%

How soon after hire is employee eligible for coverage?

One to 30 days	17%	24%
One to three months	68%	62%
Three to six months	15%	14%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$43.97	\$46.18
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,329.69	\$1,327.27
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,430.36	\$1,421.43
Typical annual limit family coverage	\$1,500.00	\$1,000.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$15.73	\$15.39
Employee and spouse	\$32.38	\$31.23
Employee and child(ren)	\$37.04	\$36.33
Family	\$55.72	\$53.64
Average monthly premium paid by employer for		
Employee only coverage	\$12.33	\$12.33
Employee and spouse	\$29.33	\$29.33
Employee and child(ren)	\$30.62	\$30.62
Family	\$39.35	\$39.35
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

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Percentage of Costs Covered		
Average of preventative costs covered	93%	93%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	71%	71%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	49%	49%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	85%	85%
Percentage of those plans that cover glasses/contacts	97%	97%
Percentage of those plans that cover LASIK or similar procedures	19%	19%

How soon after hire is employee eligible for coverage?

One to 30 days	18%	29%
One to three months	67%	56%
Three to six months	16%	16%
Six months to year	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$5.08	\$5.82
Employee and spouse	\$10.14	\$11.10
Employee and child(ren)	\$10.19	\$11.70
Family	\$15.92	\$17.18

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$2.43	\$2.20
Employee and spouse	\$4.04	\$3.86
Employee and child(ren)	\$4.16	\$3.98
Family	\$6.44	\$6.26

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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	11%	11%
Average amount Employer spends annually on on-site/near-site clinics	\$66,905.33	\$66,905.33
Percent on-site/near-site utilization based on total membership	78%	78%

TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	67%	67%
Average annual employer spend on Teledoc services	\$16,595.33	\$16,595.33
Percent Teledoc utilization based on total membership	19%	19%

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	90%	88%
Percentage of those plans that pay a set amount	71%	60%
Percentage of those plans that pay a percentage of salary	17%	27%

How soon after hire is employee eligible for coverage?

One to 30 days	17%	23%
One to three months	66%	62%
Three to six months	15%	13%
Six months to year	0%	0%
After first year	2%	2%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	79%	81%
Average percentage of wage employee receives while on short-term disability	62%	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 eligible for coverage?

One to 30 days	17%	24%
One to three months	46%	48%
Three to six months	20%	19%
Six months to year	7%	5%
After first year	10%	5%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	55%	58%
Average percentage of wages employee receives while on disability	61%	62%
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	21%	22%
One to three months	55%	56%
Three to six months	10%	13%
Six months to year	3%	3%
After first year	10%	6%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	75%	67%
Percentage of programs that are team based	74%	48%
Percentage of programs that are individual based	52%	57%

How soon after hire is employee eligible?

One to 30 days	33%	38%
One to three months	29%	19%
Three to six months	19%	19%
Six months to year	5%	5%
After first year	14%	19%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		50%
Average amount each worker receives	\$1,033.29	\$2,623.15

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		54%
Percentage of those companies that pay a shift differential		75%
Average second shift differential		\$1.39
Typical second shift differential		\$0.50
Average third shift differential		\$1.27
Typical third shift differential		\$1.00

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	13%	12%
Percentage of companies where the employee also contributes	33%	33%
Average age when employee is eligible to receive benefits	54	53
Typical age when employee is eligible to receive benefits	N/A	N/A

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	87%	87%
Average percentage of wages an employee may contribute to fund	72%	70%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	85%	87%
Average percentage of contribution the employer matches	27%	27%
Typical percentage of contribution the employer matches	100%	100%

Average percentage of contribution the company matches

49% of the first 9%

Percentage of companies where the match is guaranteed	83%	83%
Percentage of companies where the match is intended	17%	17%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS <i>continued</i>	HOURLY	SALARY
How soon after hire is employee eligible to participate?		
One to 30 days	22%	23%
One to three months	26%	26%
Three to six months	15%	15%
Six months to year	17%	17%
After first year	20%	19%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING	HOURLY	SALARY
Percentage of companies offering training or career development programs	74%	67%

How soon after hire is employee eligible to participate?

One to 30 days	55%	60%
One to three months	24%	20%
Three to six months	0%	0%
Six months to year	7%	7%
After first year	14%	13%

MENTORING	HOURLY	SALARY
Percentage of companies that offer mentoring for new employees	14%	18%

ORIENTATION	HOURLY	SALARY
Percentage of companies that offer orientation for new employees	61%	57%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	13%	20%
Casual dress (every day)	33%	28%
Onsite child day care services	0%	0%
Offsite child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	12%	8%
Discounted product purchases	14%	14%
Employee assistance programs	31%	30%
Emergency/sick child care	1%	1%
English as a second language assistance	5%	3%
Fitness center membership subsidy	16%	16%
Fitness center on site	5%	6%
Flex time	8%	11%
Flexible spending account	16%	16%
Job sharing	2%	2%
Informal recognition program	27%	26%
Open communication policy	39%	38%
Scholarships-employees/spouses/children	10%	9%
Smoking cessation programs	20%	20%
Smoke-free work environment	35%	33%
Telecommuting	6%	15%
Transit subsidy	1%	1%
Tutoring-employees/spouses/children	1%	0%
Wellness program, resources, and information	23%	24%
Employee resources group	4%	4%
Diversity programs	6%	6%
Sponsorship Programs	3%	3%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
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Percentage of companies that offer these workplace benefits

Management training	24%	27%
Other	0%	0%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	42%	45%
Percentage that require classes be job related to receive tuition assistance	71%	80%
Average percent of tuition reimbursement	74%	84%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	64%	61%
Percentage of companies that offer off-site career development programs	42%	46%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	21%	25%
Percentage of companies that offer apprenticeship programs	18%	11%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		72%

Which screening protocol is used

Five panel		74%
Seven panel		13%
DOT		0%
Other		13%

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	95%	92%

Current employees are screened

Randomly	35%	30%
After incident/injury	91%	91%
For cause	92%	92%

Employees who fail are

Dismissed	87%	84%
Referred to an EAP or counseling program	65%	64%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	61%	88%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	88%
Average raise given in preceding 12 months	4%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	92%
Average raise planned in next 12 months	4%
Typical increase planned in next 12 months	3%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	69%
Total number of employees added in preceding six months	1245
Average number of employees added in preceding six months	37

In 2021

Percentage of companies adding workers later in 2021	86%
Total anticipated increase later 2021	880
Average anticipated increase later in 2021	23
Percentage of companies expecting layoffs later in 2021	6%
Total anticipated layoffs later in 2021	70
Average anticipated layoffs later in 2021	10

In 2022

Percentage of companies adding workers later in 2022	72%
Total anticipated increase later 2022	441
Average anticipated increase later in 2022	46
Percentage of companies expecting layoffs later in 2022	4%
Total anticipated layoffs later in 2022	33
Average anticipated layoffs later in 2022	5
Annual turnover as a percentage of employees	29%

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	48%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	27%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	26%
Compliant and tracks EEO data	56%
Compliant, tracks, and exploring systemic talent relations	18%

DIVERSITY AND INCLUSION PROGRAMS

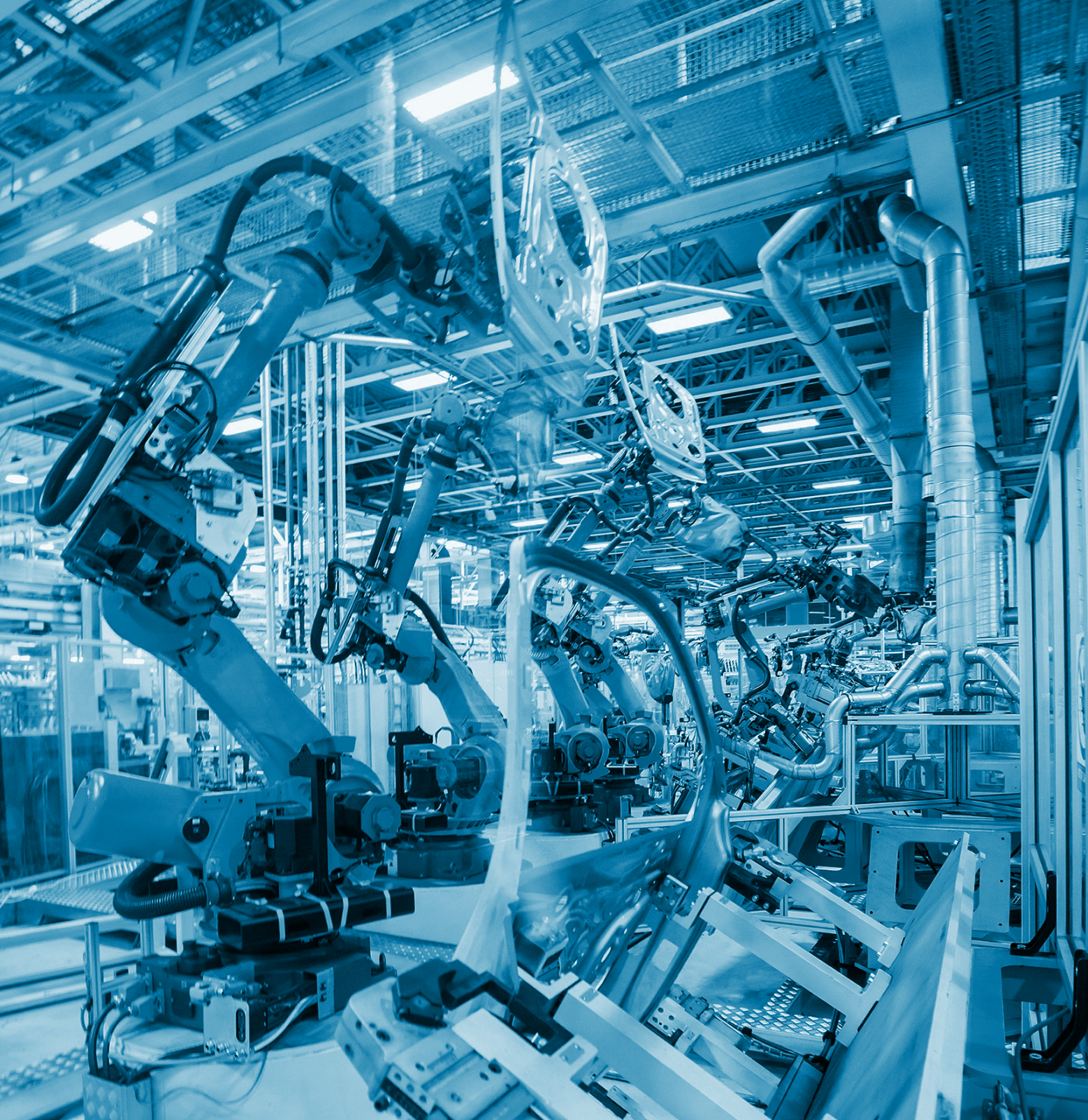
Does not have a clear strategy	36%
In the process of putting together a strategy	12%
Has a clear strategy however not using data	18%
Has a clear strategy in place and using data to track employee representation	33%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	31%
Leadership actively advocates for diversity and inclusion	25%
Leadership advocates and takes personal responsibility	28%
Leadership advocates, takes personal responsibility and uses data	16%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

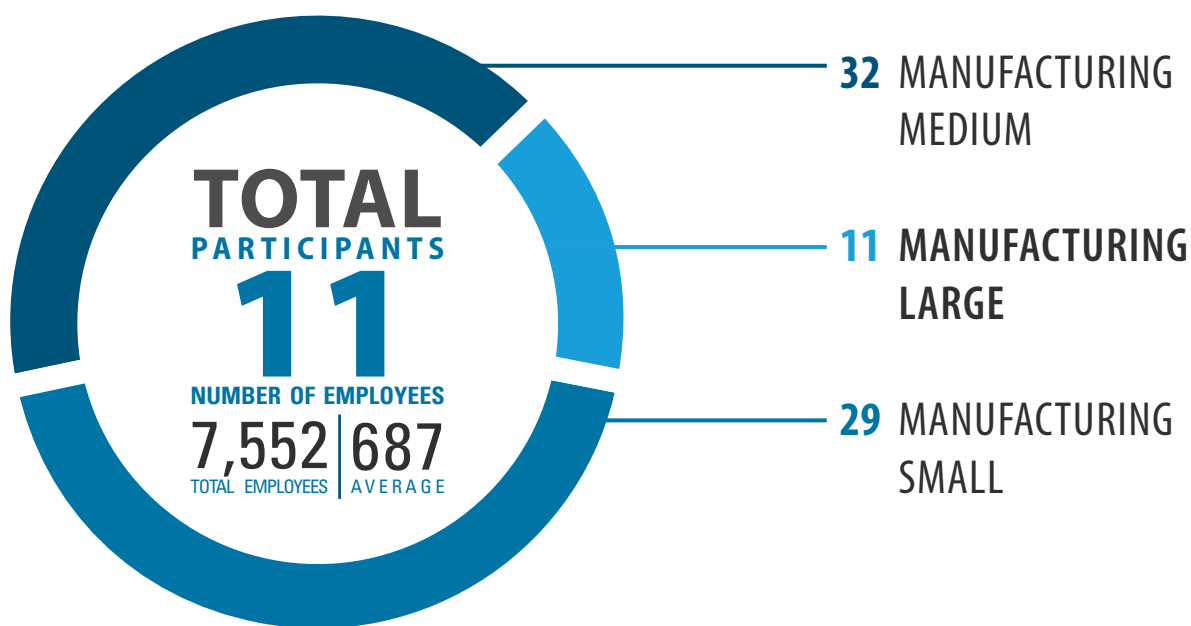
Organization does not have fully developed activities in place	63%
Developed activities are in place but not fully utilized by leadership and employees	17%
Developed activities are in place and are utilized by leadership and employees	20%
All of the above and leadership uses data to trace and report business value	0%



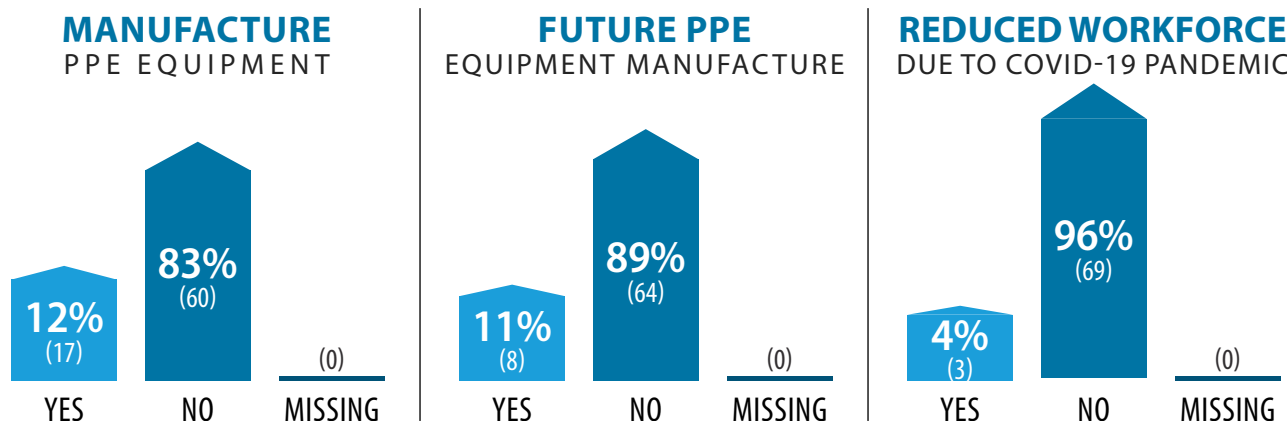
2021 BENEFITS REPORT FOR **LARGE MANUFACTURING**



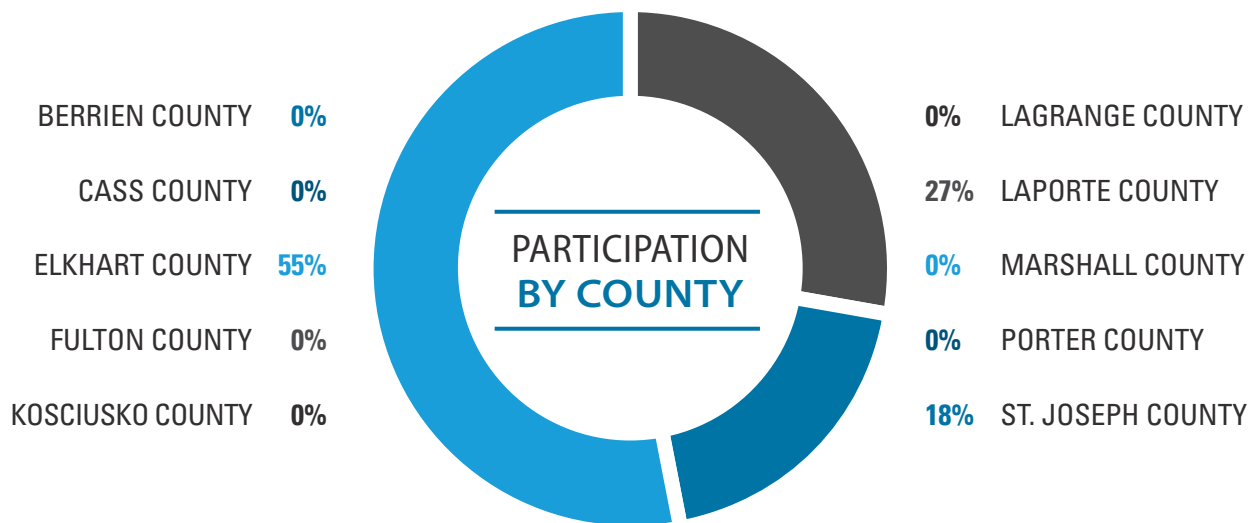
2021 BENEFITS REPORTED FOR LARGE MANUFACTURING



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE



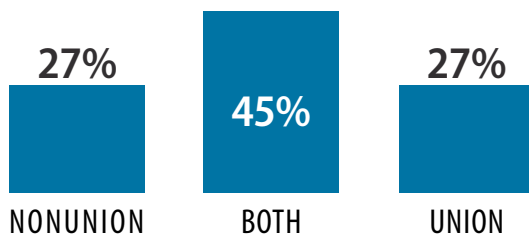
2021 BENEFITS REPORTED FOR LARGE MANUFACTURING



UNION PARTICIPATION AND WHERE MEMBERS WORK

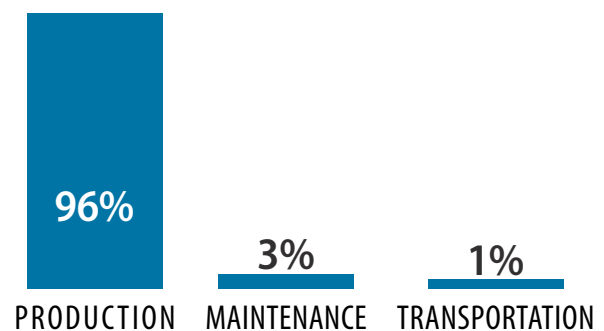
UNION PARTICIPATION

IN 2021 BENEFITS REPORT



UNION MEMBERS

PLACE OF WORK



2021 BENEFITS REPORTED FOR LARGE MANUFACTURING

Over 11 companies and organizations representing 7,552 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually		

Percentage of those companies offering these common holidays

New Years Day	100%	100%
New Years Eve	64%	64%
Martin Luther King Jr.	18%	18%
Lincoln's Birthday	0%	0%
Presidents Day	0%	0%
Washington's Birthday	0%	0%
Good Friday	73%	55%
Memorial Day	100%	100%
Independence Day	100%	100%
Labor Day	100%	100%
Columbus Day	9%	9%
Election Day	0%	0%
Floating Holiday	36%	27%
Veterans Day	18%	18%
Thanksgiving Day	100%	100%
Day After Thanksgiving	100%	100%
Christmas Eve	91%	91%
Christmas Day	100%	100%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		N/A
Day after Christmas		N/A
New Years Eve half day		N/A
Easter		N/A
Birthday		N/A
Work Anniversary		N/A

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	18%	27%
Average number of PTO days offered first year	4	9
Typical number of PTO days offered first year	N/A	10
Average number of carryover days per year	15	18

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	0
Typical number of years that must be worked to earn 5 days	1	0
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	2	N/A
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	4	4
Average number of years that must be worked to earn 20 days	10	10
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	13	13
Typical number of years that must be worked to earn more than 20 days	N/A	N/A

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	27%	45%
Average number of paid illness days offered annually	4	5
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	5	7
Typical number of paid illness days that may be accumulated	N/A	5

How soon after hire is employee eligible?

One to 30 days	33%	40%
One to three months	33%	20%
Three to six months	0%	20%
Six months to one year	33%	20%
After first year	0%	0%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	73%	73%
One to 30 days	38%	50%
One to three months	25%	25%
Three to six months	13%	13%
Six months to one year	13%	13%
After first year	13%	0%

Number of days offered

Average number of paid vacation days offered in first year	11	9
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	1	0
Typical number of years that must be worked to earn 5 days	1	0
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	0	0

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
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	15	15
Typical number of years that must be worked to earn 20 days	15	15
Average number of years that must be worked to earn more than 20 days	19	15
Typical number of years that must be worked to earn more than 20 days	N/A	N/A

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	18%	18%
Average number of personal days offered per year	2	2
Typical number of personal days offered in first year	N/A	N/A

How soon after hire may employee take personal days?

One to 30 days	100%	100%
One to three months	0%	0%
Three to six months	0%	0%
Six months to one year	0%	0%
After first year	0%	0%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	36%	36%
Maternal leave	0%	0%
Paternal leave	25%	25%
Both maternal and paternal leave	75%	75%
Average number of paid parental weeks offered per year	9	9
Typical number of paid parental weeks offered per year	12	12

PAID TIME OFF

PARENTAL LEAVE <i>continued</i>	HOURLY	SALARY
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How soon after hire may employee take parental leave?

One to 30 days	25%	50%
One to three months	50%	25%
Three to six months	25%	25%
Six months to one year	0%	0%
After first year	0%	0%

BEREAVEMENT LEAVE	HOURLY	SALARY
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 may employee eligible?

One to 30 days	60%	60%
One to three months	20%	20%
Three to six months	10%	10%
Six months to one year	10%	10%
After first year	0%	0%

COMPENSATION DURING JURY SERVICE	HOURLY	SALARY
Percentage of companies that pay employees during jury service	67%	78%
Percentage of those that pay regular wages plus payment from court	75%	50%
Percentage of those that pay regular wages minus payment from court	50%	50%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	100%	100%
Percentage of those companies reporting as self-insured	100%	100%
Percentage of those companies reporting as fully-funded	0%	0%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of those companies that offer a single plan	27%	18%
Percentage of those companies that offer multiple plans	73%	73%
Percentage of those companies that offer only standard plans	27%	27%
Percentage of those companies that offer both high-deductible and standard plans	64%	64%
Percentage of those companies that offer only high-deductible plans	9%	9%
Percentage of companies considering dropping health plan in coming year	0%	0%
Percentage having stop-loss coverage	91%	91%
Percentage using any form of benefits manager service	82%	82%
Percent using any price transparency tools	55%	55%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	36%	36%
Percentage of companies offering optional HSA or HRA plans	36%	36%
Percentage of companies with no HSA or HRA plan	27%	27%

Average company contribution to HSA/HRA account

For employee only plan	\$885.71	\$371.43
For family plan	\$1,800.00	\$771.43

Typical company contribution to HSA/HRA account

For employee only plan	\$500.00	\$500.00
For family plan	\$1,000.00	\$1,000.00

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,433.33	\$4,433.33
Average maximum annual out of pocket expense family	\$8,033.33	\$8,033.33

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$5,000.00	\$5,000.00
Average maximum annual out of pocket expense family	\$10,000.00	\$10,000.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	64%	64%
Average amount that may be earned	\$650.00	\$650.00
Typical amount that may be earned	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		82%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	30%	50%
One to three months	60%	40%
Three to six months	10%	10%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$146.68	\$162.80
Employee and spouse	\$389.32	\$423.69
Employee and child	\$395.06	\$424.47
Family	\$551.78	\$596.57
Average monthly premium paid by employer for each employee		
Employee only coverage	\$622.01	\$622.01
Employee and spouse	\$1,269.37	\$1,269.37
Employee and child	\$1,051.93	\$1,051.93
Family	\$1,747.30	\$1,747.30
Deductibles		
Average annual deductible per person	\$827.78	\$927.78
Typical annual deductible per person	\$750.00	\$750.00
Average annual deductible per family	\$1,877.78	\$2,077.78
Typical annual deductible per family	\$2,250.00	\$2,250.00
Copays and Limits		
Annual percentage of costs covered by insurance	65%	58%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$24.29	\$25.71
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$3,262.50	\$3,625.00
Family coverage	\$6,612.50	\$7,250.00

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
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Typical out of pocket limit

Single coverage	\$3,500.00	\$3,500.00
Family coverage	\$7,000.00	\$7,000.00

HIGH DEDUCTIBLE PLANS	HOURLY	SALARY
Percentage of companies offering high deductible insurance plans		73%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible

One to 30 days	38%	50%
One to three months	50%	38%
Three to six months	13%	13%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$70.63	\$70.63
Employee and spouse	\$228.77	\$228.77
Employee and child	\$173.95	\$173.95
Family	\$304.16	\$304.16

Average monthly premium paid by employer for each employee

Employee only coverage	\$673.89	\$673.89
Employee and spouse	\$1,629.65	\$1,420.17
Employee and child	\$1,402.65	\$1,225.60
Family	\$2,145.53	\$1,862.36

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$2,492.86	\$2,492.86
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$4,985.71	\$4,985.71
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Annual percentage of costs covered by insurance	60%	60%
Typical percentage of costs covered by insurance	20%	20%
Average copay for physician office visit	\$10.00	\$10.00
Typical copay for physician office visit	N/A	N/A

Average out of pocket limit

Single coverage	\$4,107.14	\$4,107.14
Family coverage	\$7,500.00	\$7,500.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family coverage	\$10,000.00	\$10,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	100%	100%
Percentage of all companies utilizing a Pharmacy Benefits Manager	80%	80%

Copays are:

Dollar amounts		80%
Percentages		20%

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$12.14	\$13.13
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$34.29	\$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	\$60.00	\$59.38
What is the typical employee copay for retail non-formulary	\$75.00	\$75.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$20.71	\$22.86
What is the typical employee copay for mail-order generic	\$20.00	\$20.00
What is the average employee copay for mail-order formulary	\$64.57	\$64.57
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	\$112.86	\$112.86
What is the typical employee copay for mail-order non-formulary	N/A	N/A

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	100%	100%
Percentage of those plans that cover orthodontic	100%	100%

How soon after hire is employee eligible for coverage?

One to 30 days	40%	36%
One to three months	50%	55%
Three to six months	10%	9%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$36.11	\$36.11
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,488.89	\$1,488.89
Typical annual limit single coverage	\$1,500.00	\$1,500.00
Average annual limit family coverage	\$1,488.89	\$1,488.89
Typical annual limit family coverage	\$1,500.00	\$1,500.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$11.05	\$12.31
Employee and spouse	\$25.51	\$28.02
Employee and child(ren)	\$27.67	\$30.18
Family	\$42.21	\$46.60
Average monthly premium paid by employer for		
Employee only coverage	\$11.01	\$11.01
Employee and spouse	\$22.27	\$22.27
Employee and child(ren)	\$28.74	\$28.74
Family	\$39.55	\$39.55
Typical monthly premium paid by employer for		
Employee only coverage	N/A	N/A
Employee and spouse	N/A	N/A
Employee and child(ren)	N/A	N/A
Family	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Percentage of Costs Covered		
Average of preventative costs covered	95%	95%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	68%	68%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	50%	50%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	82%	82%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	29%	29%

How soon after hire is employee eligible for coverage?

One to 30 days	33%	56%
One to three months	56%	33%
Three to six months	11%	11%
Six months to year	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$5.60	\$7.05
Employee and spouse	\$9.07	\$11.58
Employee and child(ren)	\$9.84	\$12.49
Family	\$14.82	\$18.92

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$3.50	\$3.50
Employee and spouse	\$5.12	\$5.12
Employee and child(ren)	\$5.78	\$5.78
Family	\$8.22	\$8.22

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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	18%	18%
Average amount Employer spends annually on on-site/near-site clinics	\$44,716.00	\$44,716.00
Percent on-site/near-site utilization based on total membership	55%	55%

TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	67%	67%
Average annual employer spend on Teledoc services	\$46,403.33	\$46,403.33
Percent Teledoc utilization based on total membership	20%	20%

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	91%	91%
Percentage of those plans that pay a set amount	36%	27%
Percentage of those plans that pay a percentage of salary	45%	55%

How soon after hire is employee eligible for coverage?

One to 30 days	30%	40%
One to three months	60%	50%
Three to six months	10%	10%
Six months to year	0%	0%
After first year	0%	0%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	91%	100%
Average percentage of wage employee receives while on short-term disability	76%	72%
Typical percentage of wages employee receives while on short-term disability	100%	100%
Average number of weeks employee receives payment	22	24
Typical number of weeks employee receives payment	26	26

How soon after hire is employee eligible for coverage?

One to 30 days	30%	45%
One to three months	40%	36%
Three to six months	10%	9%
Six months to year	0%	0%
After first year	20%	9%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	73%	91%
Average percentage of wages employee receives while on disability	63%	63%
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	50%	50%
One to three months	38%	30%
Three to six months	0%	10%
Six months to year	0%	0%
After first year	13%	10%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	80%	80%
Percentage of programs that are team based	50%	33%
Percentage of programs that are individual based	67%	50%

How soon after hire is employee eligible?

One to 30 days	80%	83%
One to three months	0%	0%
Three to six months	0%	0%
Six months to year	20%	17%
After first year	0%	0%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		64%
Average amount each worker receives	\$2,500.00	\$2,500.00

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		82%
Percentage of those companies that pay a shift differential		100%
Average second shift differential		\$0.96
Typical second shift differential		N/A
Average third shift differential		\$0.90
Typical third shift differential		\$1.00

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	18%	18%
Percentage of companies where the employee also contributes	50%	50%
Average age when employee is eligible to receive benefits	65	65
Typical age when employee is eligible to receive benefits	N/A	N/A

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	100%	100%
Average percentage of wages an employee may contribute to fund	76%	76%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	100%	100%
Average percentage of contribution the employer matches	22%	22%
Typical percentage of contribution the employer matches	2%	2%

Average percentage of contribution the company matches

51% of the first 5%

Percentage of companies where the match is guaranteed	73%	73%
Percentage of companies where the match is intended	27%	27%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS <i>continued</i>	HOURLY	SALARY
How soon after hire is employee eligible to participate?		
One to 30 days	45%	55%
One to three months	27%	18%
Three to six months	9%	9%
Six months to year	9%	9%
After first year	9%	9%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING	HOURLY	SALARY
Percentage of companies offering training or career development programs	64%	73%

How soon after hire is employee eligible to participate?

One to 30 days	71%	86%
One to three months	29%	14%
Three to six months	0%	0%
Six months to year	0%	0%
After first year	0%	0%

MENTORING	HOURLY	SALARY
Percentage of companies that offer mentoring for new employees	0%	18%

ORIENTATION	HOURLY	SALARY
Percentage of companies that offer orientation for new employees	82%	82%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	27%	55%
Casual dress (every day)	45%	27%
Onsite child day care services	0%	0%
Offsite child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	18%	18%
Discounted product purchases	45%	36%
Employee assistance programs	82%	82%
Emergency/sick child care	9%	9%
English as a second language assistance	9%	9%
Fitness center membership subsidy	64%	64%
Fitness center on site	9%	18%
Flex time	0%	9%
Flexible spending account	55%	45%
Job sharing	0%	0%
Informal recognition program	82%	73%
Open communication policy	64%	64%
Scholarships-employees/spouses/children	18%	9%
Smoking cessation programs	36%	36%
Smoke-free work environment	73%	64%
Telecommuting	18%	27%
Transit subsidy	9%	9%
Tutoring-employees/spouses/children	9%	0%
Wellness program, resources, and information	73%	73%
Employee resources group	27%	27%
Diversity programs	9%	9%
Sponsorship Programs	18%	18%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
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Percentage of companies that offer these workplace benefits

Management training	64%	73%
Other	0%	0%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	45%	64%
Percentage that require classes be job related to receive tuition assistance	50%	71%
Average percent of tuition reimbursement	75%	95%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	91%	82%
Percentage of companies that offer off-site career development programs	55%	82%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	18%	45%
Percentage of companies that offer apprenticeship programs	36%	18%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		91%

Which screening protocol is used

Five panel		90%
Seven panel		10%
DOT		0%
Other		0%

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	90%	90%

Current employees are screened

Randomly	33%	33%
After incident/injury	89%	89%
For cause	89%	89%

Employees who fail are

Dismissed	100%	100%
Referred to an EAP or counseling program	20%	20%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	0%	73%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	91%
Average raise given in preceding 12 months	4%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	100%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	73%
Total number of employees added in preceding six months	762
Average number of employees added in preceding six months	76

In 2021

Percentage of companies adding workers later in 2021	82%
Total anticipated increase later 2021	370
Average anticipated increase later in 2021	46
Percentage of companies expecting layoffs later in 2021	18%
Total anticipated layoffs later in 2021	70
Average anticipated layoffs later in 2021	23

In 2022

Percentage of companies adding workers later in 2022	75%
Total anticipated increase later 2022	190
Average anticipated increase later in 2022	63
Percentage of companies expecting layoffs later in 2022	11%
Total anticipated layoffs later in 2022	30
Average anticipated layoffs later in 2022	15
Annual turnover as a percentage of employees	28%

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	64%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	55%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	0%
Compliant and tracks EEO data	55%
Compliant, tracks, and exploring systemic talent relations	45%

DIVERSITY AND INCLUSION PROGRAMS

Does not have a clear strategy	36%
In the process of putting together a strategy	0%
Has a clear strategy however not using data	9%
Has a clear strategy in place and using data to track employee representation	55%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	18%
Leadership actively advocates for diversity and inclusion	18%
Leadership advocates and takes personal responsibility	18%
Leadership advocates, takes personal responsibility and uses data	45%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

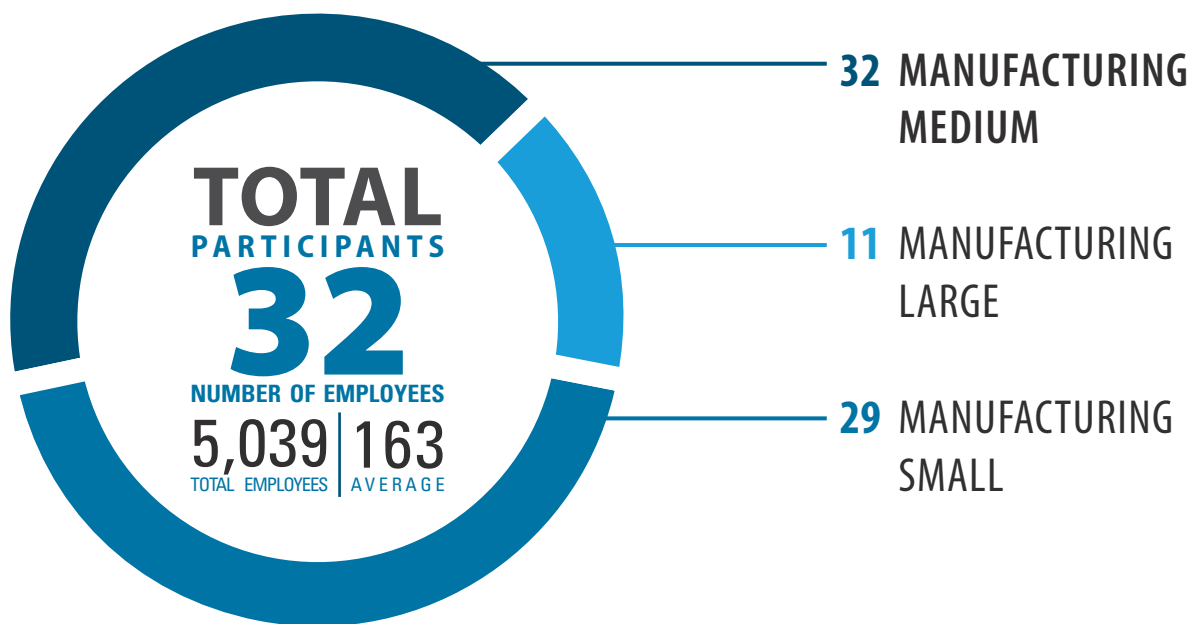
Organization does not have fully developed activities in place	56%
Developed activities are in place but not fully utilized by leadership and employees	22%
Developed activities are in place and are utilized by leadership and employees	22%
All of the above and leadership uses data to trace and report business value	0%



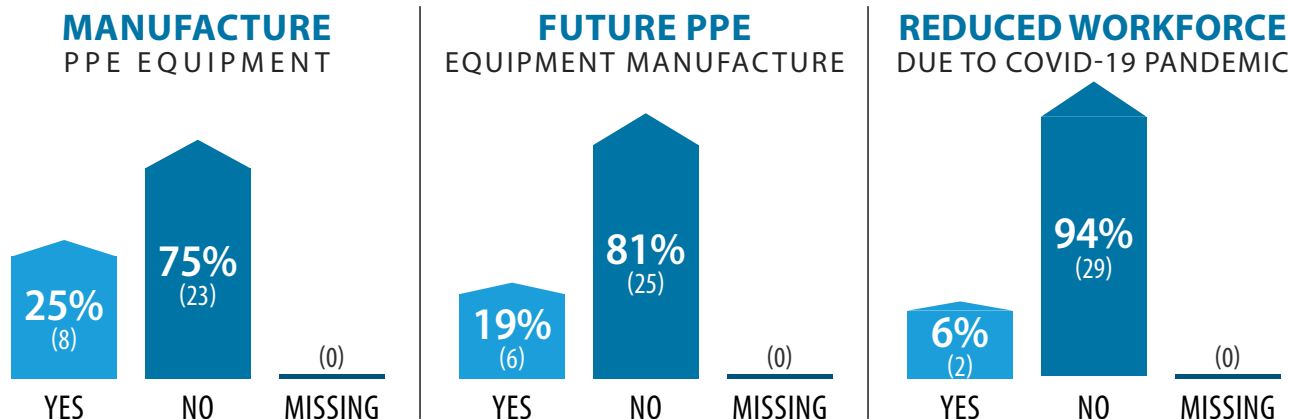
2021 BENEFITS REPORT FOR **MEDIUM MANUFACTURING**



2021 BENEFITS REPORTED FOR MEDIUM MANUFACTURING



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE



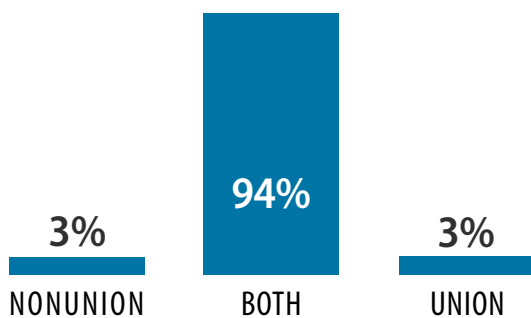
2021 BENEFITS REPORTED FOR MEDIUM MANUFACTURING



UNION PARTICIPATION AND WHERE MEMBERS WORK

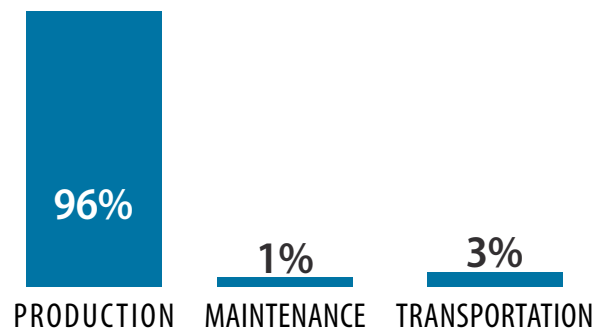
UNION PARTICIPATION

IN 2021 BENEFITS REPORT



UNION MEMBERS

PLACE OF WORK



2021 BENEFITS REPORTED FOR MEDIUM MANUFACTURING

Over 32 companies and organizations representing 5,039 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	97%	94%
Typical number of paid holidays offered annually	18	16

Percentage of those companies offering these common holidays

New Years Day	100%	93%
New Years Eve	47%	41%
Martin Luther King Jr.	7%	3%
Lincoln's Birthday	3%	0%
Presidents Day	10%	7%
Washington's Birthday	3%	0%
Good Friday	50%	52%
Memorial Day	97%	93%
Independence Day	97%	93%
Labor Day	97%	93%
Columbus Day	7%	0%
Election Day	10%	7%
Floating Holiday	27%	28%
Veterans Day	3%	0%
Thanksgiving Day	97%	93%
Day After Thanksgiving	73%	72%
Christmas Eve	67%	62%
Christmas Day	93%	86%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		N/A
Day after Christmas		N/A
New Years Eve half day		N/A
Easter		N/A
Birthday		N/A
Work Anniversary		N/A

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	42%	45%
Average number of PTO days offered first year	18	21
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	6	3

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	5	1
Typical number of years that must be worked to earn 5 days	0	1
Average number of years that must be worked to earn 10 days	3	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	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	9	8
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	12	11
Typical number of years that must be worked to earn more than 20 days	20	10

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	83%	75%
Average number of paid illness days offered annually	3	4
Typical number of paid illness days offered per year	3	5
Average maximum number of illness days that may be accumulated	3	4
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	33%	45%
One to three months	50%	35%
Three to six months	11%	10%
Six months to one year	6%	5%
After first year	0%	5%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	70%	67%
One to 30 days	24%	24%
One to three months	33%	33%
Three to six months	19%	19%
Six months to one year	10%	10%
After first year	14%	14%

Number of days offered

Average number of paid vacation days offered in first year	10	10
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	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	2	2

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
Average number of years that must be worked to earn 15 days	8	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	12	11
Typical number of years that must be worked to earn 20 days	15	10
Average number of years that must be worked to earn more than 20 days	14	12
Typical number of years that must be worked to earn more than 20 days	20	10

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	6%	61%
Average number of personal days offered per year	5	6
Typical number of personal days offered in first year	6	5

How soon after hire may employee take personal days?

One to 30 days	33%	45%
One to three months	50%	35%
Three to six months	11%	10%
Six months to one year	6%	5%
After first year	0%	5%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	32%	29%
Maternal leave	10%	10%
Paternal leave	30%	30%
Both maternal and paternal leave	60%	60%
Average number of paid parental weeks offered per year	6	7
Typical number of paid parental weeks offered per year	12	12

PAID TIME OFF

PARENTAL LEAVE <i>continued</i>	HOURLY	SALARY
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How soon after hire may employee take parental leave?

One to 30 days	22%	22%
One to three months	44%	44%
Three to six months	11%	11%
Six months to one year	0%	0%
After first year	22%	22%

BEREAVEMENT LEAVE	HOURLY	SALARY
Percentage of companies offering paid bereavement leave	97%	97%
Average number of bereavement days offered annually	3	4
Typical number of bereavement days offered annually	3	3

How soon after hire may employee eligible?

One to 30 days	50%	48%
One to three months	32%	34%
Three to six months	18%	14%
Six months to one year	0%	3%
After first year	0%	0%

COMPENSATION DURING JURY SERVICE	HOURLY	SALARY
Percentage of companies that pay employees during jury service	60%	63%
Percentage of those that pay regular wages plus payment from court	53%	50%
Percentage of those that pay regular wages minus payment from court	47%	50%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	97%	93%
Percentage of those companies reporting as self-insured	76%	76%
Percentage of those companies reporting as fully-funded	24%	24%
Percentage of those offering health insurance to families and children	97%	93%
Percentage of those companies that offer a single plan	47%	47%
Percentage of those companies that offer multiple plans	53%	53%
Percentage of those companies that offer only standard plans	42%	43%
Percentage of those companies that offer both high-deductible and standard plans	50%	48%
Percentage of those companies that offer only high-deductible plans	8%	9%
Percentage of companies considering dropping health plan in coming year	7%	7%
Percentage having stop-loss coverage	86%	86%
Percentage using any form of benefits manager service	61%	61%
Percent using any price transparency tools	36%	36%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	17%	17%
Percentage of companies offering optional HSA or HRA plans	38%	38%
Percentage of companies with no HSA or HRA plan	46%	46%

Average company contribution to HSA/HRA account

For employee only plan	\$735.33	\$777.33
For family plan	\$1,157.33	\$1,157.33

Typical company contribution to HSA/HRA account

For employee only plan	N/A	N/A
For family plan	N/A	N/A

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,446.44	\$3,488.44
Average maximum annual out of pocket expense family	\$6,538.44	\$6,538.44

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,000.00	\$4,000.00
Average maximum annual out of pocket expense family	\$5,600.00	\$5,600.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	29%	29%
Average amount that may be earned	\$590.83	\$590.83
Typical amount that may be earned	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		93%
Percentage of those plans that offer family coverage	100%	96%

How soon after hire is employee eligible?

One to 30 days	9%	13%
One to three months	70%	65%
Three to six months	22%	22%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
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Average monthly premium paid by employee for

Employee only coverage	\$80.24	\$87.80
Employee and spouse	\$233.40	\$238.15
Employee and child	\$198.81	\$214.27
Family	\$351.43	\$359.06

Average monthly premium paid by employer for each employee

Employee only coverage	\$446.07	\$456.19
Employee and spouse	\$917.58	\$922.08
Employee and child	\$843.89	\$848.45
Family	\$1,207.70	\$1,212.20

Deductibles

Average annual deductible per person	\$1,815.25	\$1,590.25
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,643.10	\$3,214.52
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Annual percentage of costs covered by insurance	66%	66%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$21.50	\$23.00
Typical copay for physician office visit	\$30.00	\$30.00

Average out of pocket limit

Single coverage	\$4,457.38	\$4,321.67
Family coverage	\$8,764.52	\$8,493.10

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
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Typical out of pocket limit

Single coverage	\$2,500.00	\$2,500.00
Family coverage	\$6,000.00	\$6,000.00

HIGH DEDUCTIBLE PLANS	HOURLY	SALARY
Percentage of companies offering high deductible insurance plans		60%
Percentage of those plans that offer family coverage	92%	92%

How soon after hire is employee eligible

One to 30 days	0%	8%
One to three months	92%	85%
Three to six months	8%	8%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$92.22	\$90.41
Employee and spouse	\$267.12	\$265.79
Employee and child	\$205.16	\$203.56
Family	\$366.33	\$365.12

Average monthly premium paid by employer for each employee

Employee only coverage	\$526.35	\$528.38
Employee and spouse	\$977.17	\$978.67
Employee and child	\$905.07	\$906.87
Family	\$1,267.40	\$1,268.67

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$2,390.00	\$2,390.00
Typical annual deductible per person	\$2,000.00	\$2,000.00
Average annual deductible per family	\$4,660.00	\$4,660.00
Typical annual deductible per family	\$5,600.00	\$5,600.00

Copays and Limits

Annual percentage of costs covered by insurance	89%	89%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$12.75	\$12.75
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$3,765.00	\$3,765.00
Family coverage	\$7,065.00	\$7,065.00

Typical out of pocket limit

Single coverage	\$4,000.00	\$4,000.00
Family coverage	\$6,000.00	\$6,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	83%	83%
Percentage of all companies utilizing a Pharmacy Benefits Manager	33%	33%

Copays are:

Dollar amounts		94%
Percentages		6%

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$13.01	\$12.68
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$36.79	\$35.35
What is the typical employee copay for retail formulary	\$35.00	\$20.00
What is the average employee copay for retail non-formulary	\$50.02	\$56.94
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	\$26.16	\$26.16
What is the typical employee copay for mail-order generic	\$10.00	\$10.00
What is the average employee copay for mail-order formulary	\$70.94	\$70.94
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	\$100.29	\$100.29
What is the typical employee copay for mail-order non-formulary	\$200.00	\$200.00

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	77%	77%
Percentage of those plans that cover orthodontic	59%	71%

How soon after hire is employee eligible for coverage?

One to 30 days	6%	18%
One to three months	76%	65%
Three to six months	18%	18%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
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Deductibles and Limits

Average annual deductible	\$47.14	\$52.50
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,242.86	\$1,225.00
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,434.62	\$1,415.38
Typical annual limit family coverage	\$1,000.00	\$1,000.00

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$20.30	\$17.91
Employee and spouse	\$41.39	\$36.26
Employee and child(ren)	\$48.11	\$43.00
Family	\$70.49	\$62.26

Average monthly premium paid by employer for

Employee only coverage	\$13.40	\$13.40
Employee and spouse	\$26.79	\$26.79
Employee and child(ren)	\$29.35	\$29.35
Family	\$44.87	\$44.87

Typical monthly premium paid by employer for

Employee only coverage	N/A	N/A
Employee and spouse	N/A	N/A
Employee and child(ren)	N/A	N/A
Family	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Percentage of Costs Covered		
Average of preventative costs covered	96%	96%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	79%	79%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	50%	50%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	86%	86%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	29%	29%

How soon after hire is employee eligible for coverage?

One to 30 days	6%	17%
One to three months	72%	61%
Three to six months	22%	22%
Six months to year	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$5.76	\$5.76
Employee and spouse	\$11.53	\$11.53
Employee and child(ren)	\$12.06	\$12.08
Family	\$17.54	\$16.82

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
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Average monthly premium paid by employer for

Employee only coverage	\$1.80	\$1.80
Employee and spouse	\$3.32	\$3.32
Employee and child(ren)	\$3.23	\$3.23
Family	\$5.50	\$5.50

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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	14%	14%
Average amount Employer spends annually on on-site/near-site clinics	\$106,000.00	\$106,000.00
Percent on-site/near-site utilization based on total membership	100%	100%

TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	71%	71%
Average annual employer spend on Teledoc services	\$106,000.00	\$106,000.00
Percent Teledoc utilization based on total membership	100%	100%

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	95%	90%
Percentage of those plans that pay a set amount	90%	71%
Percentage of those plans that pay a percentage of salary	6%	19%

How soon after hire is employee eligible for coverage?

One to 30 days	5%	15%
One to three months	70%	65%
Three to six months	20%	15%
Six months to year	0%	0%
After first year	5%	5%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	86%	86%
Average percentage of wage employee receives while on short-term disability	60%	68%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	17	16
Typical number of weeks employee receives payment	13	13

How soon after hire is employee eligible for coverage?

One to 30 days	11%	17%
One to three months	44%	39%
Three to six months	28%	28%
Six months to year	11%	11%
After first year	6%	6%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	52%	48%
Average percentage of wages employee receives while on disability	61%	61%
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	9%	9%
One to three months	55%	55%
Three to six months	18%	18%
Six months to year	9%	9%
After first year	9%	9%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	80%	60%
Percentage of programs that are team based	89%	57%
Percentage of programs that are individual based	33%	57%

How soon after hire is employee eligible?

One to 30 days	33%	43%
One to three months	33%	14%
Three to six months	22%	29%
Six months to year	0%	0%
After first year	11%	14%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		50%
Average amount each worker receives	\$1,143.83	\$4,616.00

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		65%
Percentage of those companies that pay a shift differential		100%
Average second shift differential		\$0.98
Typical second shift differential		\$0.50
Average third shift differential		\$1.34
Typical third shift differential		\$0.75

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	14%	14%
Percentage of companies where the employee also contributes	25%	25%
Average age when employee is eligible to receive benefits	61	61
Typical age when employee is eligible to receive benefits	N/A	N/A

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	90%	86%
Average percentage of wages an employee may contribute to fund	54%	54%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	74%	74%
Average percentage of contribution the employer matches	29%	29%
Typical percentage of contribution the employer matches	3%	3%

Average percentage of contribution the company matches

46% of the first 4%

Percentage of companies where the match is guaranteed	71%	71%
Percentage of companies where the match is intended	29%	29%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS <i>continued</i>	HOURLY	SALARY
How soon after hire is employee eligible to participate?		
One to 30 days	16%	16%
One to three months	21%	21%
Three to six months	21%	21%
Six months to year	21%	21%
After first year	21%	21%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING	HOURLY	SALARY
Percentage of companies offering training or career development programs	55%	55%

How soon after hire is employee eligible to participate?

One to 30 days	73%	75%
One to three months	9%	8%
Three to six months	0%	0%
Six months to year	9%	8%
After first year	9%	8%

MENTORING	HOURLY	SALARY
Percentage of companies that offer mentoring for new employees	19%	23%

ORIENTATION	HOURLY	SALARY
Percentage of companies that offer orientation for new employees	65%	58%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	16%	22%
Casual dress (every day)	45%	41%
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	14%	14%
Employee assistance programs	29%	28%
Emergency/sick child care	0	0
English as a second language assistance	6%	4%
Fitness center membership subsidy	12%	12%
Fitness center on site	4%	4%
Flex time	7%	11%
Flexible spending account	12%	12%
Job sharing	3%	3%
Informal recognition program	20%	19%
Open communication policy	22%	22%
Scholarships-employees/spouses/children	11%	11%
Smoking cessation programs	15%	15%
Smoke-free work environment	20%	20%
Telecommuting	4%	7%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources, and information	10%	10%
Employee resources group	1%	1%
Diversity programs	4%	4%
Sponsorship Programs	1%	1%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
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Percentage of companies that offer these workplace benefits

Management training	13%	13%
Other	0%	0%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	48%	48%
Percentage that require classes be job related to receive tuition assistance	70%	70%
Average percent of tuition reimbursement	74%	74%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	58%	58%
Percentage of companies that offer off-site career development programs	39%	42%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	19%	19%
Percentage of companies that offer apprenticeship programs	16%	6%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		86%

Which screening protocol is used

Five panel		61%
Seven panel		22%
DOT		0%
Other		17%

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	94%	89%

Current employees are screened

Randomly	38%	31%
After incident/injury	88%	88%
For cause	88%	88%

Employees who fail are

Dismissed	75%	69%
Referred to an EAP or counseling program	73%	73%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	20%	50%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	90%
Average raise given in preceding 12 months	4%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	95%
Average raise planned in next 12 months	4%
Typical increase planned in next 12 months	3%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	68%
Total number of employees added in preceding six months	387
Average number of employees added in preceding six months	20

In 2021

Percentage of companies adding workers later in 2021	90%
Total anticipated increase later 2021	387
Average anticipated increase later in 2021	35
Percentage of companies expecting layoffs later in 2021	18%
Total anticipated layoffs later in 2021	70
Average anticipated layoffs later in 2021	0

In 2022

Percentage of companies adding workers later in 2022	75%
Total anticipated increase later 2022	210
Average anticipated increase later in 2022	23
Percentage of companies expecting layoffs later in 2022	0%
Total anticipated layoffs later in 2022	0
Average anticipated layoffs later in 2022	0
Annual turnover as a percentage of employees	36%

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	50%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	20%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	27%
Compliant and tracks EEO data	64%
Compliant, tracks, and exploring systemic talent relations	9%

DIVERSITY AND INCLUSION PROGRAMS

Does not have a clear strategy	40%
In the process of putting together a strategy	30%
Has a clear strategy however not using data	10%
Has a clear strategy in place and using data to track employee representation	20%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	44%
Leadership actively advocates for diversity and inclusion	33%
Leadership advocates and takes personal responsibility	22%
Leadership advocates, takes personal responsibility and uses data	0%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

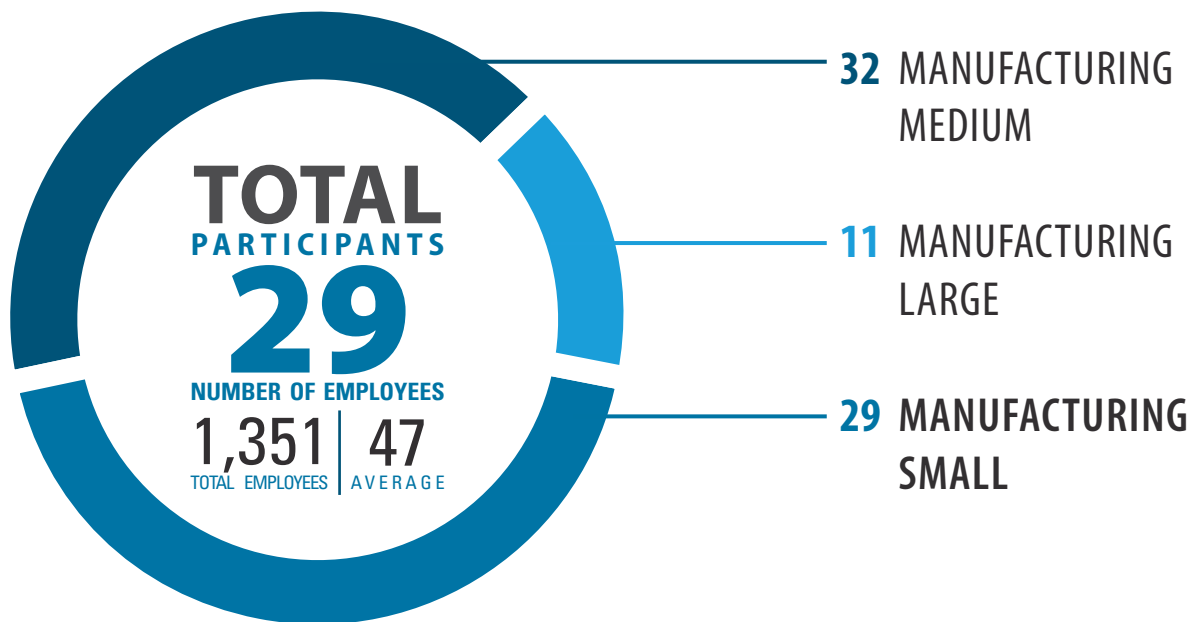
Organization does not have fully developed activities in place	67%
Developed activities are in place but not fully utilized by leadership and employees	11%
Developed activities are in place and are utilized by leadership and employees	22%
All of the above and leadership uses data to trace and report business value	0%



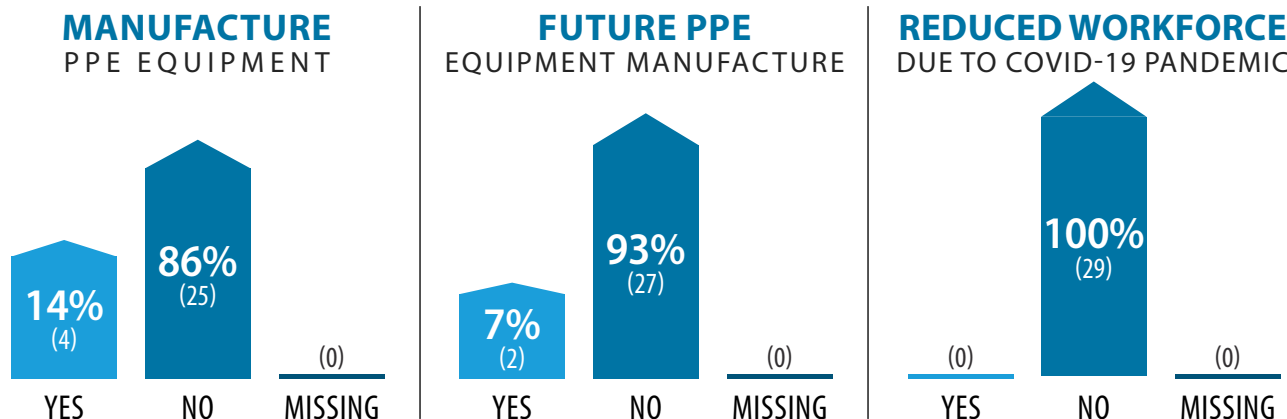
2021 BENEFITS REPORT FOR **SMALL MANUFACTURING**



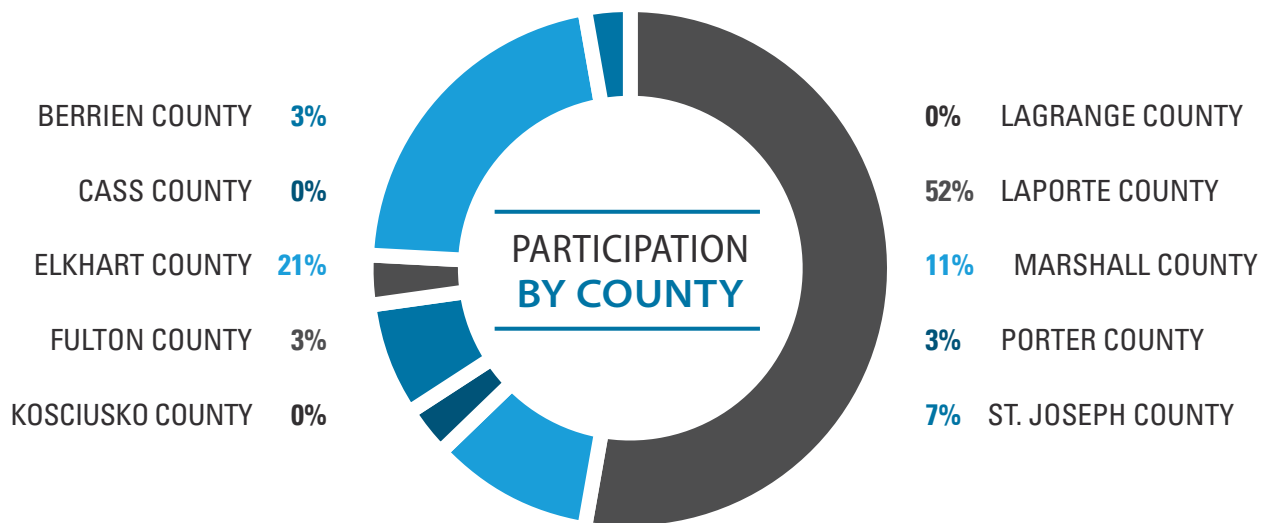
2021 BENEFITS REPORTED FOR SMALL MANUFACTURING



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE



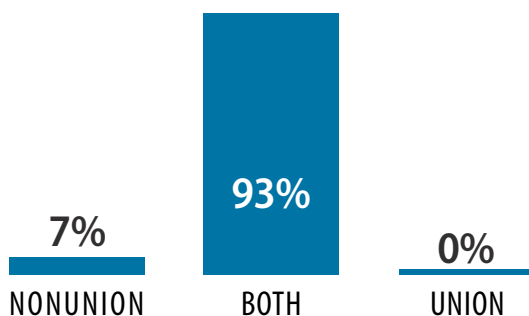
2021 BENEFITS REPORTED FOR SMALL MANUFACTURING



UNION PARTICIPATION AND WHERE MEMBERS WORK

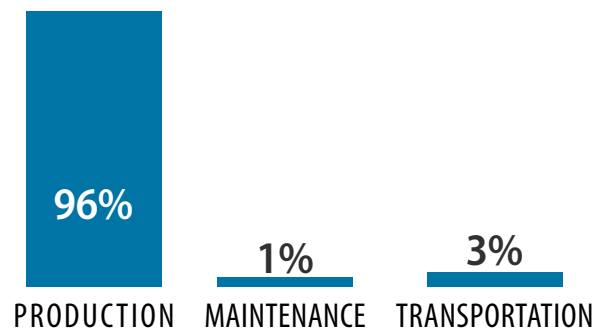
UNION PARTICIPATION

IN 2021 BENEFITS REPORT



UNION MEMBERS

PLACE OF WORK



2021 BENEFITS REPORTED FOR SMALL MANUFACTURING

Over 29 companies and organizations representing 1,351 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually	18	16

Percentage of those companies offering these common holidays

New Years Day	90%	79%
New Years Eve	53%	48%
Martin Luther King Jr.	0%	0%
Lincoln's Birthday	0%	0%
Presidents Day	0%	0%
Washington's Birthday	3%	0%
Good Friday	50%	45%
Memorial Day	93%	79%
Independence Day	93%	79%
Labor Day	87%	76%
Columbus Day	0%	0%
Election Day	3%	3%
Floating Holiday	30%	24%
Veterans Day	0%	0%
Thanksgiving Day	93%	79%
Day After Thanksgiving	60%	66%
Christmas Eve	73%	66%
Christmas Day	90%	79%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		1
Day after Christmas		N/A
New Years Eve half day		N/A
Easter		N/A
Birthday		N/A
Work Anniversary		N/A

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	29%	29%
Average number of PTO days offered first year	14	10
Typical number of PTO days offered first year	5	1
Average number of carryover days per year	2	3

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	3	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	1	2
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	8	8
Typical number of years that must be worked to earn 20 days	5	5
Average number of years that must be worked to earn more than 20 days	14	14
Typical number of years that must be worked to earn more than 20 days	10	10

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	22%	33%
Average number of paid illness days offered annually	2	4
Typical number of paid illness days offered per year	0	4
Average maximum number of illness days that may be accumulated	3	9
Typical number of paid illness days that may be accumulated	0	4

How soon after hire is employee eligible?

One to 30 days	33%	50%
One to three months	50%	38%
Three to six months	0%	13%
Six months to one year	0%	0%
After first year	17%	0%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	85%	85%
One to 30 days	18%	38%
One to three months	18%	19%
Three to six months	9%	10%
Six months to one year	9%	5%
After first year	45%	29%

Number of days offered

Average number of paid vacation days offered in first year	5	7
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	2	2
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	3
Typical number of years that must be worked to earn 10 days	3	1

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
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	5	5
Average number of years that must be worked to earn 20 days	15	15
Typical number of years that must be worked to earn 20 days	15	10
Average number of years that must be worked to earn more than 20 days	19	21
Typical number of years that must be worked to earn more than 20 days	25	25

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	41%	52%
Average number of personal days offered per year	7	6
Typical number of personal days offered in first year	10	5

How soon after hire may employee take personal days?

One to 30 days	15%	31%
One to three months	46%	31%
Three to six months	15%	8%
Six months to one year	0%	0%
After first year	23%	31%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	11%	11%
Maternal leave	33%	33%
Paternal leave	56%	56%
Both maternal and paternal leave	8	8
Average number of paid parental weeks offered per year	2	2
Typical number of paid parental weeks offered per year	12	12

PAID TIME OFF

PARENTAL LEAVE <i>continued</i>	HOURLY	SALARY
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How soon after hire may employee take parental leave?

One to 30 days	33%	33%
One to three months	11%	11%
Three to six months	11%	11%
Six months to one year	0%	0%
After first year	44%	44%

BEREAVEMENT LEAVE	HOURLY	SALARY
Percentage of companies offering paid bereavement leave	100%	100%
Average number of bereavement days offered annually	2	3
Typical number of bereavement days offered annually	3	3

How soon after hire may employee eligible?

One to 30 days	48%	55%
One to three months	26%	23%
Three to six months	22%	18%
Six months to one year	4%	5%
After first year	0%	0%

COMPENSATION DURING JURY SERVICE	HOURLY	SALARY
Percentage of companies that pay employees during jury service	67%	63%
Percentage of those that pay regular wages plus payment from court	40%	75%
Percentage of those that pay regular wages minus payment from court	60%	25%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	96%	93%
Percentage of those companies reporting as self-insured	50%	50%
Percentage of those companies reporting as fully-funded	50%	50%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of those companies that offer a single plan	56%	52%
Percentage of those companies that offer multiple plans	44%	48%
Percentage of those companies that offer only standard plans	50%	53%
Percentage of those companies that offer both high-deductible and standard plans	31%	27%
Percentage of those companies that offer only high-deductible plans	19%	20%
Percentage of companies considering dropping health plan in coming year	4%	4%
Percentage having stop-loss coverage	50%	50%
Percentage using any form of benefits manager service	36%	36%
Percent using any price transparency tools	17%	17%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	67%	62%
Percentage of companies offering optional HSA or HRA plans	33%	38%
Percentage of companies with no HSA or HRA plan	0%	0%

Average company contribution to HSA/HRA account

For employee only plan	\$1,342.25	\$1,000.54
For family plan	\$2,110.40	\$1,464.00

Typical company contribution to HSA/HRA account

For employee only plan	\$0.00	\$0.00
For family plan	\$0.00	\$0.00

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,875.00	\$4,428.57
Average maximum annual out of pocket expense family	\$9,750.00	\$9,750.00

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$5,000.00	\$5,000.00
Average maximum annual out of pocket expense family	\$10,000.00	\$10,000.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	29%	33%
Average amount that may be earned	\$220.25	\$370.25
Typical amount that may be earned	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		71%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	11%	17%
One to three months	67%	61%
Three to six months	22%	22%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$118.35	\$109.53
Employee and spouse	\$245.24	\$247.90
Employee and child	\$240.84	\$243.73
Family	\$360.46	\$373.15
Average monthly premium paid by employer for each employee		
Employee only coverage	\$466.17	\$396.29
Employee and spouse	\$761.81	\$721.50
Employee and child	\$705.57	\$659.63
Family	\$1,034.04	\$1,020.95
Deductibles		
Average annual deductible per person	\$2,038.46	\$2,076.92
Typical annual deductible per person	\$500.00	\$2,500.00
Average annual deductible per family	\$4,692.31	\$4,884.62
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Annual percentage of costs covered by insurance	53%	53%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.42	\$24.58
Typical copay for physician office visit	\$30.00	\$30.00
Average out of pocket limit		
Single coverage	\$4,911.54	\$4,917.86
Family coverage	\$10,746.15	\$10,692.86

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
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Typical out of pocket limit

Single coverage	\$6,000.00	\$6,000.00
Family coverage	\$12,000.00	\$12,000.00

HIGH DEDUCTIBLE PLANS	HOURLY	SALARY
Percentage of companies offering high deductible insurance plans		48%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible

One to 30 days	25%	33%
One to three months	63%	56%
Three to six months	13%	11%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$96.77	\$98.76
Employee and spouse	\$238.59	\$238.65
Employee and child	\$170.25	\$175.56
Family	\$318.94	\$320.77

Average monthly premium paid by employer for each employee

Employee only coverage	\$508.29	\$353.12
Employee and spouse	\$725.66	\$621.49
Employee and child	\$631.14	\$525.95
Family	\$1,001.76	\$834.80

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$3,581.25	\$3,905.56
Typical annual deductible per person	\$1,400.00	\$1,400.00
Average annual deductible per family	\$6,328.57	\$6,162.50
Typical annual deductible per family	\$2,800.00	\$2,800.00

Copays and Limits

Annual percentage of costs covered by insurance	51%	54%
Typical percentage of costs covered by insurance	20%	80%
Average copay for physician office visit	\$6.04	\$6.04
Typical copay for physician office visit	\$0.00	\$0.00

Average out of pocket limit

Single coverage	\$4,656.25	\$4,694.44
Family coverage	\$10,071.43	\$10,062.50

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family coverage	\$10,000.00	\$10,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	86%	86%
Percentage of all companies utilizing a Pharmacy Benefits Manager	22%	22%

Copays are:

Dollar amounts		83%
Percentages		17%

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$17.08	\$17.27
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$38.75	\$39.09
What is the typical employee copay for retail formulary	\$35.00	\$35.00
What is the average employee copay for retail non-formulary	\$74.55	\$74.50
What is the typical employee copay for retail non-formulary	\$75.00	\$75.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$48.50	\$26.11
What is the typical employee copay for mail-order generic	\$25.00	\$25.00
What is the average employee copay for mail-order formulary	\$78.89	\$78.89
What is the typical employee copay for mail-order formulary	\$100.00	\$100.00
What is the average employee copay for mail-order non-formulary	\$167.81	\$149.17
What is the typical employee copay for mail-order non-formulary	N/A	\$0.00

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	67%	67%
Percentage of those plans that cover orthodontic	64%	64%

How soon after hire is employee eligible for coverage?

One to 30 days	14%	21%
One to three months	71%	64%
Three to six months	14%	14%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$46.36	\$46.36
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,305.56	\$1,325.00
Typical annual limit single coverage	\$1,000.00	\$1,500.00
Average annual limit family coverage	\$1,333.33	\$1,333.33
Typical annual limit family coverage	\$1,500.00	\$1,500.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$12.89	\$14.19
Employee and spouse	\$25.90	\$26.75
Employee and child(ren)	\$27.94	\$31.24
Family	\$45.40	\$46.36
Average monthly premium paid by employer for		
Employee only coverage	\$8.34	\$8.34
Employee and spouse	\$16.42	\$16.42
Employee and child(ren)	\$16.34	\$16.34
Family	\$25.83	\$25.83
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

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
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Percentage of Costs Covered

Average of preventative costs covered	88%	88%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	63%	63%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	45%	45%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	86%	86%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	8%	8%

How soon after hire is employee eligible for coverage?

One to 30 days	22%	28%
One to three months	67%	61%
Three to six months	11%	11%
Six months to year	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$4.03	\$5.00
Employee and spouse	\$9.23	\$10.18
Employee and child(ren)	\$8.06	\$10.62
Family	\$14.77	\$16.46

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$2.90	\$1.92
Employee and spouse	\$4.69	\$3.89
Employee and child(ren)	\$4.78	\$3.98
Family	\$6.93	\$6.13

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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	5%	5%
Average amount Employer spends annually on on-site/near-site clinics	\$50,000.00	\$50,000.00
Percent on-site/near-site utilization based on total membership	N/A	N/A

TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	52%	52%
Average annual employer spend on Teledoc services	\$0.00	\$0.00
Percent Teledoc utilization based on total membership	N/A	N/A

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	81%	81%
Percentage of those plans that pay a set amount	67%	62%
Percentage of those plans that pay a percentage of salary	14%	19%

How soon after hire is employee eligible for coverage?

One to 30 days	24%	24%
One to three months	65%	65%
Three to six months	12%	12%
Six months to year	0%	0%
After first year	0%	0%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	52%	52%
Average percentage of wage employee receives while on short-term disability	56%	62%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	16	16
Typical number of weeks employee receives payment	12	12

How soon after hire is employee eligible for coverage?

One to 30 days	15%	15%
One to three months	54%	69%
Three to six months	15%	15%
Six months to year	8%	0%
After first year	8%	0%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	48%	52%
Average percentage of wages employee receives while on disability	61%	63%
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	10%	9%
One to three months	70%	82%
Three to six months	10%	9%
Six months to year	0%	0%
After first year	10%	0%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	67%	67%
Percentage of programs that are team based	75%	50%
Percentage of programs that are individual based	63%	63%

How soon after hire is employee eligible?

One to 30 days	0%	0%
One to three months	43%	38%
Three to six months	29%	25%
Six months to year	0%	0%
After first year	29%	38%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		43%
Average amount each worker receives	\$729.00	\$650.83

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		43%
Percentage of those companies that pay a shift differential		82%
Average second shift differential		\$0.93
Typical second shift differential		N/A
Average third shift differential		\$1.11
Typical third shift differential		N/A

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	10%	5%
Percentage of companies where the employee also contributes	33%	33%
Average age when employee is eligible to receive benefits	58	59
Typical age when employee is eligible to receive benefits	N/A	N/A

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	76%	81%
Average percentage of wages an employee may contribute to fund	74%	70%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	88%	94%
Average percentage of contribution the employer matches	28%	28%
Typical percentage of contribution the employer matches	100%	100%

Average percentage of contribution the company matches

40% of the first 10%

Percentage of companies where the match is guaranteed	100%	100%
Percentage of companies where the match is intended	0%	0%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS <i>continued</i>	HOURLY	SALARY
How soon after hire is employee eligible to participate?		
One to 30 days	13%	12%
One to three months	31%	35%
Three to six months	13%	12%
Six months to year	19%	18%
After first year	25%	24%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING	HOURLY	SALARY
Percentage of companies offering training or career development programs	48%	52%

How soon after hire is employee eligible to participate?

One to 30 days	27%	27%
One to three months	36%	36%
Three to six months	0%	0%
Six months to year	9%	9%
After first year	27%	27%

MENTORING	HOURLY	SALARY
Percentage of companies that offer mentoring for new employees	14%	14%

ORIENTATION	HOURLY	SALARY
Percentage of companies that offer orientation for new employees	52%	48%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	14%	21%
Casual dress (every day)	38%	31%
Onsite child day care services	0%	0%
Offsite child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	17%	3%
Discounted product purchases	7%	10%
Employee assistance programs	24%	21%
Emergency/sick child care	0	0
English as a second language assistance	3%	0%
Fitness center membership subsidy	7%	7%
Fitness center on site	7%	7%
Flex time	10%	10%
Flexible spending account	7%	10%
Job sharing	0%	0%
Informal recognition program	14%	14%
Open communication policy	52%	48%
Scholarships-employees/spouses/children	0%	0%
Smoking cessation programs	17%	17%
Smoke-free work environment	38%	34%
Telecommuting	3%	21%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources, and information	17%	21%
Employee resources group	0%	0%
Diversity programs	7%	7%
Sponsorship Programs	0%	0%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
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Percentage of companies that offer these workplace benefits

Management training	14%	21%
Other	0%	0%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	33%	33%
Percentage that require classes be job related to receive tuition assistance	88%	100%
Average percent of tuition reimbursement	72%	92%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	62%	59%
Percentage of companies that offer off-site career development programs	41%	38%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	24%	24%
Percentage of companies that offer apprenticeship programs	14%	14%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		48%

Which screening protocol is used

Five panel		80%
Seven panel		0%
DOT		0%
Other		20%

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	100%	100%

Current employees are screened

Randomly	0%	0%
After incident/injury	100%	100%
For cause	100%	100%

Employees who fail are

Dismissed	100%	100%
Referred to an EAP or counseling program	83%	80%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	11%	65%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	84%
Average raise given in preceding 12 months	4%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	82%
Average raise planned in next 12 months	4%
Typical increase planned in next 12 months	5%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	68%
Total number of employees added in preceding six months	96
Average number of employees added in preceding six months	7

In 2021

Percentage of companies adding workers later in 2021	84%
Total anticipated increase later 2021	111
Average anticipated increase later in 2021	13
Percentage of companies expecting layoffs later in 2021	0%
Total anticipated layoffs later in 2021	0
Average anticipated layoffs later in 2021	0

In 2022

Percentage of companies adding workers later in 2022	79%
Total anticipated increase later 2022	41
Average anticipated increase later in 2022	5
Percentage of companies expecting layoffs later in 2022	5%
Total anticipated layoffs later in 2022	3
Average anticipated layoffs later in 2022	1
Annual turnover as a percentage of employees	24%

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	33%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	8%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	50%
Compliant and tracks EEO data	50%
Compliant, tracks, and exploring systemic talent relations	0%

DIVERSITY AND INCLUSION PROGRAMS

Does not have a clear strategy	33%
In the process of putting together a strategy	8%
Has a clear strategy however not using data	33%
Has a clear strategy in place and using data to track employee representation	25%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	33%
Leadership actively advocates for diversity and inclusion	25%
Leadership advocates and takes personal responsibility	42%
Leadership advocates, takes personal responsibility and uses data	0%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

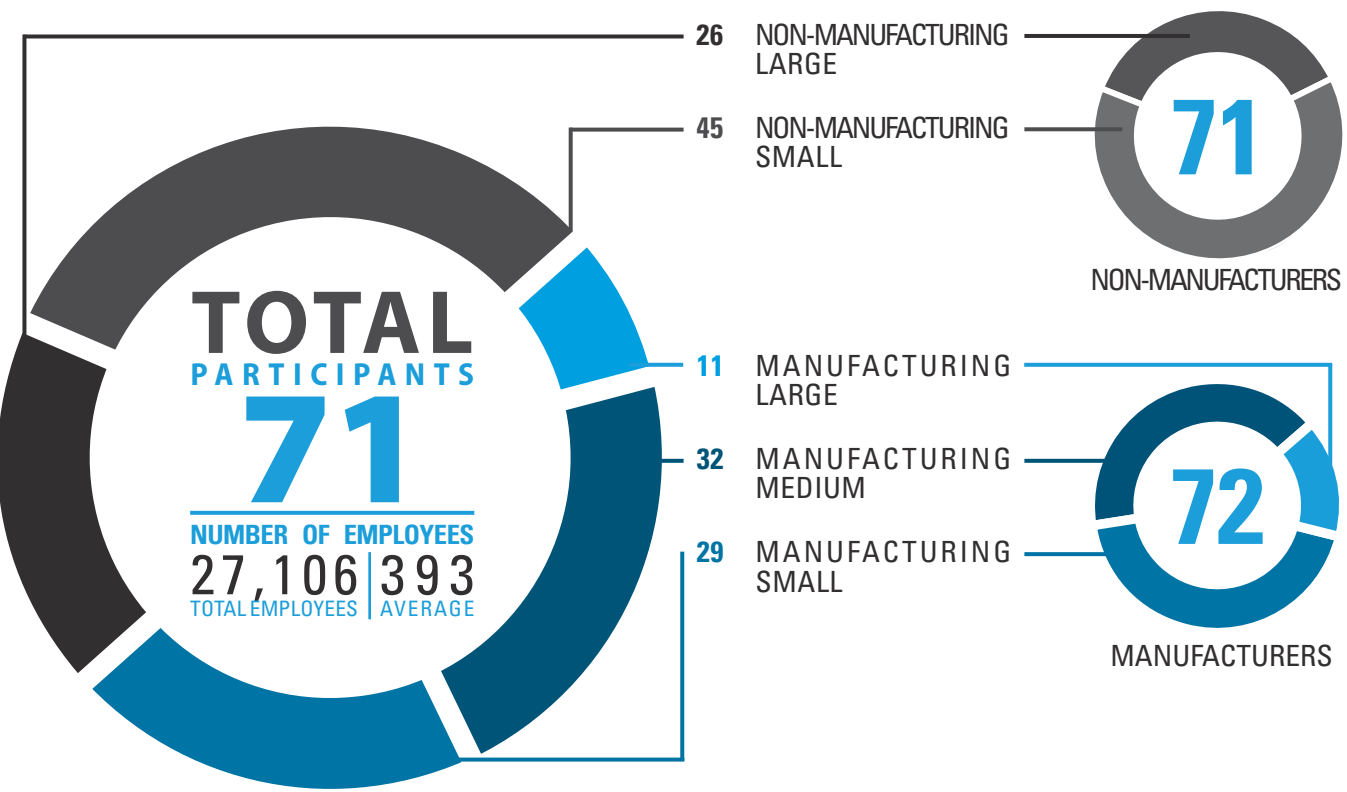
Organization does not have fully developed activities in place	67%
Developed activities are in place but not fully utilized by leadership and employees	17%
Developed activities are in place and are utilized by leadership and employees	17%
All of the above and leadership uses data to trace and report business value	0%



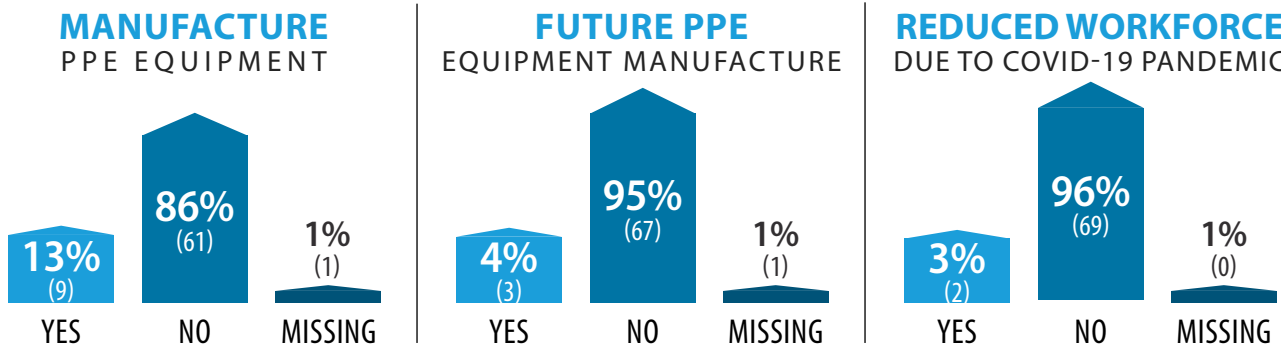
2021 BENEFITS REPORT FOR **ALL NON-MANUFACTURING**



2021 BENEFITS REPORTED FOR ALL NON-MANUFACTURING



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE

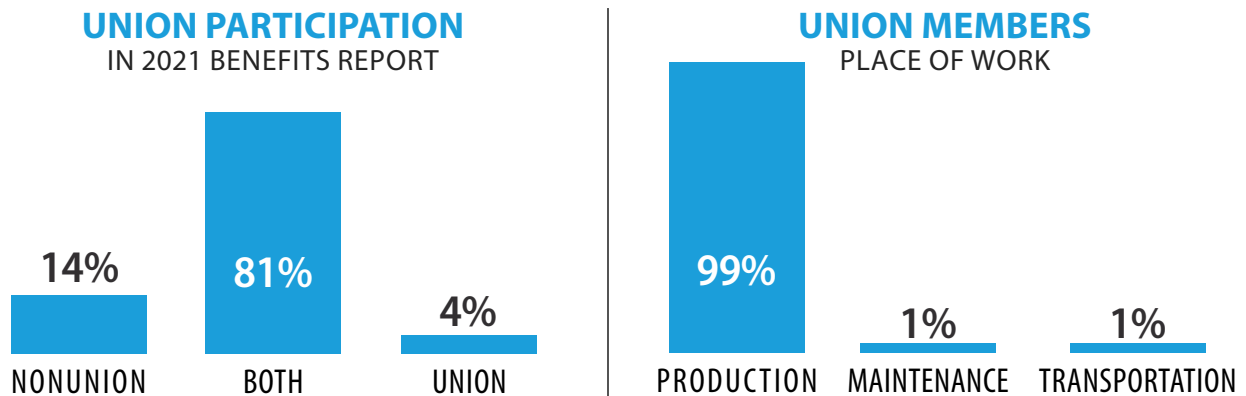


2021 BENEFITS REPORTED FOR ALL NON-MANUFACTURING

COUNTY SHARE OF EMPLOYERS PARTICIPATING IN SURVEY



UNION PARTICIPATION AND WHERE MEMBERS WORK



BENEFITS

ALL NON-MANUFACTURING

2021 BENEFITS REPORTED FOR ALL NON-MANUFACTURING

Over 71 companies and organizations representing 27,106 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	87%	100%
Typical number of paid holidays offered annually	7	7

Percentage of those companies offering these common holidays

New Years Day	90%	84%
New Years Eve	34%	36%
Martin Luther King Jr.	31%	31%
Lincoln's Birthday	2%	2%
Presidents Day	23%	21%
Washington's Birthday	0%	0%
Good Friday	25%	33%
Memorial Day	87%	77%
Independence Day	90%	82%
Labor Day	85%	77%
Columbus Day	10%	13%
Election Day	3%	7%
Floating Holiday	25%	26%
Veterans Day	21%	18%
Thanksgiving Day	90%	84%
Day After Thanksgiving	49%	49%
Christmas Eve	49%	52%
Christmas Day	90%	84%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		1
Day after Christmas		N/A
New Years Eve half day		N/A
Easter		1
Birthday		1
Work Anniversary		1

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	32%	38%
Average number of PTO days offered first year	9	12
Typical number of PTO days offered first year	10	10
Average number of carryover days per year	29	35

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	2
Typical number of years that must be worked to earn 5 days	0	1
Average number of years that must be worked to earn 10 days	1	2
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	0	0
Average number of years that must be worked to earn 20 days	5	3
Typical number of years that must be worked to earn 20 days	0	0
Average number of years that must be worked to earn more than 20 days	10	8
Typical number of years that must be worked to earn more than 20 days	10	5

BENEFITS

ALL NON-MANUFACTURING

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	44%	51%
Average number of paid illness days offered annually	7	8
Typical number of paid illness days offered per year	6	5
Average maximum number of illness days that may be accumulated	60	61
Typical number of paid illness days that may be accumulated	6	5

How soon after hire is employee eligible?

One to 30 days	31%	42%
One to three months	34%	27%
Three to six months	7%	12%
Six months to one year	10%	12%
After first year	17%	6%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	48%	64%
One to 30 days	22%	36%
One to three months	19%	17%
Three to six months	9%	12%
Six months to one year	19%	14%
After first year	31%	21%

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	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	1	1

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
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	11	10
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	17	17
Typical number of years that must be worked to earn more than 20 days	20	20

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	14%	55%
Average number of personal days offered per year	7	8
Typical number of personal days offered in first year	3	3

How soon after hire may employee take personal days?

One to 30 days	28%	43%
One to three months	33%	28%
Three to six months	15%	15%
Six months to one year	5%	3%
After first year	18%	13%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	37%	44%
Maternal leave	16%	16%
Paternal leave	0%	0%
Both maternal and paternal leave	84%	84%
Average number of paid parental weeks offered per year	5	5
Typical number of paid parental weeks offered per year	12	6

BENEFITS

ALL NON-MANUFACTURING

PAID TIME OFF

PARENTAL LEAVE <i>continued</i>	HOURLY	SALARY
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How soon after hire may employee take parental leave?

One to 30 days	21%	31%
One to three months	21%	16%
Three to six months	14%	13%
Six months to one year	4%	3%
After first year	39%	38%

BEREAVEMENT LEAVE	HOURLY	SALARY
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Percentage of companies offering paid bereavement leave	94%	100%
Average number of bereavement days offered annually	4	3
Typical number of bereavement days offered annually	3	3

How soon after hire may employee eligible?

One to 30 days	73%	76%
One to three months	9%	10%
Three to six months	13%	10%
Six months to one year	4%	4%
After first year	0%	0%

COMPENSATION DURING JURY SERVICE	HOURLY	SALARY
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Percentage of companies that pay employees during jury service	65%	66%
Percentage of those that pay regular wages plus payment from court	22%	52%
Percentage of those that pay regular wages minus payment from court	78%	48%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	95%	96%
Percentage of those companies reporting as self-insured	67%	67%
Percentage of those companies reporting as fully-funded	33%	33%
Percentage of those offering health insurance to families and children	89%	91%
Percentage of those companies that offer a single plan	45%	47%
Percentage of those companies that offer multiple plans	55%	53%
Percentage of those companies that offer only standard plans	34%	41%
Percentage of those companies that offer both high-deductible and standard plans	43%	46%
Percentage of those companies that offer only high-deductible plans	23%	12%
Percentage of companies considering dropping health plan in coming year	0%	0%
Percentage having stop-loss coverage	56%	56%
Percentage using any form of benefits manager service	48%	48%
Percent using any price transparency tools	24%	24%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	37%	40%
Percentage of companies offering optional HSA or HRA plans	63%	60%
Percentage of companies with no HSA or HRA plan	0%	0%

Average company contribution to HSA/HRA account

For employee only plan	\$582.70	\$629.00
For family plan	\$973.19	\$1,208.43

Typical company contribution to HSA/HRA account

For employee only plan	\$0.00	\$1,000.00
For family plan	\$0.00	\$1,000.00

BENEFITS

ALL NON-MANUFACTURING

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS

HOURLY

SALARY

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,833.33	\$4,015.79
Average maximum annual out of pocket expense family	\$7,855.56	\$8,113.16

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,000.00	\$4,000.00
Average maximum annual out of pocket expense family	\$12,000.00	\$12,000.00

WELLNESS INCENTIVE

HOURLY

SALARY

Percentage of companies that offer a wellness incentive	30%	32%
Average amount that may be earned	\$316.67	\$477.14
Typical amount that may be earned	\$100.00	\$100.00

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS

HOURLY

SALARY

Percentage of companies offering standards insurance plans		80%
Percentage of those plans that offer family coverage	86%	93%

How soon after hire is employee eligible?

One to 30 days	28%	34%
One to three months	63%	59%
Three to six months	8%	5%
Six months to year	3%	2%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$117.32	\$121.52
Employee and spouse	\$424.44	\$438.41
Employee and child	\$339.48	\$368.91
Family	\$644.81	\$623.62
Average monthly premium paid by employer for each employee		
Employee only coverage	\$499.62	\$505.66
Employee and spouse	\$922.90	\$882.28
Employee and child	\$833.83	\$798.72
Family	\$1,160.13	\$1,088.45
Deductibles		
Average annual deductible per person	\$2,753.57	\$2,036.67
Typical annual deductible per person	\$1,000.00	\$1,000.00
Average annual deductible per family	\$3,871.43	\$3,996.77
Typical annual deductible per family	\$3,000.00	\$3,000.00
Copays and Limits		
Annual percentage of costs covered by insurance	67%	58%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$21.48	\$21.38
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,618.33	\$4,689.06
Family coverage	\$8,726.79	\$8,945.00

BENEFITS

ALL NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS *continued*

HOURLY

SALARY

Typical out of pocket limit

Single coverage	\$4,000.00	\$4,000.00
Family coverage	\$10,000.00	\$10,000.00

HIGH DEDUCTIBLE PLANS

HOURLY

SALARY

Percentage of companies offering high deductible insurance plans		61%
Percentage of those plans that offer family coverage	97%	97%

How soon after hire is employee eligible

One to 30 days	24%	37%
One to three months	69%	60%
Three to six months	7%	3%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$103.58	\$107.25
Employee and spouse	\$341.51	\$343.49
Employee and child	\$288.71	\$290.77
Family	\$507.77	\$508.17

Average monthly premium paid by employer for each employee

Employee only coverage	\$544.10	\$545.79
Employee and spouse	\$936.30	\$938.88
Employee and child	\$827.07	\$829.75
Family	\$1,178.10	\$1,181.73

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$3,259.09	\$3,786.36
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,880.95	\$6,461.90
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Annual percentage of costs covered by insurance	56%	56%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$24.09	\$22.27
Typical copay for physician office visit	\$20.00	\$20.00

Average out of pocket limit

Single coverage	\$5,164.77	\$5,373.86
Family coverage	\$6,000.00	\$6,000.00

Typical out of pocket limit

Single coverage	\$10,334.09	\$10,534.09
Family coverage	\$12,000.00	\$12,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	74%	74%
Percentage of all companies utilizing a Pharmacy Benefits Manager	59%	59%

Copays are:

Dollar amounts		85%
Percentages		15%

BENEFITS

ALL NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT *continued*

HOURLY

SALARY

Retail copay when paying dollars

What is the average employee copay for retail generic	\$9.40	\$8.83
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$36.29	\$36.57
What is the typical employee copay for retail formulary	\$40.00	\$40.00
What is the average employee copay for retail non-formulary	\$46.14	\$47.08
What is the typical employee copay for retail non-formulary	\$40.00	\$40.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$16.56	\$17.35
What is the typical employee copay for mail-order generic	\$0.00	\$0.00
What is the average employee copay for mail-order formulary	\$58.39	\$60.18
What is the typical employee copay for mail-order formulary	\$100.00	\$100.00
What is the average employee copay for mail-order non-formulary	\$121.89	\$128.32
What is the typical employee copay for mail-order non-formulary	\$10.00	\$10.00

DENTAL INSURANCE

HOURLY

SALARY

Percentage of all companies that offer a dental plan	59%	65%
Percentage of those plans that cover orthodontic	91%	89%

How soon after hire is employee eligible for coverage?

One to 30 days	25%	31%
One to three months	69%	66%
Three to six months	3%	3%
Six months to year	0%	0%
After first year	3%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$121.50	\$115.00
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,326.09	\$1,437.50
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,466.67	\$1,600.00
Typical annual limit family coverage	\$1,000.00	\$1,000.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$16.46	\$15.47
Employee and spouse	\$36.59	\$37.52
Employee and child(ren)	\$43.30	\$44.42
Family	\$65.53	\$67.60
Average monthly premium paid by employer for		
Employee only coverage	\$14.97	\$12.84
Employee and spouse	\$23.31	\$20.72
Employee and child(ren)	\$23.81	\$21.22
Family	\$30.18	\$27.59
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

ALL NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE *continued*

HOURLY

SALARY

Percentage of Costs Covered

Average of preventative costs covered	99%	99%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	81%	81%
Typical percentage of basic costs covered	80%	20%
Average of major costs covered	53%	53%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE

HOURLY

SALARY

Percentage of companies offering a separate vision plan	60%	64%
Percentage of those plans that cover glasses/contacts	94%	100%
Percentage of those plans that cover LASIK or similar procedures	23%	23%

How soon after hire is employee eligible for coverage?

One to 30 days	27%	34%
One to three months	67%	63%
Three to six months	3%	3%
Six months to year	0%	0%
After first year	3%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$4.61	\$5.06
Employee and spouse	\$9.49	\$10.23
Employee and child(ren)	\$10.80	\$11.52
Family	\$15.88	\$17.09

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$3.74	\$3.82
Employee and spouse	\$5.22	\$5.23
Employee and child(ren)	\$5.31	\$5.32
Family	\$6.53	\$6.49
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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	16%	16%
Average amount Employer spends annually on on-site/near-site clinics	\$44,160.00	\$44,160.00
Percent on-site/near-site utilization based on total membership	56%	56%
TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	50%	50%
Average annual employer spend on Teledoc services	\$0.00	\$0.00
Percent Teledoc utilization based on total membership	30%	30%

BENEFITS

ALL NON-MANUFACTURING

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	69%	70%
Percentage of those plans that pay a set amount	43%	41%
Percentage of those plans that pay a percentage of salary	24%	28%

How soon after hire is employee eligible for coverage?

One to 30 days	14%	21%
One to three months	70%	66%
Three to six months	5%	5%
Six months to year	3%	3%
After first year	8%	5%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	51%	55%
Average percentage of wage employee receives while on short-term disability	61%	61%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	15	15
Typical number of weeks employee receives payment	12	12

How soon after hire is employee eligible for coverage?

One to 30 days	15%	21%
One to three months	59%	55%
Three to six months	4%	7%
Six months to year	7%	7%
After first year	15%	10%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	51%	57%
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	58	59
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	7%	13%
One to three months	52%	50%
Three to six months	11%	13%
Six months to year	11%	10%
After first year	19%	13%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	27%	50%
Percentage of programs that are team based	55%	42%
Percentage of programs that are individual based	55%	75%

How soon after hire is employee eligible?

One to 30 days	43%	50%
One to three months	14%	10%
Three to six months	29%	20%
Six months to year	0%	0%
After first year	14%	20%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		25%
Average amount each worker receives	\$2,200.00	\$11,000.00

BENEFITS

ALL NON-MANUFACTURING

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		49%
Percentage of those companies that pay a shift differential		64%
Average second shift differential		\$2.31
Typical second shift differential		\$0.25
Average third shift differential		\$2.93
Typical third shift differential		\$1.00

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	19%	17%
Percentage of companies where the employee also contributes	80%	70%
Average age when employee is eligible to receive benefits	55	53
Typical age when employee is eligible to receive benefits	65	65

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	69%	72%
Average percentage of wages an employee may contribute to fund	50%	55%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	80%	83%
Average percentage of contribution the employer matches	14%	13%
Typical percentage of contribution the employer matches	4%	4%

Average percentage of contribution the company matches **54% of the first 13%**

Percentage of companies where the match is guaranteed	82%	82%
Percentage of companies where the match is intended	18%	18%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS *continued*

HOURLY

SALARY

How soon after hire is employee eligible to participate?

One to 30 days	32%	41%
One to three months	27%	23%
Three to six months	22%	21%
Six months to year	3%	3%
After first year	16%	13%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

HOURLY

SALARY

Percentage of companies offering training or career development programs

62%

66%

How soon after hire is employee eligible to participate?

One to 30 days	63%	67%
One to three months	6%	6%
Three to six months	13%	9%
Six months to year	0%	0%
After first year	19%	18%

MENTORING

HOURLY

SALARY

Percentage of companies that offer mentoring for new employees

18%

18%

ORIENTATION

HOURLY

SALARY

Percentage of companies that offer orientation for new employees

55%

54%

BENEFITS

ALL NON-MANUFACTURING

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	17%	21%
Casual dress (every day)	27%	27%
Onsite child day care services	0%	1%
Offsite child day care services	0%	1%
Child care subsidy	3%	4%
Compressed work week	6%	8%
Discounted product purchases	17%	18%
Employee assistance programs	44%	44%
Emergency/sick child care	3%	1%
English as a second language assistance	4%	4%
Fitness center membership subsidy	13%	15%
Fitness center on site	4%	6%
Flex time	17%	23%
Flexible spending account	24%	21%
Job sharing	4%	6%
Informal recognition program	21%	24%
Open communication policy	41%	42%
Scholarships-employees/spouses/children	7%	8%
Smoking cessation programs	17%	18%
Smoke-free work environment	41%	41%
Telecommuting	23%	27%
Transit subsidy	1%	3%
Tutoring-employees/spouses/children	1%	3%
Wellness program, resources, and information	24%	25%
Employee resources group	7%	10%
Diversity programs	14%	15%
Sponsorship Programs	6%	7%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Management training	17%	24%
Other	6%	6%
TUITION ASSISTANCE		
Percentage of companies offering tuition assistance	41%	43%
Percentage that require classes be job related to receive tuition assistance	86%	87%
Average percent of tuition reimbursement	89%	83%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	62%	58%
Percentage of companies that offer off-site career development programs	37%	48%
INTERNSHIP AND APPRENTICESHIP PROGRAMS		
Percentage of companies that offer internship opportunities	23%	21%
Percentage of companies that offer apprenticeship programs	10%	3%
DRUG SCREENING POLICIES		
Percentage of companies that conduct drug screening		50%
Which screening protocol is used		
Five panel		39%
Seven panel		22%
DOT		9%
Other		30%

BENEFITS

ALL NON-MANUFACTURING

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	100%	100%

Current employees are screened

Randomly	48%	45%
After incident/injury	64%	64%
For cause	91%	91%

Employees who fail are

Dismissed	77%	62%
Referred to an EAP or counseling program	74%	79%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	50%	71%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	80%
Average raise given in preceding 12 months	4%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	86%
Average raise planned in next 12 months	4%
Typical increase planned in next 12 months	3%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	65%
Total number of employees added in preceding six months	1,554
Average number of employees added in preceding six months	56

In 2021

Percentage of companies adding workers later in 2021	75%
Total anticipated increase later 2021	683
Average anticipated increase later in 2021	23
Percentage of companies expecting layoffs later in 2021	2%
Total anticipated layoffs later in 2021	N/A
Average anticipated layoffs later in 2021	N/A

In 2022

Percentage of companies adding workers later in 2022	69%
Total anticipated increase later 2022	923
Average anticipated increase later in 2022	51
Percentage of companies expecting layoffs later in 2022	4%
Total anticipated layoffs later in 2022	N/A
Average anticipated layoffs later in 2022	N/A
Annual turnover as a percentage of employees	92%

BENEFITS

ALL NON-MANUFACTURING

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	46%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	29%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	38%
Compliant and tracks EEO data	15%
Compliant, tracks, and exploring systemic talent relations	46%

DIVERSITY AND INCLUSION PROGRAMS

Does not have a clear strategy	20%
In the process of putting together a strategy	36%
Has a clear strategy however not using data	4%
Has a clear strategy in place and using data to track employee representation	40%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	20%
Leadership actively advocates for diversity and inclusion	40%
Leadership advocates and takes personal responsibility	4%
Leadership advocates, takes personal responsibility and uses data	36%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

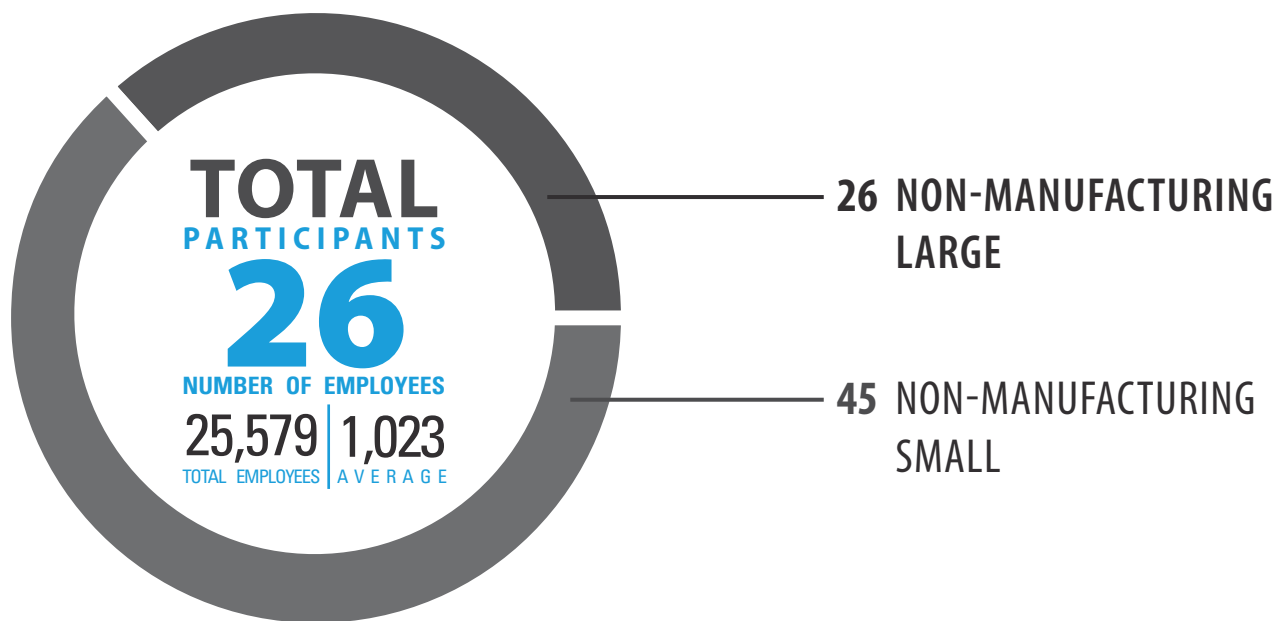
Organization does not have fully developed activities in place	70%
Developed activities are in place but not fully utilized by leadership and employees	15%
Developed activities are in place and are utilized by leadership and employees	15%
All of the above and leadership uses data to trace and report business value	0%



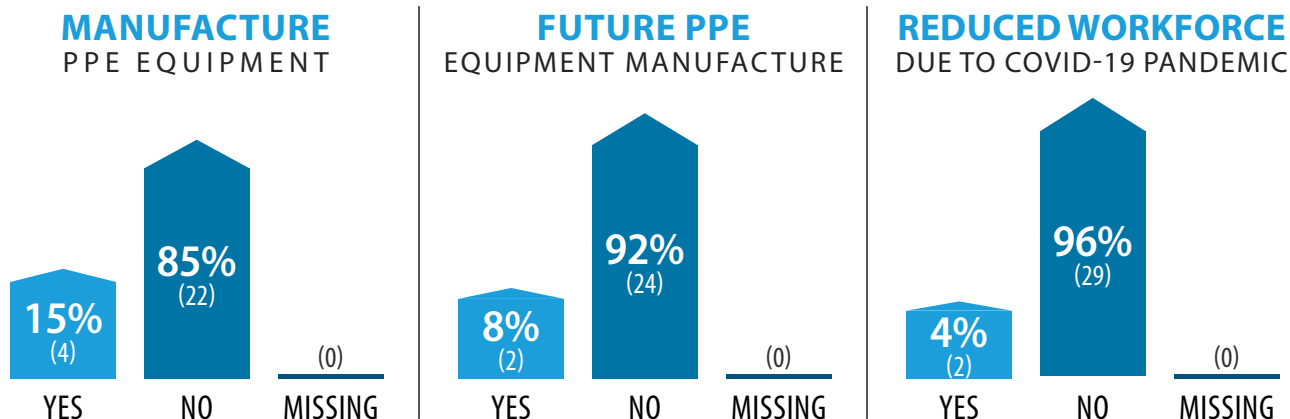
2021 BENEFITS REPORT FOR **LARGE NON-MANUFACTURING**



2021 BENEFITS REPORTED FOR LARGE NON-MANUFACTURING



COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE

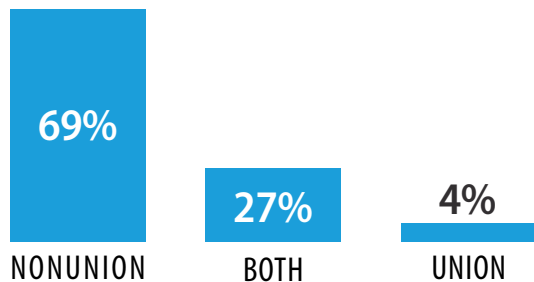


2021 BENEFITS REPORTED FOR LARGE NON-MANUFACTURING

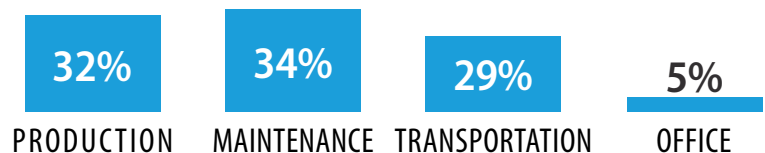


UNION PARTICIPATION AND WHERE MEMBERS WORK

UNION PARTICIPATION IN 2021 BENEFITS REPORT



UNION MEMBERS PLACE OF WORK



BENEFITS

LARGE NON-MANUFACTURING

2021 BENEFITS REPORTED FOR LARGE NON-MANUFACTURING

Over 26 companies and organizations representing 25,579 employees participated in the 2021 *Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	83%	100%
Typical number of paid holidays offered annually	9	8

Percentage of those companies offering these common holidays

New Years Day	85%	73%
New Years Eve	31%	35%
Martin Luther King Jr.	38%	42%
Lincoln's Birthday	0%	0%
Presidents Day	31%	31%
Washington's Birthday	0%	0%
Good Friday	23%	31%
Memorial Day	85%	65%
Independence Day	85%	69%
Labor Day	77%	62%
Columbus Day	15%	23%
Election Day	8%	15%
Floating Holiday	19%	23%
Veterans Day	35%	27%
Thanksgiving Day	85%	73%
Day After Thanksgiving	42%	46%
Christmas Eve	31%	35%
Christmas Day	85%	73%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		N/A
Day after Christmas		1
New Years Eve half day		1
Easter		1
Birthday		1
Work Anniversary		1

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	31%	35%
Average number of PTO days offered first year	11	15
Typical number of PTO days offered first year	16	15
Average number of carryover days per year	78	93

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	0	0
Typical number of years that must be worked to earn 5 days	0	0
Average number of years that must be worked to earn 10 days	0	0
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	1	1
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	4	2
Typical number of years that must be worked to earn 20 days	0	0
Average number of years that must be worked to earn more than 20 days	9	7
Typical number of years that must be worked to earn more than 20 days	10	5

BENEFITS

LARGE NON-MANUFACTURING

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	40%	56%
Average number of paid illness days offered annually	7	9
Typical number of paid illness days offered per year	5	12
Average maximum number of illness days that may be accumulated	88	76
Typical number of paid illness days that may be accumulated	N/A	5

How soon after hire is employee eligible?

One to 30 days	40%	58%
One to three months	30%	17%
Three to six months	0%	8%
Six months to one year	10%	17%
After first year	20%	0%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	44%	64%
One to 30 days	18%	33%
One to three months	18%	13%
Three to six months	18%	20%
Six months to one year	9%	7%
After first year	36%	27%

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	10	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	1	1
Typical number of years that must be worked to earn 10 days	2	1

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
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	5	5
Average number of years that must be worked to earn 20 days	12	11
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	20	18
Typical number of years that must be worked to earn more than 20 days	20	20

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	23%	54%
Average number of personal days offered per year	7	10
Typical number of personal days offered in first year	4	3

How soon after hire may employee take personal days?

One to 30 days	33%	50%
One to three months	27%	21%
Three to six months	20%	21%
Six months to one year	0%	0%
After first year	20%	7%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	31%	42%
Maternal leave	23%	23%
Paternal leave	0%	0%
Both maternal and paternal leave	77%	77%
Average number of paid parental weeks offered per year	5	6
Typical number of paid parental weeks offered per year	0	0

BENEFITS

LARGE NON-MANUFACTURING

PAID TIME OFF

PARENTAL LEAVE *continued*

HOURLY

SALARY

How soon after hire may employee take parental leave?

One to 30 days	18%	31%
One to three months	9%	0%
Three to six months	18%	15%
Six months to one year	0%	0%
After first year	55%	54%

BEREAVEMENT LEAVE

HOURLY

SALARY

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 may employee eligible?

One to 30 days	67%	73%
One to three months	14%	14%
Three to six months	14%	9%
Six months to one year	5%	5%
After first year	0%	0%

COMPENSATION DURING JURY SERVICE

HOURLY

SALARY

Percentage of companies that pay employees during jury service	65%	66%
Percentage of those that pay regular wages plus payment from court	20%	64%
Percentage of those that pay regular wages minus payment from court	80%	36%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	96%	100%
Percentage of those companies reporting as self-insured	87%	87%
Percentage of those companies reporting as fully-funded	13%	13%
Percentage of those offering health insurance to families and children	91%	96%
Percentage of those companies that offer a single plan	32%	38%
Percentage of those companies that offer multiple plans	68%	63%
Percentage of those companies that offer only standard plans	29%	35%
Percentage of those companies that offer both high-deductible and standard plans	48%	50%
Percentage of those companies that offer only high-deductible plans	24%	15%
Percentage of companies considering dropping health plan in coming year	0%	0%
Percentage having stop-loss coverage	73%	73%
Percentage using any form of benefits manager service	64%	64%
Percent using any price transparency tools	33%	33%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	29%	27%
Percentage of companies offering optional HSA or HRA plans	71%	73%
Percentage of companies with no HSA or HRA plan	0%	0%

Average company contribution to HSA/HRA account

For employee only plan	\$519.23	\$607.14
For family plan	\$846.15	\$1,047.14

Typical company contribution to HSA/HRA account

For employee only plan	\$0.00	\$1,000.00
For family plan	\$0.00	\$1,500.00

BENEFITS

LARGE NON-MANUFACTURING

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,900.00	\$3,840.00
Average maximum annual out of pocket expense family	\$8,244.44	\$7,895.00

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,000.00	\$4,000.00
Average maximum annual out of pocket expense family	\$7,000.00	\$7,000.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	58%	63%
Average amount that may be earned	\$200.00	\$448.00
Typical amount that may be earned	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		79%
Percentage of those plans that offer family coverage	94%	94%

How soon after hire is employee eligible?

One to 30 days	31%	53%
One to three months	63%	47%
Three to six months	6%	0%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$121.33	\$120.83
Employee and spouse	\$299.45	\$285.94
Employee and child	\$259.20	\$253.71
Family	\$489.04	\$472.57
Average monthly premium paid by employer for each employee		
Employee only coverage	\$413.15	\$377.61
Employee and spouse	\$733.83	\$675.82
Employee and child	\$655.96	\$603.09
Family	\$1,103.42	\$1,003.33
Deductibles		
Average annual deductible per person	\$2,315.00	\$2,195.45
Typical annual deductible per person	\$6,000.00	\$6,000.00
Average annual deductible per family	\$4,800.00	\$4,566.67
Typical annual deductible per family	\$12,000.00	\$12,000.00
Copays and Limits		
Annual percentage of costs covered by insurance	53%	56%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$18.64	\$18.75
Typical copay for physician office visit	\$25.00	\$25.00
Average out of pocket limit		
Single coverage	\$5,213.64	\$5,029.17
Family coverage	\$9,963.64	\$9,633.33

BENEFITS

LARGE NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS *continued*

HOURLY

SALARY

Typical out of pocket limit

Single coverage	N/A	N/A
Family coverage	\$10,000.00	\$10,000.00

HIGH DEDUCTIBLE PLANS

HOURLY

SALARY

Percentage of companies offering high deductible insurance plans		68%
Percentage of those plans that offer family coverage	93%	93%

How soon after hire is employee eligible

One to 30 days	21%	47%
One to three months	64%	47%
Three to six months	14%	7%
Six months to year	0%	0%
After first year	0%	0%

Average monthly premium paid by employee for

Employee only coverage	\$105.62	\$113.13
Employee and spouse	\$247.80	\$251.57
Employee and child	\$211.83	\$215.76
Family	\$333.46	\$338.95

Average monthly premium paid by employer for each employee

Employee only coverage	\$638.25	\$642.26
Employee and spouse	\$1,031.60	\$1,037.41
Employee and child	\$940.46	\$946.49
Family	\$1,309.37	\$1,317.54

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$2,818.18	\$3,872.73
Typical annual deductible per person	\$3,000.00	\$2,800.00
Average annual deductible per family	\$4,645.45	\$5,754.55
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Annual percentage of costs covered by insurance	49%	58%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$28.00	\$24.00
Typical copay for physician office visit	\$20.00	\$0.00

Average out of pocket limit

Single coverage	\$4,577.50	\$4,670.45
Family coverage	\$9,465.00	\$9,186.36

Typical out of pocket limit

Single coverage	\$4,000.00	\$4,000.00
Family coverage	\$12,000.00	\$12,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	90%	90%
Percentage of all companies utilizing a Pharmacy Benefits Manager	68%	68%

Copays are:

Dollar amounts		72%
Percentages		28%

BENEFITS

LARGE NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$9.00	\$8.44
What is the typical employee copay for retail generic	\$15.00	\$0.00
What is the average employee copay for retail formulary	\$27.50	\$27.86
What is the typical employee copay for retail formulary	\$40.00	\$40.00
What is the average employee copay for retail non-formulary	\$41.67	\$41.00
What is the typical employee copay for retail non-formulary	N/A	N/A

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$11.69	\$12.64
What is the typical employee copay for mail-order generic	\$0.00	\$0.00
What is the average employee copay for mail-order formulary	\$36.43	\$34.17
What is the typical employee copay for mail-order formulary	N/A	N/A
What is the average employee copay for mail-order non-formulary	\$63.75	\$58.50
What is the typical employee copay for mail-order non-formulary	\$10.00	\$10.00

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	71%	76%
Percentage of those plans that cover orthodontic	87%	81%

How soon after hire is employee eligible for coverage?

One to 30 days	33%	50%
One to three months	53%	50%
Three to six months	7%	0%
Six months to year	0%	0%
After first year	7%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$184.38	\$196.88
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage	\$1,305.56	\$1,472.22
Typical annual limit single coverage	\$1,500.00	\$1,500.00
Average annual limit family coverage	\$1,416.67	\$1,666.67
Typical annual limit family coverage	\$1,500.00	\$1,500.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$15.60	\$16.23
Employee and spouse	\$29.45	\$29.45
Employee and child(ren)	\$34.68	\$34.68
Family	\$50.54	\$50.54
Average monthly premium paid by employer for		
Employee only coverage	\$21.39	\$14.35
Employee and spouse	\$33.60	\$28.59
Employee and child(ren)	\$34.43	\$29.56
Family	\$45.43	\$42.39
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

BENEFITS

LARGE NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Percentage of Costs Covered		
Average of preventative costs covered	100%	100%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	80%	80%
Typical percentage of basic costs covered	80%	20%
Average of major costs covered	50%	50%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	74%	79%
Percentage of those plans that cover glasses/contacts	94%	100%
Percentage of those plans that cover LASIK or similar procedures	23%	23%

How soon after hire is employee eligible for coverage?

One to 30 days	33%	50%
One to three months	53%	50%
Three to six months	7%	0%
Six months to year	0%	0%
After first year	7%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$5.34	\$5.34
Employee and spouse	\$10.03	\$10.03
Employee and child(ren)	\$10.93	\$10.93
Family	\$15.59	\$15.59

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$3.07	\$3.75
Employee and spouse	\$4.98	\$5.67
Employee and child(ren)	\$5.07	\$5.76
Family	\$5.83	\$6.52
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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	18%	18%
Average amount Employer spends annually on on-site/near-site clinics	N/A	N/A
Percent on-site/near-site utilization based on total membership	N/A	N/A
TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	83%	83%
Average annual employer spend on Teledoc services	\$0.00	\$0.00
Percent Teledoc utilization based on total membership	33%	33%

BENEFITS

LARGE NON-MANUFACTURING

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	89%	89%
Percentage of those plans that pay a set amount	56%	50%
Percentage of those plans that pay a percentage of salary	28%	33%

How soon after hire is employee eligible for coverage?

One to 30 days	19%	38%
One to three months	63%	56%
Three to six months	13%	6%
Six months to year	0%	0%
After first year	6%	0%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	78%	83%
Average percentage of wage employee receives while on short-term disability	61%	61%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	15	16
Typical number of weeks employee receives payment	12	12

How soon after hire is employee eligible for coverage?

One to 30 days	14%	27%
One to three months	64%	60%
Three to six months	0%	0%
Six months to year	14%	13%
After first year	7%	0%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	72%	83%
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	58	58
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	8%	20%
One to three months	54%	53%
Three to six months	8%	7%
Six months to year	15%	13%
After first year	15%	7%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	25%	40%
Percentage of programs that are team based	60%	50%
Percentage of programs that are individual based	50%	67%

How soon after hire is employee eligible?

One to 30 days	50%	60%
One to three months	0%	0%
Three to six months	50%	20%
Six months to year	0%	0%
After first year	0%	20%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		33%
Average amount each worker receives	\$750.00	\$500.00

BENEFITS

LARGE NON-MANUFACTURING

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		67%
Percentage of those companies that pay a shift differential		75%
Average second shift differential		\$4.06
Typical second shift differential		N/A
Average third shift differential		\$4.31
Typical third shift differential		N/A

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	17%	17%
Percentage of companies where the employee also contributes	50%	50%
Average age when employee is eligible to receive benefits	55	N/A
Typical age when employee is eligible to receive benefits	N/A	N/A

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	94%	94%
Average percentage of wages an employee may contribute to fund	47%	46%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes	79%	86%
Average percentage of contribution the employer matches	3%	4%
Typical percentage of contribution the employer matches	4%	4%

Average percentage of contribution the company matches **69% of the first 17%**

Percentage of companies where the match is guaranteed	71%	71%
Percentage of companies where the match is intended	29%	29%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS *continued*

HOURLY

SALARY

How soon after hire is employee eligible to participate?

One to 30 days	41%	59%
One to three months	24%	18%
Three to six months	24%	18%
Six months to year	0%	0%
After first year	12%	6%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

HOURLY

SALARY

Percentage of companies offering training or career development programs

89%

89%

How soon after hire is employee eligible to participate?

One to 30 days	69%	81%
One to three months	0%	0%
Three to six months	13%	6%
Six months to year	0%	0%
After first year	19%	13%

MENTORING

HOURLY

SALARY

Percentage of companies that offer mentoring for new employees

31%

27%

ORIENTATION

HOURLY

SALARY

Percentage of companies that offer orientation for new employees

62%

62%

BENEFITS

LARGE NON-MANUFACTURING

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	19%	19%
Casual dress (every day)	27%	27%
Onsite child day care services	0%	4%
Offsite child day care services	0%	4%
Child care subsidy	4%	8%
Compressed work week	8%	12%
Discounted product purchases	23%	27%
Employee assistance programs	62%	58%
Emergency/sick child care	4%	0%
English as a second language assistance	8%	12%
Fitness center membership subsidy	15%	23%
Fitness center on site	4%	8%
Flex time	19%	27%
Flexible spending account	46%	38%
Job sharing	12%	15%
Informal recognition program	31%	35%
Open communication policy	54%	50%
Scholarships-employees/spouses/children	19%	23%
Smoking cessation programs	35%	38%
Smoke-free work environment	50%	46%
Telecommuting	23%	31%
Transit subsidy	4%	8%
Tutoring-employees/spouses/children	0%	4%
Wellness program, resources, and information	42%	42%
Employee resources group	15%	19%
Diversity programs	23%	27%
Sponsorship Programs	12%	15%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
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Percentage of companies that offer these workplace benefits

Management training	27%	35%
Other	1%	1%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	61%	61%
Percentage that require classes be job related to receive tuition assistance	82%	82%
Average percent of tuition reimbursement	100%	100%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	62%	62%
Percentage of companies that offer off-site career development programs	46%	54%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	23%	27%
Percentage of companies that offer apprenticeship programs	8%	4%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		72%

Which screening protocol is used

Five panel		36%
Seven panel		36%
DOT		9%
Other		18%

BENEFITS

LARGE NON-MANUFACTURING

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	100%	100%

Current employees are screened

Randomly	73%	70%
After incident/injury	78%	78%
For cause	91%	91%

Employees who fail are

Dismissed	100%	80%
Referred to an EAP or counseling program	60%	70%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	47%	76%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	83%
Average raise given in preceding 12 months	3%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	94%
Average raise planned in next 12 months	3%
Typical increase planned in next 12 months	3%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	94%
Total number of employees added in preceding six months	1,213
Average number of employees added in preceding six months	93

In 2021

Percentage of companies adding workers later in 2021	94%
Total anticipated increase later 2021	445
Average anticipated increase later in 2021	14
Percentage of companies expecting layoffs later in 2021	6%
Total anticipated layoffs later in 2021	N/A
Average anticipated layoffs later in 2021	N/A

In 2022

Percentage of companies adding workers later in 2022	94%
Total anticipated increase later 2022	774
Average anticipated increase later in 2022	111
Percentage of companies expecting layoffs later in 2022	6%
Total anticipated layoffs later in 2022	N/A
Average anticipated layoffs later in 2022	N/A
Annual turnover as a percentage of employees	28%

BENEFITS

LARGE NON-MANUFACTURING

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	73%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	55%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	10%
Compliant and tracks EEO data	20%
Compliant, tracks, and exploring systemic talent relations	70%

DIVERSITY AND INCLUSION PROGRAMS

Does not have a clear strategy	0%
In the process of putting together a strategy	40%
Has a clear strategy however not using data	0%
Has a clear strategy in place and using data to track employee representation	60%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	10%
Leadership actively advocates for diversity and inclusion	30%
Leadership advocates and takes personal responsibility	0%
Leadership advocates, takes personal responsibility and uses data	60%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

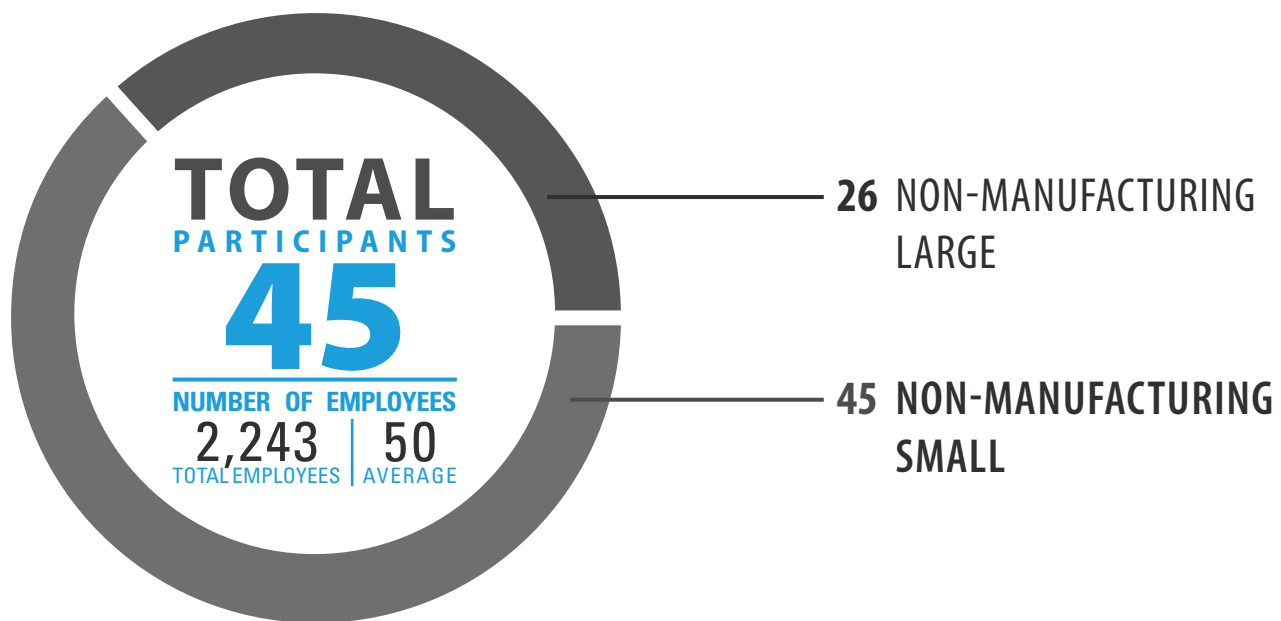
Organization does not have fully developed activities in place	67%
Developed activities are in place but not fully utilized by leadership and employees	0%
Developed activities are in place and are utilized by leadership and employees	33%
All of the above and leadership uses data to trace and report business value	0%



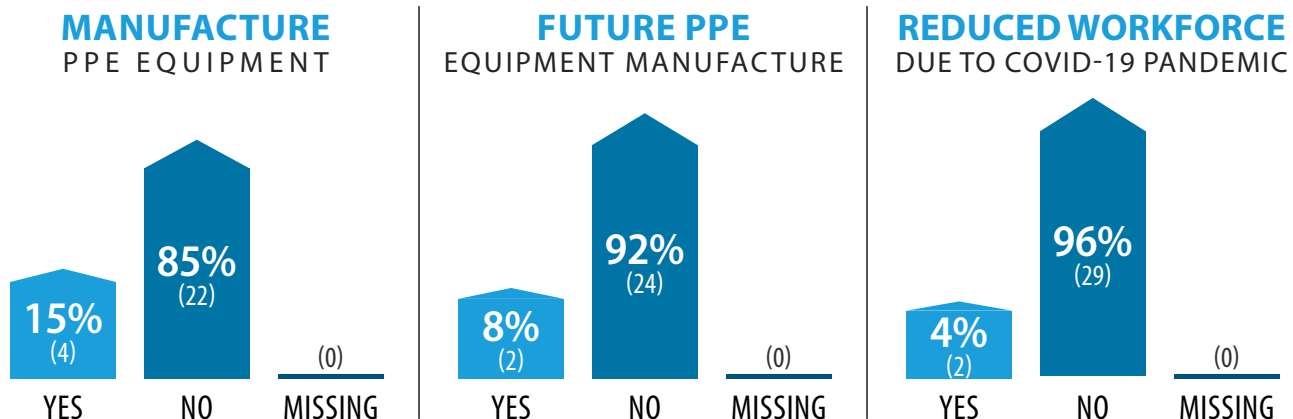
2021 BENEFITS REPORT FOR **SMALL NON-MANUFACTURING**



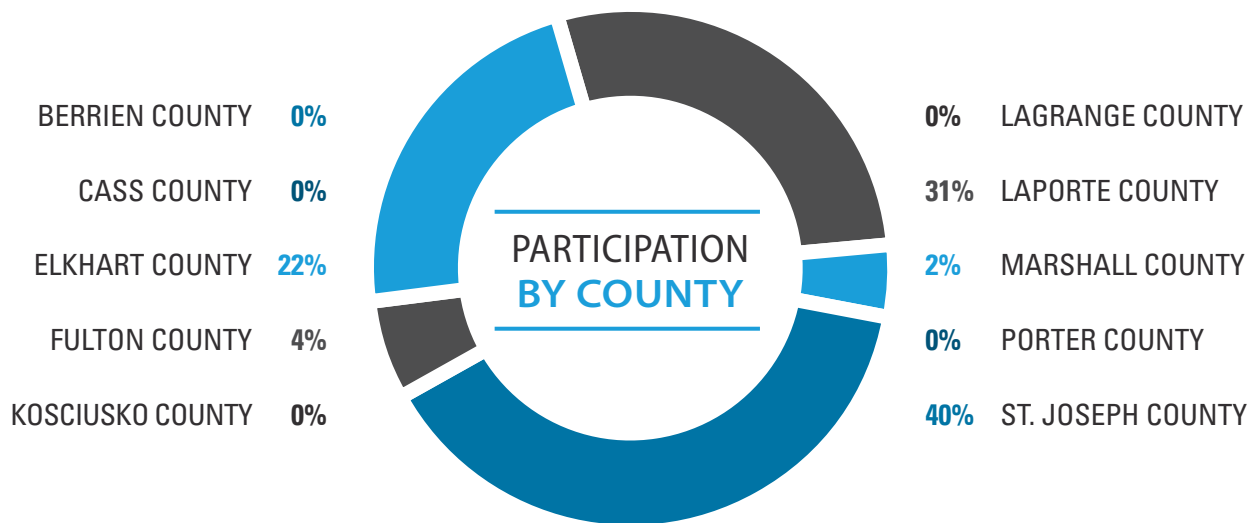
2021 BENEFITS REPORTED FOR SMALL NON-MANUFACTURING



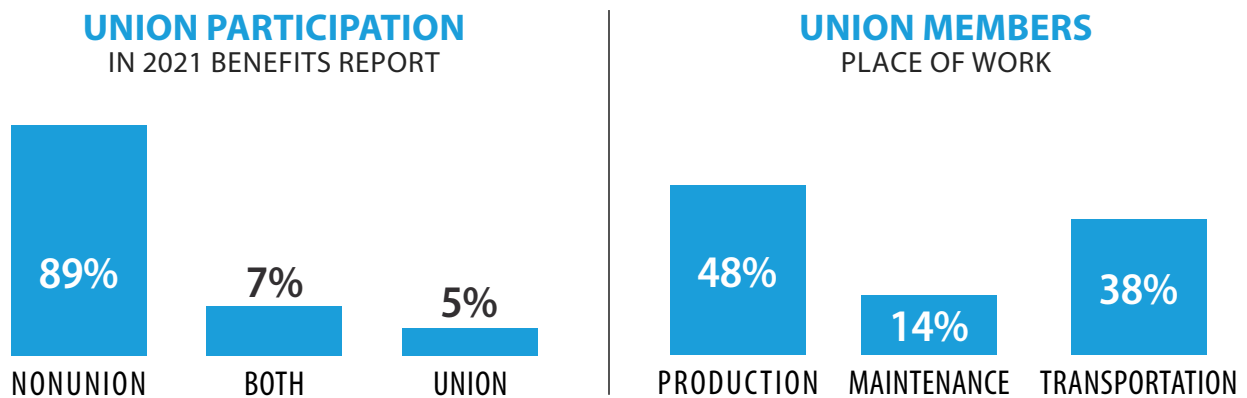
COVID-19 PANDEMIC, PPE EQUIPMENT, AND WORKFORCE



2021 BENEFITS REPORTED FOR SMALL NON-MANUFACTURING



UNION PARTICIPATION AND WHERE MEMBERS WORK



2021 BENEFITS REPORTED FOR SMALL NON-MANUFACTURING

Over 45 companies and organizations representing 2,243 employees participated in the *2021 Benefits Survey* for the South Bend - Elkhart region. Benefits figures represent data as of August 1, 2021.

PAID TIME OFF

HOLIDAYS	HOURLY	SALARY
Percentage of companies offering paid holidays	86%	97%
Typical number of paid holidays offered annually	7	7

Percentage of those companies offering these common holidays

New Years Day	73%	71%
New Years Eve	29%	29%
Martin Luther King Jr.	20%	18%
Lincoln's Birthday	2%	2%
Presidents Day	13%	11%
Washington's Birthday	0%	0%
Good Friday	20%	27%
Memorial Day	69%	67%
Independence Day	73%	71%
Labor Day	71%	69%
Columbus Day	4%	4%
Election Day	0%	0%
Floating Holiday	22%	22%
Veterans Day	9%	9%
Thanksgiving Day	73%	71%
Day After Thanksgiving	42%	40%
Christmas Eve	49%	51%
Christmas Day	73%	71%

PAID TIME OFF

OTHER HOLIDAYS	HOURLY	SALARY
Week between Christmas and New Years		N/A
Day after Christmas		1
New Years Eve half day		N/A
Easter		1
Birthday		1
Work Anniversary		1

COMBINED PAID TIME OFF	HOURLY	SALARY
Percentage of companies that combine vacation, illness, and personal days	33%	40%
Average number of PTO days offered first year	8	12
Typical number of PTO days offered first year	10	10
Average number of carryover days per year	3	4

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	2	2
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	1	2
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	1
Average number of years that must be worked to earn 20 days	6	4
Typical number of years that must be worked to earn 20 days	0	1
Average number of years that must be worked to earn more than 20 days	12	10
Typical number of years that must be worked to earn more than 20 days	10	5

BENEFITS

SMALL NON-MANUFACTURING

PAID TIME OFF

ILLNESS DAYS	HOURLY	SALARY
Percentage of companies that offer paid illness days	47%	49%
Average number of paid illness days offered annually	8	8
Typical number of paid illness days offered per year	6	6
Average maximum number of illness days that may be accumulated	54	56
Typical number of paid illness days that may be accumulated	6	6

How soon after hire is employee eligible?

One to 30 days	26%	33%
One to three months	37%	33%
Three to six months	11%	14%
Six months to one year	11%	10%
After first year	16%	10%

VACATION	HOURLY	SALARY
Percentage of all companies that offer paid vacation	50%	64%
One to 30 days	24%	37%
One to three months	19%	19%
Three to six months	5%	7%
Six months to one year	24%	19%
After first year	29%	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	10

How vacation time is earned

Average number of years that must be worked to earn 5 days	1	2
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	1	1

PAID TIME OFF

VACATION <i>continued</i>	HOURLY	SALARY
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	6	1
Average number of years that must be worked to earn 20 days	10	8
Typical number of years that must be worked to earn 20 days	10	10
Average number of years that must be worked to earn more than 20 days	14	18
Typical number of years that must be worked to earn more than 20 days	20	20

PERSONAL DAYS	HOURLY	SALARY
Percentage of companies offering paid personal days	9%	56%
Average number of personal days offered per year	6	6
Typical number of personal days offered in first year	3	3

How soon after hire may employee take personal days?

One to 30 days	25%	38%
One to three months	38%	31%
Three to six months	13%	12%
Six months to one year	8%	4%
After first year	17%	15%

PARENTAL LEAVE	HOURLY	SALARY
Percentage of companies offering parental leave	40%	44%
Maternal leave	11%	11%
Paternal leave	0%	0%
Both maternal and paternal leave	89%	89%
Average number of paid parental weeks offered per year	5	5
Typical number of paid parental weeks offered per year	2	2

BENEFITS

SMALL NON-MANUFACTURING

PAID TIME OFF

PARENTAL LEAVE *continued*

HOURLY

SALARY

How soon after hire may employee take parental leave?

One to 30 days	24%	32%
One to three months	29%	26%
Three to six months	12%	11%
Six months to one year	6%	5%
After first year	29%	26%

BEREAVEMENT LEAVE

HOURLY

SALARY

Percentage of companies offering paid bereavement leave	90%	100%
Average number of bereavement days offered annually	4	3
Typical number of bereavement days offered annually	3	3

How soon after hire may employee eligible?

One to 30 days	79%	79%
One to three months	4%	7%
Three to six months	13%	11%
Six months to one year	4%	4%
After first year	0%	0%

COMPENSATION DURING JURY SERVICE

HOURLY

SALARY

Percentage of companies that pay employees during jury service	60%	60%
Percentage of those that pay regular wages plus payment from court	23%	40%
Percentage of those that pay regular wages minus payment from court	77%	60%

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED	HOURLY	SALARY
Percentage of companies offering health insurance to employees	94%	94%
Percentage of those companies reporting as self-insured	53%	53%
Percentage of those companies reporting as fully-funded	47%	47%
Percentage of those offering health insurance to families and children	88%	88%
Percentage of those companies that offer a single plan	55%	55%
Percentage of those companies that offer multiple plans	45%	45%
Percentage of those companies that offer only standard plans	38%	40%
Percentage of those companies that offer both high-deductible and standard plans	38%	36%
Percentage of those companies that offer only high-deductible plans	23%	24%
Percentage of companies considering dropping health plan in coming year	0%	0%
Percentage having stop-loss coverage	44%	44%
Percentage using any form of benefits manager service	38%	38%
Percent using any price transparency tools	18%	18%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
Percentage of companies offering only HSA or HRA plans	40%	50%
Percentage of companies offering optional HSA or HRA plans	47%	44%
Percentage of companies with no HSA or HRA plan	13%	6%

Average company contribution to HSA/HRA account

For employee only plan	\$641.64	\$652.54
For family plan	\$1,091.14	\$1,369.71

Typical company contribution to HSA/HRA account

For employee only plan	\$0.00	\$1,000.00
For family plan	\$0.00	\$1,500.00

BENEFITS

SMALL NON-MANUFACTURING

HEALTH RELATED BENEFITS

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS	HOURLY	SALARY
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Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,766.67	\$4,211.11
Average maximum annual out of pocket expense family	\$7,466.67	\$8,355.56

Typical annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$6,000.00	\$6,000.00
Average maximum annual out of pocket expense family	\$12,000.00	\$12,000.00

WELLNESS INCENTIVE	HOURLY	SALARY
Percentage of companies that offer a wellness incentive	15%	15%
Average amount that may be earned	\$550.00	\$550.00
Typical amount that may be earned	N/A	N/A

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS	HOURLY	SALARY
Percentage of companies offering standards insurance plans		80%
Percentage of those plans that offer family coverage	81%	92%

How soon after hire is employee eligible?

One to 30 days	25%	21%
One to three months	63%	67%
Three to six months	8%	8%
Six months to year	4%	4%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employee for		
Employee only coverage	\$129.19	\$128.72
Employee and spouse	\$544.37	\$546.04
Employee and child	\$420.94	\$450.23
Family	\$751.90	\$766.90
Average monthly premium paid by employer for each employee		
Employee only coverage	\$599.03	\$632.84
Employee and spouse	\$1,017.44	\$991.57
Employee and child	\$922.76	\$902.29
Family	\$1,184.94	\$1,198.99
Deductibles		
Average annual deductible per person	\$2,997.22	\$1,944.74
Typical annual deductible per person	\$1,000.00	\$3,000.00
Average annual deductible per family	\$3,270.59	\$3,636.84
Typical annual deductible per family	\$6,500.00	\$5,000.00
Copays and Limits		
Annual percentage of costs covered by insurance	66%	72%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$23.44	\$23.24
Typical copay for physician office visit	\$30.00	\$25.00
Average out of pocket limit		
Single coverage	\$4,300.00	\$4,521.05
Family coverage	\$7,946.88	\$8,538.24

BENEFITS

SMALL NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

STANDARD PLANS *continued*

HOURLY

SALARY

Typical out of pocket limit

Single coverage	\$2,000.00	\$6,000.00
Family coverage	\$10,000.00	\$10,000.00

HIGH DEDUCTIBLE PLANS

HOURLY

SALARY

Percentage of companies offering high deductible insurance plans		55%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible

One to 30 days	27%	27%
One to three months	73%	73%
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	\$111.45	\$111.45
Employee and spouse	\$444.60	\$444.60
Employee and child	\$373.28	\$373.28
Family	\$699.52	\$694.32

Average monthly premium paid by employer for each employee

Employee only coverage	\$523.14	\$523.14
Employee and spouse	\$860.06	\$860.06
Employee and child	\$736.36	\$736.36
Family	\$1,073.08	\$1,073.08

HEALTH INSURANCE COSTS AND BENEFITS

HIGH DEDUCTIBLE PLANS <i>continued</i>	HOURLY	SALARY
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Deductibles

Average annual deductible per person	\$3,570.00	\$3,570.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,933.33	\$6,933.33
Typical annual deductible per family	\$10,000.00	\$10,000.00

Copays and Limits

Annual percentage of costs covered by insurance	64%	64%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$18.75	\$18.75
Typical copay for physician office visit	\$0.00	\$0.00

Average out of pocket limit

Single coverage	\$6,077.27	\$6,077.27
Family coverage	\$11,881.82	\$11,881.82

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family coverage	\$12,000.00	\$12,000.00

PRESCRIPTION DRUG BENEFIT	HOURLY	SALARY
Percentage of all companies where insurance covers prescription drugs	64%	64%
Percentage of all companies utilizing a Pharmacy Benefits Manager	50%	50%

Copays are:

Dollar amounts		95%
Percentages		5%

BENEFITS

SMALL NON-MANUFACTURING

HEALTH INSURANCE COSTS AND BENEFITS

PRESCRIPTION DRUG BENEFIT <i>continued</i>	HOURLY	SALARY
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Retail copay when paying dollars

What is the average employee copay for retail generic	\$9.50	\$9.55
What is the typical employee copay for retail generic	\$10.00	\$10.00
What is the average employee copay for retail formulary	\$48.11	\$46.30
What is the typical employee copay for retail formulary	\$40.00	\$40.00
What is the average employee copay for retail non-formulary	\$54.75	\$55.33
What is the typical employee copay for retail non-formulary	\$40.00	\$40.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic	\$21.07	\$19.69
What is the typical employee copay for mail-order generic	\$25.00	\$10.00
What is the average employee copay for mail-order formulary	\$82.92	\$81.79
What is the typical employee copay for mail-order formulary	N/A	N/A
What is the average employee copay for mail-order non-formulary	\$187.33	\$186.29
What is the typical employee copay for mail-order non-formulary	N/A	N/A

DENTAL INSURANCE	HOURLY	SALARY
Percentage of all companies that offer a dental plan	52%	58%
Percentage of those plans that cover orthodontic	94%	95%

How soon after hire is employee eligible for coverage?

One to 30 days	18%	16%
One to three months	82%	79%
Three to six months	0%	5%
Six months to year	0%	0%
After first year	0%	0%

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Deductibles and Limits		
Average annual deductible	\$79.58	\$68.21
Typical annual deductible	\$50.00	\$0.00
Average annual limit single coverage	\$1,339.29	\$1,410.71
Typical annual limit single coverage	\$1,000.00	\$1,000.00
Average annual limit family coverage	\$1,491.67	\$1,575.00
Typical annual limit family coverage	\$1,000.00	\$1,000.00
Premiums and Costs		
Average monthly premium paid by employee for		
Employee only coverage	\$17.15	\$16.96
Employee and spouse	\$42.30	\$44.37
Employee and child(ren)	\$50.20	\$52.69
Family	\$77.53	\$80.59
Average monthly premium paid by employer for		
Employee only coverage	\$9.62	\$8.83
Employee and spouse	\$16.76	\$15.88
Employee and child(ren)	\$17.05	\$16.17
Family	\$20.47	\$19.57
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

HEALTH INSURANCE COSTS AND BENEFITS

DENTAL INSURANCE <i>continued</i>	HOURLY	SALARY
Percentage of Costs Covered		
Average of preventative costs covered	98%	98%
Typical percentage of preventative costs covered	100%	100%
Average of basic costs covered	82%	82%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	57%	56%
Typical percentage of major costs covered	50%	50%

VISION INSURANCE	HOURLY	SALARY
Percentage of companies offering a separate vision plan	53%	56%
Percentage of those plans that cover glasses/contacts	95%	100%
Percentage of those plans that cover LASIK or similar procedures	22%	22%

How soon after hire is employee eligible for coverage?

One to 30 days	22%	21%
One to three months	78%	74%
Three to six months	0%	5%
Six months to year	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$4.17	\$4.89
Employee and spouse	\$9.12	\$10.37
Employee and child(ren)	\$10.72	\$11.90
Family	\$16.08	\$18.05

HEALTH INSURANCE COSTS AND BENEFITS

VISION INSURANCE <i>continued</i>	HOURLY	SALARY
Average monthly premium paid by employer for		
Employee only coverage	\$3.93	\$3.67
Employee and spouse	\$5.36	\$5.00
Employee and child(ren)	\$5.45	\$5.08
Family	\$6.93	\$6.47
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

HEALTH-RELATED COVERAGE

ON-SITE/NEAR-SITE CLINICS	HOURLY	SALARY
Percent of all companies with on-site/near-site clinics	15%	15%
Average amount Employer spends annually on on-site/near-site clinics	\$44,160.00	\$44,160.00
Percent on-site/near-site utilization based on total membership	56%	56%
TELEDOC SERVICES	HOURLY	SALARY
Percent offering Teledoc services	32%	32%
Average annual employer spend on Teledoc services	\$0.00	\$0.00
Percent Teledoc utilization based on total membership	27%	27%

BENEFITS

SMALL NON-MANUFACTURING

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE	HOURLY	SALARY
Percentage of all companies offering Life Insurance	58%	61%
Percentage of those plans that pay a set amount	36%	36%
Percentage of those plans that pay a percentage of salary	22%	25%

How soon after hire is employee eligible for coverage?

One to 30 days	10%	9%
One to three months	76%	73%
Three to six months	0%	5%
Six months to year	5%	5%
After first year	10%	9%

SHORT-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a short-term disability benefit	37%	40%
Average percentage of wage employee receives while on short-term disability	60%	60%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	15	14
Typical number of weeks employee receives payment	12	12

How soon after hire is employee eligible for coverage?

One to 30 days	15%	14%
One to three months	54%	50%
Three to six months	8%	14%
Six months to year	0%	0%
After first year	23%	21%

FINANCIAL BENEFITS AND INCENTIVES

LONG-TERM DISABILITY	HOURLY	SALARY
Percentage of all companies that offer a long-term disability benefit	40%	43%
Average percentage of wages employee receives while on disability	61%	61%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	59	59
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	7%	7%
One to three months	50%	47%
Three to six months	14%	20%
Six months to year	7%	7%
After first year	21%	20%

PROFIT SHARING	HOURLY	SALARY
Percentage of all companies offering profit sharing program	29%	57%
Percentage of programs that are team based	50%	33%
Percentage of programs that are individual based	60%	83%

How soon after hire is employee eligible?

One to 30 days	33%	40%
One to three months	33%	20%
Three to six months	0%	20%
Six months to year	0%	0%
After first year	33%	20%

BONUS POOL	HOURLY	SALARY
Percentage of companies whose employees participate in a bonus pool		20%
Average amount each worker receives	\$3,166.67	\$14,500.00

BENEFITS

SMALL NON-MANUFACTURING

FINANCIAL BENEFITS AND INCENTIVES

SHIFT DIFFERENTIAL	HOURLY	SALARY
Percentage of companies operating more than one shift		40%
Percentage of those companies that pay a shift differential		54%
Average second shift differential		\$0.55
Typical second shift differential		N/A
Average third shift differential		\$1.08
Typical third shift differential		\$1.00

RETIREMENT

COMPANY-FUNDED PENSION	HOURLY	SALARY
Percentage of companies that offer traditional pension plan	19%	17%
Percentage of companies where the employee also contributes	88%	75%
Average age when employee is eligible to receive benefits	55	53
Typical age when employee is eligible to receive benefits	65	N/A

401(K) AND SIMILAR PLANS	HOURLY	SALARY
Percentage of companies that offer a 401(k)/403(b) plan	56%	61%
Average percentage of wages an employee may contribute to fund	73%	82%
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	22%	20%
Typical percentage of contribution the employer matches	3%	3%

Average percentage of contribution the company matches **42% of the first 27%**

Percentage of companies where the match is guaranteed	90%	90%
Percentage of companies where the match is intended	10%	10%

FINANCIAL BENEFITS AND INCENTIVES

401(K) AND SIMILAR PLANS *continued*

How soon after hire is employee eligible to participate?

	HOURLY	SALARY
One to 30 days	25%	27%
One to three months	30%	27%
Three to six months	20%	23%
Six months to year	5%	5%
After first year	20%	18%

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

	HOURLY	SALARY
Percentage of companies offering training or career development programs	49%	54%

How soon after hire is employee eligible to participate?

One to 30 days	56%	53%
One to three months	13%	12%
Three to six months	13%	12%
Six months to year	0%	0%
After first year	19%	24%

MENTORING

	HOURLY	SALARY
Percentage of companies that offer mentoring for new employees	11%	13%

ORIENTATION

	HOURLY	SALARY
Percentage of companies that offer orientation for new employees	51%	49%

BENEFITS

SMALL NON-MANUFACTURING

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE	HOURLY	SALARY
Percentage of companies that offer these workplace benefits		
Casual dress day (one per week)	16%	22%
Casual dress (every day)	27%	27%
Onsite child day care services	0%	0%
Offsite child day care services	0%	0%
Child care subsidy	2%	2%
Compressed work week	4%	7%
Discounted product purchases	13%	13%
Employee assistance programs	33%	36%
Emergency/sick child care	2%	2%
English as a second language assistance	2%	0%
Fitness center membership subsidy	11%	11%
Fitness center on site	4%	4%
Flex time	16%	20%
Flexible spending account	11%	11%
Job sharing	0%	0%
Informal recognition program	16%	18%
Open communication policy	33%	38%
Scholarships-employees/spouses/children	0%	0%
Smoking cessation programs	7%	7%
Smoke-free work environment	36%	38%
Telecommuting	22%	24%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	2%	2%
Wellness program, resources, and information	13%	16%
Employee resources group	2%	4%
Diversity programs	9%	9%
Sponsorship Programs	2%	2%

WORKPLACE AND CAREER DEVELOPMENT

WORKPLACE <i>continued</i>	HOURLY	SALARY
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Percentage of companies that offer these workplace benefits

Management training	11%	18%
Other	4%	4%

TUITION ASSISTANCE	HOURLY	SALARY
Percentage of companies offering tuition assistance	31%	33%
Percentage that require classes be job related to receive tuition assistance	91%	92%
Average percent of tuition reimbursement	83%	76%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	62%	56%
Percentage of companies that offer off-site career development programs	31%	44%

INTERNSHIP AND APPRENTICESHIP PROGRAMS	HOURLY	SALARY
Percentage of companies that offer internship opportunities	22%	18%
Percentage of companies that offer apprenticeship programs	11%	2%

DRUG SCREENING POLICIES	HOURLY	SALARY
Percentage of companies that conduct drug screening		39%

Which screening protocol is used

Five panel		42%
Seven panel		8%
DOT		8%
Other		42%

BENEFITS

SMALL NON-MANUFACTURING

WORKPLACE AND CAREER DEVELOPMENT

DRUG SCREENING POLICIES <i>continued</i>	HOURLY	SALARY
Percentage of those companies that require new applicants to pass	100%	100%

Current employees are screened

Randomly	20%	20%
After incident/injury	54%	54%
For cause	91%	91%

Employees who fail are

Dismissed	63%	50%
Referred to an EAP or counseling program	89%	83%

REMOTE WORKING	HOURLY	SALARY
Does your company offer work from home or remote working options?	52%	69%

WAGES, HIRING, AND LAYOFFS

WAGES OUTLOOK	
Percent of companies giving pay raises in preceding 12 months	79%
Average raise given in preceding 12 months	17%
Typical raise given in preceding 12 months	3%
Percentage of companies planning pay raises in the next 12 months	82%
Average raise planned in next 12 months	4%
Typical increase planned in next 12 months	3%

WORKPLACE AND CAREER DEVELOPMENT

CHANGES IN STAFFING

Preceding six months

Percentage of companies that added workers in preceding six months	50%
Total number of employees added in preceding six months	341
Average number of employees added in preceding six months	23

In 2021

Percentage of companies adding workers later in 2021	66%
Total anticipated increase later 2021	208
Average anticipated increase later in 2021	26
Percentage of companies expecting layoffs later in 2021	0%
Total anticipated layoffs later in 2021	N/A
Average anticipated layoffs later in 2021	N/A

In 2022

Percentage of companies adding workers later in 2022	55%
Total anticipated increase later 2022	149
Average anticipated increase later in 2022	32
Percentage of companies expecting layoffs later in 2022	3%
Total anticipated layoffs later in 2022	N/A
Average anticipated layoffs later in 2022	N/A
Annual turnover as a percentage of employees	16%

BENEFITS

SMALL NON-MANUFACTURING

DIVERSITY AND INCLUSION

AFFIRMATIVE ACTION

Percent of companies that have an Affirmative Action Plan	29%
Percent of companies required to have an Affirmative Action Plan by US Department of Labor	12%

ORGANIZATIONAL DIVERSITY AND INCLUSION COMPLIANCE

Not current compliant	0%
Compliant with minimum requirements	56%
Compliant and tracks EEO data	13%
Compliant, tracks, and exploring systemic talent relations	31%

DIVERSITY AND INCLUSION PROGRAMS

Does not have a clear strategy	33%
In the process of putting together a strategy	33%
Has a clear strategy however not using data	7%
Has a clear strategy in place and using data to track employee representation	27%

LEADER-LED DIVERSITY AND INCLUSION PRACTICES

Leadership does not have a policy in place	27%
Leadership actively advocates for diversity and inclusion	47%
Leadership advocates and takes personal responsibility	7%
Leadership advocates, takes personal responsibility and uses data	20%

INTEGRATED DIVERSITY AND INCLUSION PROGRAMS

Organization does not have fully developed activities in place	71%
Developed activities are in place but not fully utilized by leadership and employees	21%
Developed activities are in place and are utilized by leadership and employees	7%
All of the above and leadership uses data to trace and report business value	0%



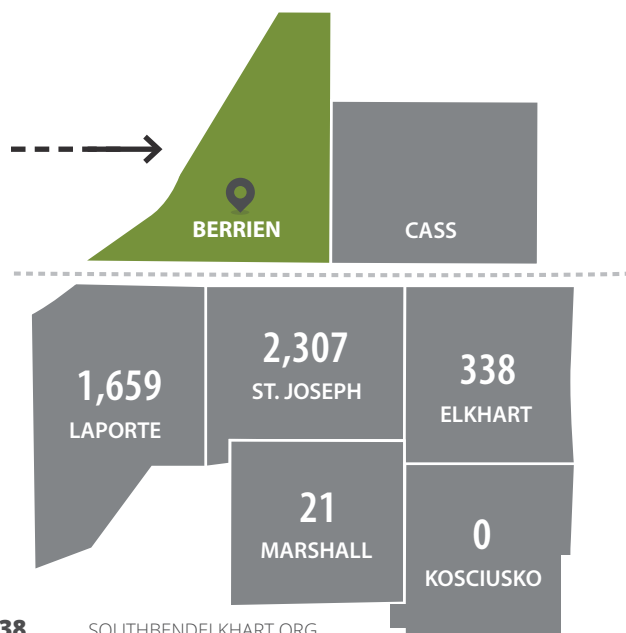
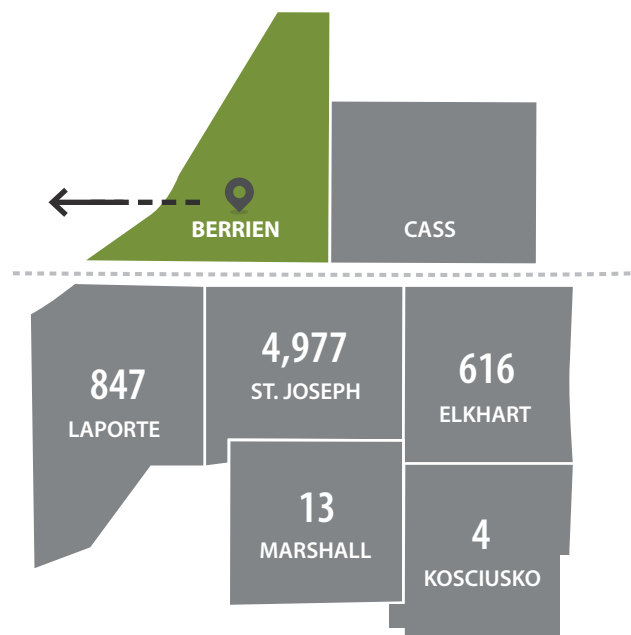
2021 WAGES AND BENEFITS REPORT **SUPPLEMENTAL REPORT**



WORKFORCE AND COMMUTING PATTERNS

COMMUTING FROM BERRIEN COUNTY (MI)

INTO	WORKERS
ELKHART COUNTY	616
KOSCIUSKO COUNTY	4
LAPORTE COUNTY	847
MARSHALL COUNTY	13
ST. JOSEPH COUNTY	4,977
	6,457



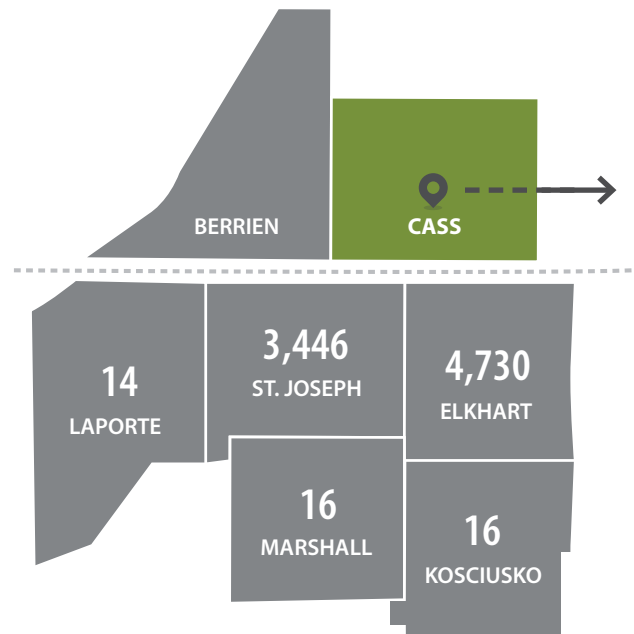
COMMUTING INTO BERRIEN COUNTY (MI)

FROM	WORKERS
ELKHART COUNTY	338
KOSCIUSKO COUNTY	0
LAPORTE COUNTY	1,659
MARSHALL COUNTY	21
ST. JOSEPH COUNTY	2,307
	4,325

WORKFORCE AND COMMUTING PATTERNS

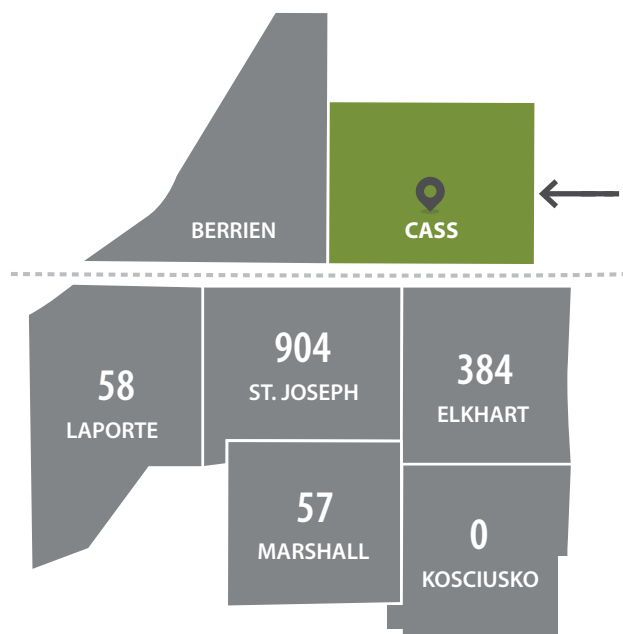
COMMUTING FROM CASS COUNTY (MI)

INTO	WORKERS
ELKHART COUNTY	4,730
KOSCIUSKO COUNTY	16
LAPORTE COUNTY	14
MARSHALL COUNTY	16
ST. JOSEPH COUNTY	3,446
	8,222



COMMUTING INTO CASS COUNTY (MI)

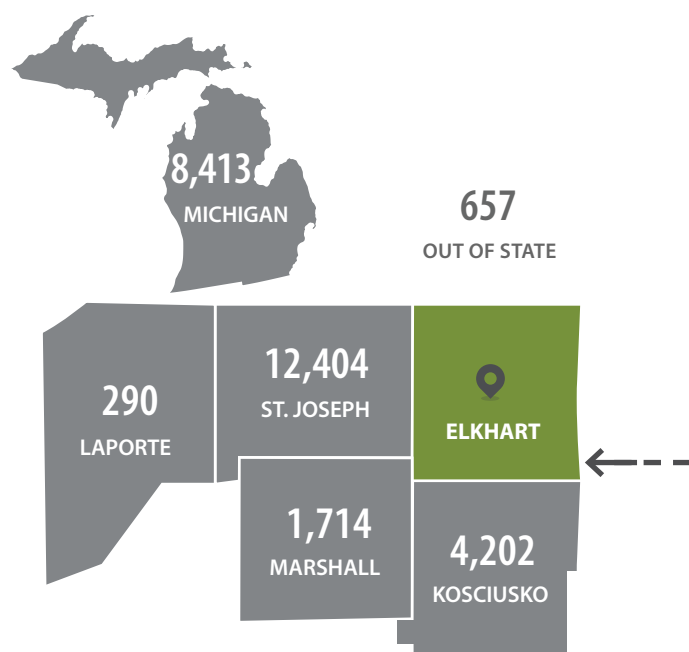
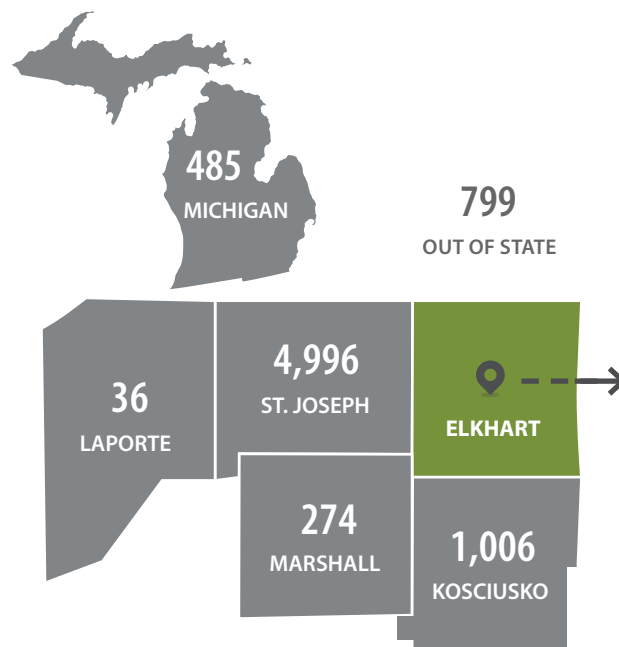
FROM	WORKERS
ELKHART COUNTY	384
KOSCIUSKO COUNTY	0
LAPORTE COUNTY	58
MARSHALL COUNTY	57
ST. JOSEPH COUNTY	904
	1,403



WORKFORCE AND COMMUTING PATTERNS

COMMUTING FROM ELKHART COUNTY (IN)

INTO	WORKERS
KOSCIUSKO COUNTY	1,006
LAPORTE COUNTY	36
MARSHALL COUNTY	274
MICHIGAN	485
OUT OF STATE	799
ST. JOSEPH COUNTY.....	4,996
	7,596



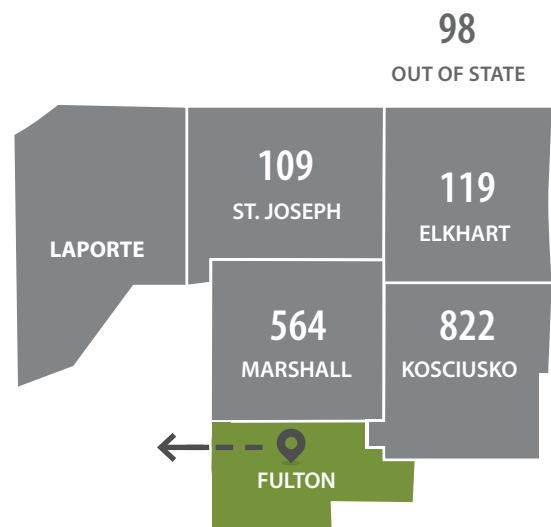
COMMUTING INTO ELKHART COUNTY (IN)

FROM	WORKERS
KOSCIUSKO COUNTY	4,202
LAPORTE COUNTY	290
MARSHALL COUNTY	1,714
MICHIGAN	8,413
OUT OF STATE	657
ST. JOSEPH COUNTY.....	12,404
	27,680

WORKFORCE AND COMMUTING PATTERNS

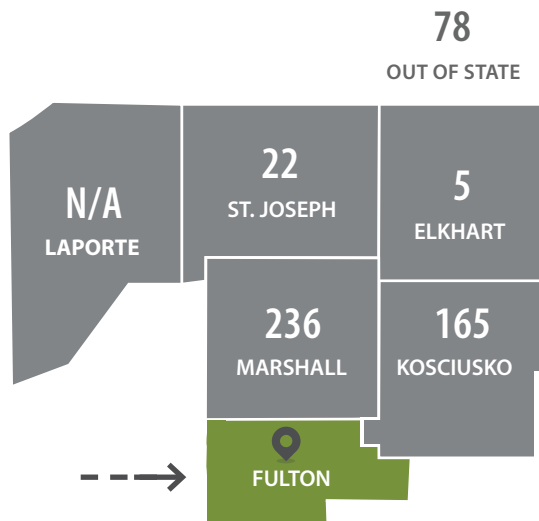
COMMUTING FROM FULTON COUNTY (IN)

INTO	WORKERS
ELKHART COUNTY	119
KOSCIUSKO COUNTY	822
MARSHALL	564
MIAMI	121
OUT OF STATE	98
ST. JOSEPH COUNTY.....	109
	1,833



COMMUTING INTO FULTON COUNTY (IN)

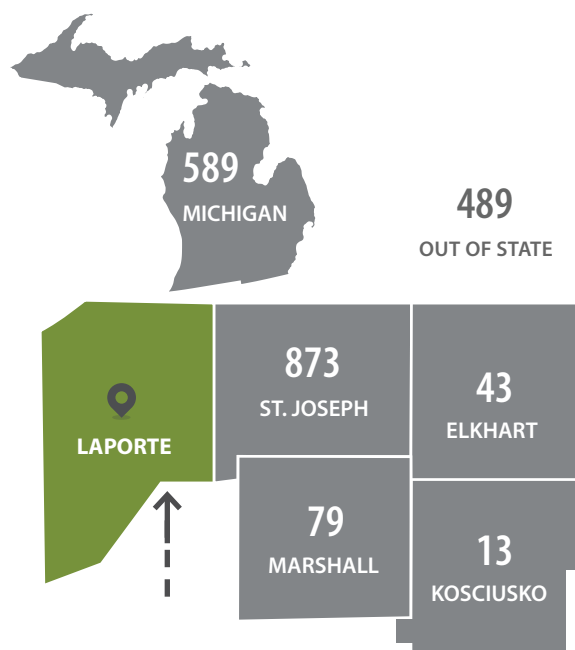
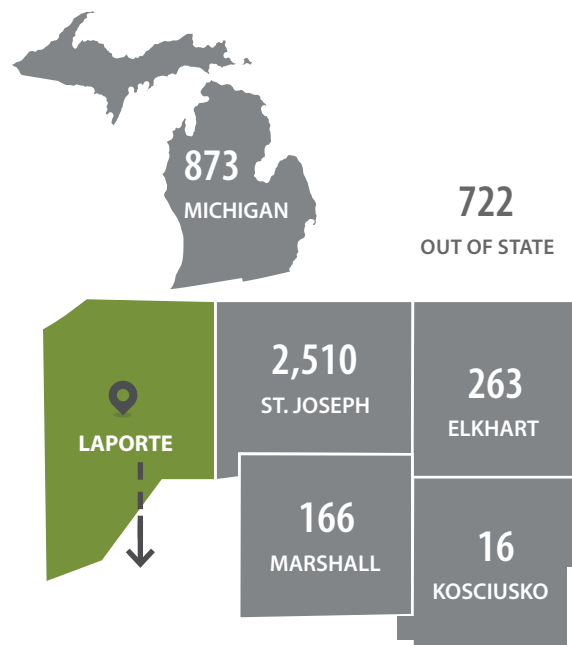
FROM	WORKERS
ELKHART COUNTY	5
KOSCIUSKO COUNTY	165
MARSHALL	236
MIAMI	325
OUT OF STATE	78
ST. JOSEPH COUNTY.....	22
	831



WORKFORCE AND COMMUTING PATTERNS

COMMUTING FROM LAPORTE COUNTY (IN)

INTO	WORKERS
ILLINOIS.....	770
LAKE COUNTY.....	1,680
MICHIGAN.....	873
OUT OF STATE.....	722
PORTER COUNTY.....	3,929
ST. JOSEPH COUNTY.....	2,510
	10,484



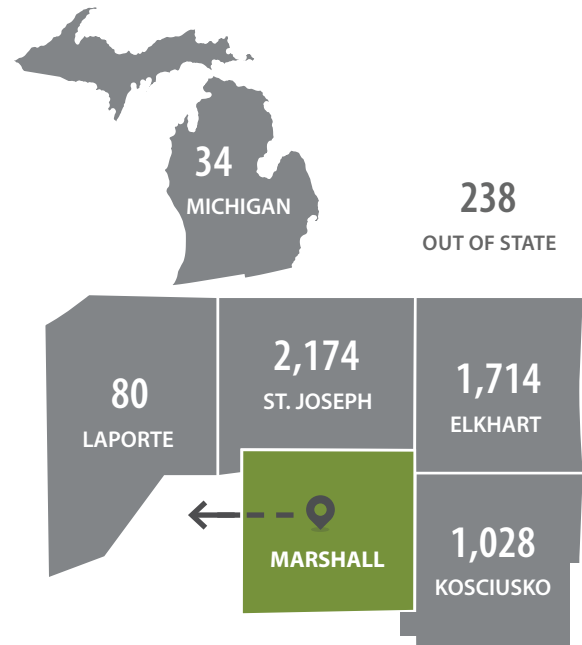
COMMUTING INTO LAPORTE COUNTY (IN)

FROM	WORKERS
LAKE COUNTY.....	951
MICHIGAN.....	589
OUT OF STATE.....	489
PORTER COUNTY.....	3,417
STARKE COUNTY.....	576
ST. JOSEPH COUNTY.....	873
	6,895

WORKFORCE AND COMMUTING PATTERNS

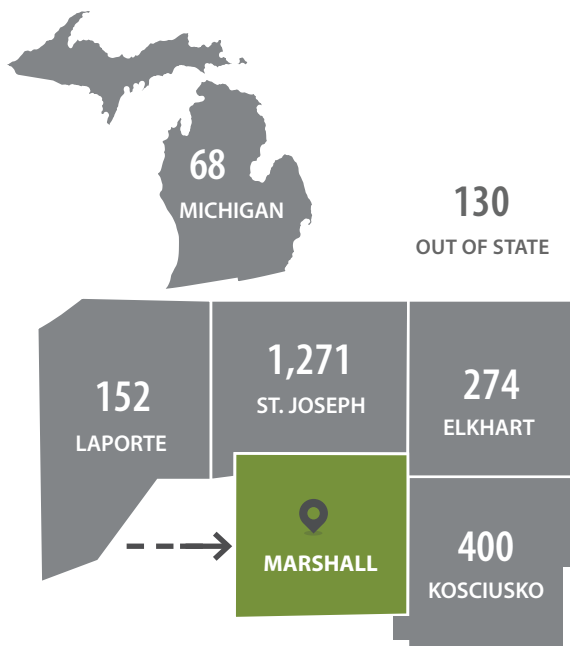
COMMUTING FROM MARSHALL COUNTY (IN)

INTO	WORKERS
ELKHART COUNTY	1,714
KOSCIUSKO COUNTY	1,028
LAPORTE COUNTY	80
MICHIGAN	34
OUT OF STATE	238
ST. JOSEPH COUNTY.....	2,174
	5,268



COMMUTING INTO MARSHALL COUNTY (IN)

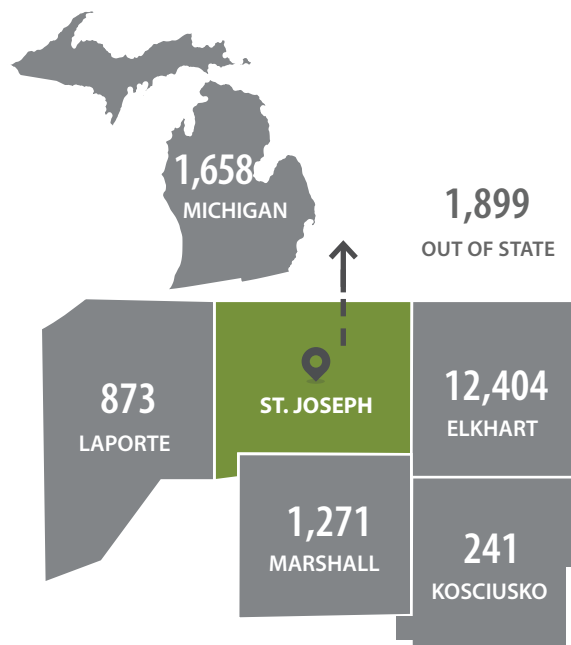
FROM	WORKERS
ELKHART COUNTY	274
KOSCIUSKO COUNTY	400
LAPORTE COUNTY	152
MICHIGAN	68
OUT OF STATE	130
ST. JOSEPH COUNTY.....	1,271
	2,295



WORKFORCE AND COMMUTING PATTERNS

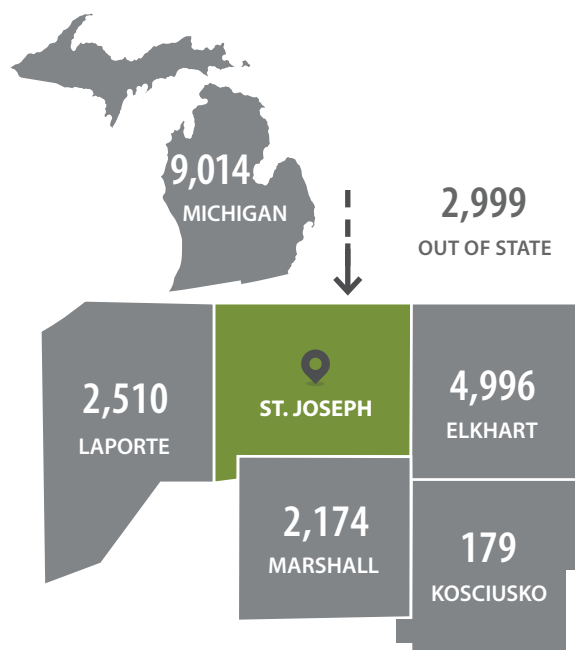
COMMUTING FROM ST. JOSEPH COUNTY (IN)

INTO	WORKERS
ELKHART COUNTY	12,404
KOSCIUSKO COUNTY	241
LAPORTE COUNTY	873
MARSHALL COUNTY	1,271
MICHIGAN	1,658
OUT OF STATE	1,899
	18,346



COMMUTING INTO ST. JOSEPH COUNTY (IN)

FROM	WORKERS
ELKHART COUNTY	4,996
KOSCIUSKO COUNTY	179
LAPORTE COUNTY	2,510
MARSHALL COUNTY	2,174
MICHIGAN	9,014
OUT OF STATE	2,999
	21,872





REGIONAL PROFILE

POPULATION

COUNTY	POPULATION
Berrien County	153,025
Cass County	51,584
Elkhart County	206,161
LaPorte County	111,466
Marshall County	46,108
St. Joseph County	271,484
Total	839,828

Source: June 2021, Emsi Burning Glass

EDUCATIONAL ATTAINMENT

EDUCATIONAL ATTAINMENT	BERRIEN	CASS	ELKHART	LAPORTE	MARSHALL	ST. JOSEPH
Percent High School or Higher	90%	88%	77%	89%	85%	89%
Percent Bachelors Degree or Higher	28%	19%	15%	18%	20%	30%

Source: 2019 US Census Bureau

REGIONAL PROFILE

LABOR FORCE

LABOR FORCE	EMPLOYED	UNEMPLOYED	UNEMPLOYMENT RATE
2021 Civilian Population Age 16+ in Labor Force			
Berrien County	66,840	5,196	6%
Cass County	22,717	1,476	5%
Elkhart County	108,706	3,947	3%
LaPorte County	45,404	3,000	6%
Marshall County	21,757	778	3%
St. Joseph County	124,278	6,993	5%

Source: June 2021, Emsi Burning Glass

INDUSTRY SECTORS

INDUSTRY SECTORS	BERRIEN	CASS	ELKHART	LAPORTE	MARSHALL	ST. JOSEPH
2020-2021 Industry Sector Employment						
Manufacturing	11,666	2,227	61,473	8065	6,398	13,559
Healthcare and Social Assistance	8,061	606	11,279	5213	1,749	20,983
Retail Trade	6,794	731	10,109	5082	2,037	13,716
Accommodation and Food Services	5,268	863	6,256	4213	1,327	9,768
Administrative, Support, and Waste Services	3,352	411	4,599	1748	670	5,151
Wholesale Trade	1,670	258	6,497	1287	344	5,582
Educational Services	2,294	53	1,318	386	608	14,716
Construction	2,751	602	5,080	1924	919	6,308

Source: June 2021, Emsi Burning Glass

REGIONAL PROFILE

INDUSTRY SECTORS

INDUSTRY SECTORS	BERRIEN	CASS	ELKHART	LAPORTE	MARSHALL	ST. JOSEPH
2020-2021 Industry Sector Employment <i>continued</i>						
Professional, Scientific and Technical Services	1,560	413	2,207	726	440	5,313
Finance and Insurance	2,057	257	1,915	835	370	3,969
Real Estate and Rental and Leasing	675	95	1,258	376	167	1,811
Management of Companies and Enterprises	190	16	2,586	88	75	2,598
Arts, Entertainment, and Recreation	654	151	490	1245	179	1,920
Information	463	44	382	195	54	1,180
Other Services	3,248	717	4,958	1225	1,160	6,391
Agriculture, Forestry, Fishing, and Hunting	1,630	389	519	231	399	379
Mining, Quarrying, and Oil and Gas Extraction	84	<10	58	20	<10	17
Transportation and Warehousing	1,065	223	3,032	978	399	4,413
Utilities	966	139	171	210	112	255

Source: June 2021, Emsi Burning Glass



JOB TITLE DESCRIPTIONS

MANAGEMENT OCCUPATIONS

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.

Advertising and Promotions Managers

Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

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.

Training and Development Managers

Plan, direct, or coordinate the training and development 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

Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.

JOB TITLE DESCRIPTIONS

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.

BUSINESS AND FINANCIAL OPERATIONS OCCUPATIONS

Buyers and Purchasing Agents

Purchase farm products either for further processing or resale. Includes tree farm contractors, grain brokers and market operators, grain buyers, and tobacco buyers. May negotiate contracts. Buy merchandise or

commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. May negotiate contracts. Includes assistant wholesale and retail buyers of nonfarm products. Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semifinished materials for manufacturing.

Claims Adjusters, Examiners, and Investigators

Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation. May also settle insurance claims.

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

JOB TITLE DESCRIPTIONS

information on competitors, prices, sales, and methods of marketing and distribution.

Project Management Specialists and Business Operations Specialists

Analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. Lead and guide the work of technical staff. May serve as a point of contact for the client or customer

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.

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.

Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists, All Other

Conduct quantitative analyses of information involving investment programs or financial data of public or private institutions, including valuation of businesses. Analyze and measure exposure to credit and market risk threatening the assets, earning capacity, or economic state of an organization. May make recommendations to limit risk.

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 Quality Assurance

Analysts and Testers

Develop and execute software tests to identify software problems and their causes. Test system modifications to prepare for implementation. Document software and application defects using a bug tracking system and report defects to software or web developers. Create and maintain databases of known defects. May participate in software design reviews to provide input on functional requirements, operational characteristics, product designs, and schedules.

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

JOB TITLE DESCRIPTIONS

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.

Environmental Engineers

Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology

Chemical Engineers

Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

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.

Physicists

Conduct research into physical phenomena, develop theories on the basis of observation and experiments, and devise methods to apply physical laws and theories.

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.

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

JOB TITLE DESCRIPTIONS

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.

Judges, Magistrate Judges and Magistrates

Arbitrate, advise, adjudicate, or administer justice in a court of law. May sentence defendant in criminal cases according to government statutes or sentencing guidelines. May determine liability of defendant in civil cases. May perform wedding ceremonies.

Paralegals and Legal Assistants

Assist lawyers 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,

JOB TITLE DESCRIPTIONS

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 shelve 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.

Umpires, Referees and Other Sports Officials

Officiate at competitive athletic or sporting events. Detect infractions of rules and decide penalties according to established regulations. Includes all sporting officials, referees, and competition judges.

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.

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.

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

JOB TITLE DESCRIPTIONS

specialists when needed for further diagnosis or treatment.

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 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 and illnesses and

administer basic emergency medical care. May 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 surgeons' 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

Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other

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

JOB TITLE DESCRIPTIONS

healthcare system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders.

Athletic Trainers

Evaluate and treat musculoskeletal injuries or illnesses. Provide preventive, therapeutic, emergency, and rehabilitative care.

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.

Health Information Technologists, Medical Registrars, Surgical Assistants, and Healthcare Practitioners and Technical Workers,

Apply knowledge of healthcare and information systems to assist in the design, development, and continued modification and analysis of computerized healthcare systems. Abstract, collect, and analyze treatment and follow up information of patients. May educate staff and assist in problem solving to promote the implementation of the healthcare information system. May design, develop, test, and implement databases with complete history, diagnosis, treatment, and health status to help monitor diseases.

HEALTHCARE SUPPORT OCCUPATIONS

Home Health and Personal Care Aides

Provide personalized assistance to

individuals with disabilities or illness who require help with personal care and activities of daily living support (e.g., feeding, bathing, dressing, grooming, toileting, and ambulation). May also provide help with tasks such as preparing meals, doing light housekeeping, and doing laundry. Work is performed in various settings depending on the needs of the care recipient and may include locations such as their home, place of work, out in the community, or at a daytime nonresidential facility.

Nursing Assistants

Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.

Physical Therapist Aides

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

Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

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 SERVICES OCCUPATIONS

First-Line Supervisors of Police and Detectives

Directly supervise and coordinate activities of members of police force.

First-Line Supervisors of Firefighting and Prevention Workers

Directly supervise and coordinate activities of workers engaged in firefighting and fire prevention and control.

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 most 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 Sheriffs 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;

JOB TITLE DESCRIPTIONS

investigate accidents; apprehend and arrest suspects or serve legal processes of courts. Includes police officers working at educational institutions.

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 and Flaggers

Guide or control vehicular or pedestrian traffic at such places as streets, schools, railroad crossings, or construction site

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.

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.

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 car

Dining Room and Cafeteria Attendants, Bartender Helpers, and Dishwashers

Facilitate food service. Clean tables; remove 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.

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 and Entertainment and Recreation Workers, Except Gambling Services

Directly supervise and coordinate

JOB TITLE DESCRIPTIONS

activities of entertainment and recreation related workers.

Animal Caretakers

Feed, water, groom, bathe, exercise, or otherwise provide care to promote and maintain the well-being of pets and other animals that are not raised for consumption, such as dogs, cats, race horses, 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 a 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 a 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 cutting, coloring, and styling hair, and massaging and treating scalp. May shampoo hair, apply makeup, dress wigs, remove hair, and provide nail and skincare 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.

Exercise Trainers and Group

Fitness Instructors

Instruct or coach groups or individuals in exercise activities for the primary purpose of personal fitness. Demonstrate techniques and form, observe participants, and explain to

them corrective measures necessary to improve their skills. Develop and implement individualized approaches to exercise

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, considering the needs and interests of individual member

Residential Advisors

Coordinate activities in resident facilities in secondary school 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 customers.

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

JOB TITLE DESCRIPTIONS

backgrounds 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.

Customer Service Representatives

Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.

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, and 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.

JOB TITLE DESCRIPTIONS

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.

Public Safety Telecommunicators

Operate telephone, radio, or other communication systems to receive and communicate requests for emergency assistance at 9-1-1 public safety answering points and emergency operations centers. Take information from the public and other sources regarding crimes, threats, disturbances, acts of terrorism, fires, medical emergencies, and other public safety matters. May coordinate and provide information to law enforcement and emergency response personnel. May access sensitive databases and other information sources as needed. May provide additional instructions to callers based on knowledge of and certification in law enforcement, fire, or emergency medical procedures.

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 United States Postal Service (USPS) 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. Includes postal service clerks employed by USPS contractors.

Postal Service Mail Carriers

Sort and deliver mail for the United States Postal Service (USPS). Deliver mail on established route by vehicle or on foot. Includes postal service mail carriers employed by USPS contractors.

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Prepare incoming and outgoing mail for distribution for the United States Postal Service (USPS). 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 perform other duties related to mail handling within the postal service. Includes postal service mail sorters and processors employed by USPS contractors.

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 Inventory Clerks

Verify and maintain records on incoming and outgoing shipments involving inventory. Duties include verifying and recording incoming merchandise or material and arranging for the transportation of products. May prepare items for shipment.

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, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Medical Secretaries and Administrative Assistants

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 administrative functions such as drafting correspondence, scheduling

JOB TITLE DESCRIPTIONS

appointments, organizing, and maintaining paper and electronic files, or providing information to callers.

Data Entry Keyers

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

Word Processors and Typists

Use word processor, computer, or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

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. 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, office machine operation, and filing.

Office Machine Operators, Except Computer

Operate one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines.

FARMING, FISHING, FORESTRY OCCUPATIONS

First-Line Supervisors of Farming, Fishing, and Forestry Workers

Directly supervise and coordinate the activities of agricultural, forestry, aquacultural, and related workers

Agricultural Equipment Operators

Drive and control equipment to support agricultural activities such as tilling soil; planting, cultivating, and harvesting crops; feeding and herding livestock; or removing animal waste. May perform tasks such as crop baling or hay bucking. May operate stationary equipment to perform post-harvest tasks such as husking, shelling, threshing, and ginning.

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.

Fishing and Hunting Workers

Hunt, trap, catch, or gather wild animals or aquatic animals and plants. May use nets, traps, or other equipment. May haul catch onto ship or other vessel.

CONSTRUCTION AND EXTRACTION OCCUPATION

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 terracotta block, with mortar and other substances, to construct or repair walls, partitions, arches, sewers, and other structures

Stonemasons

Build stone structures, such as piers, walls, and abutments. Lay walks, curbstones, or special types of masonry for vats, tanks, and floors.

Carpenters

Construct, erect, install, or repair structures and fixtures made of wood and comparable materials, 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.

Construction Laborers

Perform tasks involving physical 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

JOB TITLE DESCRIPTIONS

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, fireproofing, 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 sprinkler fitters.

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 and 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 subsurface 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. Includes horizontal and earth boring machine operators.

Explosives Workers, Ordnance Handling Experts, and Blasters

Place and detonate explosives to demolish structures or to loosen, remove, or displace earth, rock, or other materials. May perform specialized handling, storage, and accounting procedures.

INSTALLATION, MAINTENANCE, AND REPAIR OCCUPATIONS

First-Line Supervisors of Mechanics, Installers, and Repairers

Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders

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, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.

JOB TITLE DESCRIPTIONS

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 mining.

Rail Car Repairers

Diagnose, adjust, repair, or overhaul railroad rolling stock, mine cars, or mass transit rail cars.

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, HVAC, 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. May also install, dismantle, or move machinery and heavy equipment according to plans.

Maintenance Workers, Machinery

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. May also install, dismantle, or move machinery and heavy equipment according to plans.

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 tower.

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 a building in repair. Duties may involve pipe fitting; HVAC maintenance; 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. Excludes team or work leaders.

Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers

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 hands 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.

Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend machines to

JOB TITLE DESCRIPTIONS

extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes.

Forging Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend forging machines to taper, shape, or form metal or plastic parts

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.

Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces.

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.

Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic, Machinists

Set up, operate, or tend milling or planing machines to mill, plane, shape, groove, or profile metal or plastic work pieces.

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 Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend plating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to

protect or decorate surfaces. Typically, the product being coated is immersed in molten metal or an electrolytic solution.

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

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 computer numerically controlled (CNC) equipment. Includes lead sawyers

Woodworking Machine Setters, Operators, and Tenders, Except Sawing

Set up, operate, or tend woodworking

JOB TITLE DESCRIPTIONS

machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines. May operate computer numerically controlled (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 Plant and System Operators **Control or operate entire chemical processes or system of machines.**

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.

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, center-edges, 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 spraying or rolling 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. Includes painters of transportation vehicles such as painters in auto body repair facilities.

Computer Numerically Controlled Tool Programmers

Develop programs to control machining or processing of materials by automatic machine tools,

equipment, or systems. May also set up, operate, or maintain equipment.

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. 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.

Driver/Sales Workers

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 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

JOB TITLE DESCRIPTIONS

merchandise or to deliver packages.
May load and unload vehicle.

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

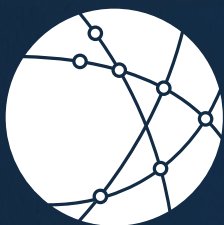
Manually move freight, stock or other materials or perform other general labor. Includes all manual laborers not elsewhere classified.

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.



SOUTH BEND | ELKHART
REGIONAL PARTNERSHIP

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FOR THE SOUTH BEND - ELKHART REGION



SOUTH BEND | ELKHART
REGIONAL PARTNERSHIP

SOUTH BEND - ELKHART REGIONAL PARTNERSHIP
635 S LAFAYETTE BLVD., STE. 123
SOUTH BEND, IN 46601

SOUTHBENDELKHART.ORG
574.344.4686
INFO@SOUTHBENDELKHART.ORG