

# 2018 WAGE + BENEFITS SURVEY



Participating in the *2018 Wage + Benefits Survey* will help you gain invaluable insights to stay competitive in your local labor marketplace. Receive a complimentary copy {\$250 Value} for your participation. Report includes both regional and national survey and will be available in the Fall of 2018.



**Please return completed survey by July 20, 2018.**

Wage survey contact:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

**The confidential survey results will be returned to the individual listed above.**

#### **RETURN IT YOUR WAY**

- » **MAIL - PO Box 23575, Portland OR 97281**
- » **ONLINE - <http://bit.ly/2018WageSurvey>**
- » **FAX - (503) 221-5691**

#### **QUESTIONS**

- » **CONTACT - Jules VanSant**
- » **EMAIL - [info@ppiassociation.org](mailto:info@ppiassociation.org)**
- » **PHONE - (503) 221-3944**

All information collected is strictly confidential. This top sheet containing company information will be removed when your data is submitted. Thank you for your participation.

# BENEFITS

## COMPANY BACKGROUND

1. Please indicate your **PRIMARY** market classification: (Select one)

- |  |  |
|--|--|
| <input type="checkbox"/> General Commercial Printer    | <input type="checkbox"/> In-plant Printer            |
| <input type="checkbox"/> Digital Printer               | <input type="checkbox"/> Quick Printer               |
| <input type="checkbox"/> Envelope Converters           | <input type="checkbox"/> Business Forms Manufacturer |
| <input type="checkbox"/> Bindery/Finishing             | <input type="checkbox"/> Web Printer (Heat Set)      |
| <input type="checkbox"/> Web Printer (Non-Heat Set)    | <input type="checkbox"/> Mailing House/Services      |
| <input type="checkbox"/> Converters/Packaging - Offset | <input type="checkbox"/> Packaging - Flexo           |
| <input type="checkbox"/> Tag & Label                   | <input type="checkbox"/> Wide Format                 |
| <input type="checkbox"/> Design/Marketing Services     | <input type="checkbox"/> Other _____                 |

2. Please indicate your location: \_\_\_\_\_ City \_\_\_\_\_ State

3. Number of employees (full-time): \_\_\_\_\_ years

4. Annual Sales Volume (2017): \$ \_\_\_\_\_

5. Is your workforce represented by a trade union?  Yes  No

## POLICIES

6. Please check all of the following employment features that apply to your company: (Check all that apply)

- Company has a written employee handbook
- Company has a written "Drug-Free Workplace Policy"
- Company tests for drugs and alcohol
  - For new employees
  - In event of an accident
  - At random
  - For cause
- No, we do not test for drugs and alcohol
- Company has job descriptions for employee

## SHIFTS OF PRODUCTION

7. Please indicate your shifts of production:

- One shift of production employees
- Two shifts of production employees
- More than two shifts of production employees

What is your predominant work week in production?

- 3 day work week (3 day, 12 hour shifts)
- 4 day work week
- 5 day work week

Pay Differentials/Shift Premiums: (Only answer if applicable)

Please specify the method your firm uses to pay 2nd and 3rd shift production workers:

2nd shift: \$ \_\_\_\_\_ per hour over the day rate or \_\_\_\_\_% differential over the day rate

3rd shift: \$ \_\_\_\_\_ per hour over the day rate or \_\_\_\_\_% differential over the day rate

## OVERTIME

8. Overtime: (Check all that apply)

- Overtime is paid based on hours earned (vacation/sick leave/holidays are counted)
- Overtime is paid based on hours worked (vacation/sick leave/holidays are not counted)
- Overtime is paid upon shift completion
- Double-time is paid after working four hours of overtime in a shift

If extra overtime is available for weekends/holidays, how is it paid?

- |          |                                     |                                      |
|----------|-------------------------------------|--------------------------------------|
| Saturday | <input type="checkbox"/> Time & 1/2 | <input type="checkbox"/> Double-time |
| Sunday   | <input type="checkbox"/> Time & 1/2 | <input type="checkbox"/> Double-time |
| Holidays | <input type="checkbox"/> Time & 1/2 | <input type="checkbox"/> Double-time |

## HOLIDAY, VACATION, AND ABSENCE POLICIES

9. Leave of Absence Policies:

- Employees have paid time for voting
- Company offers jury duty pay
- Company provides PAID Parental Leave \_\_\_\_\_ Number of paid days
- Company has a written sick leave/personal time off policy (PTO)

10. How do you determine sick/vacation/PTO time eligibility?

(Check all that apply)

- Anniversary of date of hire
- By calendar year
- Earned days based on length of service

11. If your company offers a "traditional" sick day policy, please answer below.

What are the maximum HOURS provided in one year? \_\_\_\_\_

Do you permit accumulation from year to year?  Yes  No

If so, what are the maximum HOURS that can be accumulated? \_\_\_\_\_

12. If your company offers a PTO (Personal Time Off) which incorporates sick days, vacation, etc., please complete this section.

What are the number of HOURS you provide in a year? Please mark the appropriate "cells."

	<40 hrs	41-80 hrs	81-120 hrs	121-160 hrs	>161 hrs
<1 year					
1-2 years					
2-5 years					
5-10 years					
> 10 years					

Do you permit PTO accumulation from year to year?  Yes  No

What is the maximum number of PTO HOURS that can be accumulated? \_\_\_\_\_

13. Please indicate your vacation policy: (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> 1 week after 6 months | <input type="checkbox"/> 1 week after 1 year    |
| <input type="checkbox"/> 2 weeks after 1 year  | <input type="checkbox"/> 2 weeks after 2 years  |
| <input type="checkbox"/> 3 weeks after 5 years | <input type="checkbox"/> 3 weeks after 7 years  |
| <input type="checkbox"/> 3 weeks after 8 years | <input type="checkbox"/> 3 weeks after 10 years |
| <input type="checkbox"/> Other: _____          |   |

14. Please list the maximum number of vacation days that you offer.

\_\_\_\_\_ days after \_\_\_\_\_ years

15. Do you have a specific time period when employees must take their vacation?

- Yes  No

16. Do employees accumulate vacation time from year to year?

- Yes  No

If yes, what are the maximum number of days carried forward? \_\_\_\_\_

17. What are the number of paid holidays offered by your company in a year? (Check all the days offered below)

\_\_\_\_\_ days

- |   |   |
|---|---|
| <input type="checkbox"/> New Year's Eve   | <input type="checkbox"/> Columbus Day           |
| <input type="checkbox"/> New Year's Day   | <input type="checkbox"/> Thanksgiving Day       |
| <input type="checkbox"/> President's Day  | <input type="checkbox"/> Day after Thanksgiving |
| <input type="checkbox"/> Good Friday      | <input type="checkbox"/> Christmas Eve          |
| <input type="checkbox"/> Memorial Day     | <input type="checkbox"/> Christmas Day          |
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> One Floating Day       |
| <input type="checkbox"/> Labor Day        | <input type="checkbox"/> Other: _____           |

18. Do you provide funeral or bereavement leave?  Yes  No

If offered, is it:  Paid  Unpaid

What is the length of time? Please state in HOURS.

Immediate family\* \_\_\_\_\_ HOURS

Other family members \_\_\_\_\_ HOURS

\*spouse, child, mother, father, sister, brother, grandparent

## HEALTH INSURANCE

19. Group health insurance offering: (Check all that apply)

- No plan offered  Self-insured Plan  
 HMO Plan  PPO Plan

Deductibility (Check all that apply)

- < \$1,000 for individual  
 > \$1,001 and < \$3,000 for individual  
 > \$3,001 for individual  
 HSA or HRA high deductible with company contribution  
 \$\_\_\_\_\_ max company contribution (for employee)

20. Contribution to health plan:

Please provide the percentage of premium your company pays per plan level (Column A), as well as the TOTAL MONTHLY average premium paid by the company in Column B (premium cost paid by both employee and employer). If your company pays a fixed amount, use Column C rather than Column A. Use the plan with the most employees if you offer multiple plans/options.

	COLUMN A % Paid by Company	COLUMN B TOTAL Average Monthly Premium	COLUMN C Fixed Amount Per Month
Employee coverage	_____ %	\$ _____	\$ _____
Employee +1	_____ %	\$ _____	\$ _____
Family	_____ %	\$ _____	\$ _____

- Check here if dental is included in the rates and skip the dental question  
 Check here if vision is included in the rates. (Basic vision is included in many plans)

21. Dental Contributions. If your dental coverage is **not included** above, please complete the following:

	COLUMN A % Paid by Company	COLUMN B TOTAL Average Monthly Premium
Employee coverage	_____ %	\$ _____
Employee +1	_____ %	\$ _____
Family	_____ %	\$ _____

22. Other insurance benefits

(Check all that apply)

- Group life is provided, paid in full or part by employer  
 Group life is available for purchase by employee  
 Group accidental death & dismemberment coverage is provided  
 Short-term disability is provided, paid in full or part by employer  
 Short-term disability is available for purchase by employee  
 Long-term disability is provided, paid in full or part by employer  
 Long-term disability is available for purchase by employee

## OTHER POLICIES

23. Please indicate your tobacco policy. (Select one)

- No smoking. Smoke Free Environment  
 Smoking outside the building, off the clock  
 Smoking outside the building, on the clock  
 Smoking inside in designated areas  
 Are Electronic Cigarettes included in your policy?  Yes  
 No formal policy on smoking

24. Retirement or profit sharing plan provided by company.

(Check all that apply)

- Profit Sharing  
 401(k) Plan Does company match?  Yes  No  
 Simple IRA Does company match?  Yes  No  
 Defined Benefit Plan (Company)  
 Defined Benefit Plan (Union Plan)  
 Other: \_\_\_\_\_  
 No company plan offered

25. Please indicate the incentive plans your company offers

Bonus available for the following employees:

- Salaried employees  Hourly employees

Hourly Employee Bonus based on:

- Profitability of company  Productivity  
 Sales goals  Other: \_\_\_\_\_

Salaried Employee Bonus based on:

- Profitability of company  Productivity  
 Sales goals  Other: \_\_\_\_\_

26. If your company tracks job absence and employee turnover rates, what are those metrics for the most recent 1-year period?

Job Absence \_\_\_\_\_ (% of work period)

Turnover\* \_\_\_\_\_ (% of workforce)

\*Please provide data for involuntary turnover (i.e. individuals who quit)

27. Does your company have a policy in effect with respect to moonlighting by employees?

- Yes  No

If Yes, indicate whether:

- It restricts employees from accepting part-time work with any other firm in printing or related activity  
 It requires granting of prior approval by company principal or supervisor  
 We have no restrictions on moonlighting providing it doesn't interfere with employee's job performance  
 No restrictions

## OTHER TOPICS

28. Wage Adjustments and other topics

- Our projected average increase for wages and salaries in the upcoming 12 months will be \_\_\_\_\_ %  
 Our company will not provide any wage adjustments over the coming 12 month period.

29. Which of the following channels does your company use to find New Employees?

- Employment agencies  Staffing/Temp Agency  
 Print Ads (Newspaper/Trade Journals)  Career Websites (Monster, etc.)  
 Online listings (e.g. Craigslist)  LinkedIn  
 Affiliate "Find-an-Employee" Program  Referral from employees  
 Colleges/Technical Programs  Walk-ins  
 Company website  Other: \_\_\_\_\_

## WAGE & SALARY INFORMATION

The form allows for 3 employees' wages in each category, but you can add additional reporting wages on the last page of the questionnaire – as well as posting positions not listed.

If there are multiple individuals with the same salary, just report one.

### DO NOT INCLUDE TRAINEES.

Please enter base salary (NO Shift Differentials or Bonus) EFFECTIVE as of June 1, 2018

### ENTER MONTHLY SALARY

<b>Management</b>	1	CEO /President (No Owners)	_____	N/A	N/A
	2	COO /Vice President /General Manager	_____	N/A	N/A
	3	VP Operations	_____	_____	_____
	4	Production / Operations Manager	_____	_____	_____
	5	CFO / Controller / Financial Manager	_____	_____	_____
	6	Sales Manager /Sales VP	_____	_____	_____
	7	Marketing /Business Development Manager	_____	_____	_____
	8	Customer Service Manager	_____	_____	_____
	9	Customer Service Representative I	_____	_____	_____
	10	Customer Service Representative II	_____	_____	_____
	11	Production Planner /Scheduler /Traffic Manager	_____	_____	_____
	12	Estimating Supervisor	_____	_____	_____
	13	Estimator	_____	_____	_____
	14	Human Resources Manager /Personnel Manager	_____	_____	_____
	15	Environmental Health & Safety Manager	_____	_____	_____
	16	Continuous Improvement Manager	_____	_____	_____
	17	Continuous Improvement Specialist	_____	_____	_____
	<b>Department Managers</b>	18	Quality Control Technician	_____	_____
19		IT Manager	_____	_____	_____
20		Workflow Manager	_____	_____	_____
21		Prepress Manager	_____	_____	_____
22		Pressroom Manager – Sheetfed	_____	_____	_____
23		Pressroom Manager – Web	_____	_____	_____
24		Digital Print Manager	_____	_____	_____
25		Wide Format / Display Manager	_____	_____	_____
26		Bindery Manager	_____	_____	_____
27		Converting /Finishing Manager	_____	_____	_____
28		Mailroom /Fulfillment Manager	_____	_____	_____
29		Shipping /Receiving Manager	_____	_____	_____
30		Maintenance Manager	_____	_____	_____
<b>Office / Administration</b>	31	Office Manager	_____	_____	_____
	32	Executive Administrative Assistant	_____	_____	_____
	33	Administrative Assistant	_____	_____	_____
	34	HR Assistant	_____	_____	_____
	35	General Administrative / Clerical Support	_____	_____	_____
	36	Receptionist	_____	_____	_____
	37	Accounting Supervisor / Manager	_____	_____	_____
	38	A/P or A/R Clerk	_____	_____	_____
	39	Full Charge Bookkeeper	_____	_____	_____

**ENTER HOURLY WAGE.**

**Office / Administration**

40 Accountant

41 Credit Manager

42 Purchasing Specialist

**Information Technology**

43 Technology Support Specialist

44 Database Specialist

45 Network Engineer

46 Programmer / Web Developer

**Prepress**

47 Working Supervisor (Prepress)

48 Graphic Design (Art Director / Designer)

49 Desktop Operator

50 Prepress / Desktop Technician

51 Platemaker (CTP / Conventional)

**Digital Printing**

52 Working Supervisor (Digital)

53 Direct Image Press Operator (DI Press)

54 Digital Color Press Operator (iGen, Indigo)

55 Production Copiers – B&W

56 Production Copiers – Color

57 Hi-speed Inkjet Presses – B&W

58 Hi-speed Inkjet Presses – Color

59 Wide Format Operator – Proofing

60 Wide Format Operator – Production <60"

61 Grand Format Operator – Production >60"

62 Wide Format Finishing / Laminating

63 Wide Format / Display Installer

**Press Operations (Sheetfed)**

64 Working Supervisor (Sheetfed)

65 <20" 1-2 Color Press Operator

66 <20" 4-6 Color Press Operator

67 Jet Press Operator

68 20"-28" 1-2 Color Press Operator

69 20"-28" 4-5 Color Press Operator

70 20"-28" 6 Color Press Operator

71 38"-42" 1-2 Color Press Operator

72 38"-42" 4-5 Color Press Operator

73 38"-42" 6 Color Press Operator

74 38"-42" 8-10 Color Press Operator

75 38"-42" 4-5 Color 2nd Press Operator

76 38"-42" 6 Color 2nd Press Operator

77 38"-42" 8-10 Color 2nd Press Operator

78 52"-60" Press Operator

79 52"-60" 2nd Press Operator

80 61"-81" Press Operator

81 61"-81" 2nd Press Operator

82 Press Feeder / Helper

**Press Operations (Heatset Web – Full)**

83 Working Supervisor

84 Lead Pressman

85 Assistant Pressman

86 Material Handler

**Press Operations (Non-Heatset Web)**

87 Working Supervisor

88 Lead Pressman

89 Assistant Pressman

90 Material Handler

**ENTER HOURLY WAGE**

**Narrow Web Presses, Collators**

- 91 Working Supervisor \_\_\_\_\_
- 92 Press Operator \_\_\_\_\_
- 93 Forms Collator Operator \_\_\_\_\_

**Finishing/Converting**

- 94 Letterpress Operator \_\_\_\_\_
- 95 Finishing Press Operator (Kluge, etc.) \_\_\_\_\_
- 96 Automated Diecutter (<28" Cylinder) \_\_\_\_\_
- 97 Automated Diecutter (>40" Bobst, etc.) \_\_\_\_\_
- 98 Diemaker \_\_\_\_\_
- 99 Folder / Gluer Operator \_\_\_\_\_

**Flexo**

- 100 Flexo Operator ≤9" web width \_\_\_\_\_
- 101 Flexo Operator >10" web width \_\_\_\_\_
- 102 Plate Mounter \_\_\_\_\_
- 103 Flexo Platemaker \_\_\_\_\_
- 104 Rewind Operator \_\_\_\_\_
- 105 Slitter Operator \_\_\_\_\_

**Bindery**

- 106 Working Supervisor \_\_\_\_\_
- 107 Hand Bindery \_\_\_\_\_
- 108 Small Bindery Machines \_\_\_\_\_
- 109 Combination (Small Machine / Hand) \_\_\_\_\_
- 110 Folder Operator >17x22 \_\_\_\_\_
- 111 Cutter Operator \_\_\_\_\_
- 112 Folder / Cutter Operator \_\_\_\_\_
- 113 Multi-competency Operator \_\_\_\_\_
- 114 Stitcher / Binder Operator \_\_\_\_\_
- 115 Perfect Binder Operator \_\_\_\_\_
- 116 Binder / Stitcher Helper \_\_\_\_\_
- 117 Shrink Wrap Operator \_\_\_\_\_

**Mailing & Fulfillment**

- 118 Working Supervisor \_\_\_\_\_
- 119 Insert Machine Operator \_\_\_\_\_
- 120 Mail Machine Operator \_\_\_\_\_
- 121 Mail Specialist \_\_\_\_\_
- 122 Fulfillment Worker \_\_\_\_\_

**Shipping / Warehouse / Maintenance**

- 123 Working Supervisor \_\_\_\_\_
- 124 Shipping / Receiving Clerk \_\_\_\_\_
- 125 Delivery Person / Driver \_\_\_\_\_
- 126 Materials Handler (Shipping / Warehouse) \_\_\_\_\_
- 127 Forklift Operator \_\_\_\_\_
- 128 Maintenance (Facility) \_\_\_\_\_
- 129 Maintenance (Equipment) \_\_\_\_\_

**Ancillary Positions**

- 200 CAD Design (Structural) \_\_\_\_\_
- 201 Color Management Professional – G7 Expert \_\_\_\_\_

**Other (Please List)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for completing this survey. PLEASE RETURN BY JULY 20, 2018**