

2012 COMPENSATION DATA HEALTHCARE CHECKLIST

There are three separate sections to complete in the *Compensation Data Healthcare 2012* survey. They include the Company, Benefits, and Jobs Questionnaire.

We have added new questions for 2012, including new job titles. We recommend you review and match your positions to our list of job descriptions prior to completing the survey. If you completed the *Compensation Data* survey in 2011, the data you submitted will be pre-populated into the 2012 questionnaire. Please review your pre-populated data and update the changes.

Below is a list of information you may wish to collect prior to beginning your survey:

COMPANY QUESTIONNAIRE

Company Profile

- SIC Code
- Gross Annual Revenue by Facility
- Number of Licensed Beds by Facility
- Number of FTEs by Facility

Pay Practices

- Pay Increase Budgets 2012 & 2013
- Merit Increase Budgets 2012 & 2013
- Additional Pay for 'Lead' or 'Senior' Positions
- Pay Range Adjustments 2012 & 2013
- Call Back Pay (Minimum Hours Guaranteed)
- Voluntary & Total Turnover Rates for 2011

BENEFITS QUESTIONNAIRE

Paid Time Off

- Formal Paid Time Off Program
- Vacation
- Personal Days
- Sick Days
- Holidays
- Extended Illness Bank
- Employer Paid Leave

Insured Benefits

- Eligibility and Waiting Periods
- Life Insurance
- Medical Plan Types Offered
- Premium Costs for Organization & Employee
- Total Cost of Insurance
- Deductibles
- Co-Insurance/Co-Pays
- Maximum Out-of-Pocket Expenses
- Prescription Drug Coverage
- Percent Increase for Premiums
- Cost Containment/Cost Reduction
- Wellness Options
- Consumer-Driven Health Plans
- Retiree Health Insurance
- Dental Insurance
- Vision Insurance

Retirement/Pension Plans

- Retirement Plan Types Offered
- Company Match Programs
- Vesting Rules

Other Benefits

- Voluntary Benefits
- Perks
- Elder Care
- Tuition Reimbursement

Salaries & Benefits as a Percent of Payroll

Total Payroll for 2011

Company Cost:

- Salaries
- Mandated Benefits
- Health Insurance
- Dental Insurance
- Life Insurance
- Retirement Plans
- Disability Insurance
- Other Benefits

JOB QUESTIONNAIRE

You may complete the Job Questionnaire portion of the survey online, by using the Quick Input Form or by entering your data into our Excel spreadsheet template. If you participated in the *Compensation Data 2011* survey, your responses will be populated in the Quick Input Form allowing you to make updates easily. If you are using the spreadsheet template, you will see last year's data populated in the spreadsheet when you select the "Download Spreadsheet" link.

The Staff Nurse position requires additional information for special pay items and years of experience.

The following questions will be asked for each job title:

- Your Organization's Title/Job Code for the Position
- Zip Code of the Work Location
- Number of Incumbents for Each Matched Position
- Position Match
- Exempt and Non-Exempt Status
- Non-Commission or Commission/Tip Based (Retail and Sales/Service job families only)
- Average Pay Rate (annual or hourly)
- Average Bonus Paid (including incumbents eligible & receiving bonus)
- Average Total Compensation (annual or hourly)
- Established Pay Range (annual or hourly)
- Average Hire-On Rate (annual or hourly)
- Per Diem Rate(s)
- PRN Rate
- On-Call Rate
- Call Back Pay Rate
- Shift Differential

Staff Nurse Specific Questions:

- Charge Nurse Additional Pay
- BSN
- In-House Agency Rate
- Float Pool Rate
- Weekend Option Rate
- Average Pay & Hire-On Rate by Years of Experience

Executive Job Title Specific Questions:

- Employment Contract (length & termination agreement)
- Tenure
- Perquisites
- Short-Term & Long-Term Incentives
- Stock Ownership Guidelines
- Reward Systems

TIPS AND NAVIGATION

Please use the navigation links and buttons provided on the survey pages. Avoid using your browser's back button while completing the survey. Some web browsers may require you to refresh the screen after using the back button.

Questions noted with a red * are required questions. Please make every effort to provide as much data as possible to ensure the highest quality of results. You may access help for most questions by clicking on the question mark icon after the survey question.

If you need further assistance, call Compdata Surveys at 1-800-300-9570.