

**2008 NMIA Salary Survey
General Information**

Company: _____

Address: _____

Contact Person: _____

Contact Phone Number: _____

* The above information will be kept **CONFIDENTIAL** and used only for the purposes of this survey. It is highly recommended that you include this information because NMIA may need clarification of your responses.

Background Information:

Number of Employees: _____ **Industry:** _____

Union or Non-Union: _____ **Automotive Supplier:** Yes No

Do you review your compensation practices regularly? _____

If yes, how often? _____

Do you update your salaries regularly? _____

If yes, how often? _____

Do you have difficulty finding salary information for your labor market? _____

Are you currently experiencing turnover due to compensation practices? _____

2007 NMIA Salary Survey

Explanatory Notes

The purpose of this salary survey is to determine competitive market rates for medium to large sized manufacturing companies (50-1000 employees) located in the NMIA region. (The NMIA region includes the following counties: Antrim, Charlevoix, Cheboygan, Emmet, Grand Traverse, Kalkaska and Otsego.) This information will provide a frame of reference for our member companies to establish their compensation objectives and fair pay programs.

The pay period covered by the survey data shall begin on or after January 1, 2006. Salary data shall be expressed as hourly, monthly, or annual pay rates. **Overtime, bonuses, profit sharing, etc. shall not be included in this data.** However, a separate column for average annual bonus will be available for applicable job classifications. In addition, a separate column will be available to record whether the job classification is “Non-Exempt” or “Exempt.”

The following information will be summarized and published at the completion of computing the results of this salary survey:

Number of Firms:	The total number of firms that match the job classification.
Number of Employees:	The total number of employees in all the firms that match the job classification.
Average of the Lowest Rates:	The average of the lowest rates being paid by the firms.
Average of the Highest Rates:	The average of the highest rates being paid by the firms.

Average of the Weighted Averages:

The **average rate paid by the average firm.** This figure is computed by totaling the weighted averages reported by the firms and dividing by the total number of firms reporting for the classification. Firms with a large number of employees in the classification do not influence this figure.

Weighted Average of the Weighted Averages:

The weighted average of the weighted averages expresses an **average which most closely matches the amount earned by the average employee in a classification.** Firms with a large number of employees in a classification may grossly affect this figure. This figure will be obtained by multiplying the weighted averages submitted by each firm by the number of employees reported for that classification by that firm. The sum of these products is then divided by the total number of employees reported by all firms for the particular classification.

Average of the Minimum:

The average of all range minimums reported.

Average of the Maximum:

The average of all range maximums reported.

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Survey Instructions and Explanation of Terms

Part I: Salary Survey

The salary survey is the first portion of this questionnaire. **It is important for you to complete this information as accurately as possible.**

1. a. Review the job classifications listed in the first column on the following two charts. A reference list is attached to assist you.
- b. Match each job classification with the most comparable position in your company. Your job positions may have different job titles and/or job responsibilities, however please **choose the closest possible match and record the job title in the second column labeled “Your Company’s Job Title.”** If you do not have a comparable position, please indicate this by placing “N/A” (not applicable) in the appropriate space under the second column labeled “Your Company’s Job Title.”
2. Please record the number of employees in each job classification/job title which applies to your company in the third column labeled **“No. of Employees.”**
3. Please indicate the average years of experience for all of your employees in the job classification in the fourth column labeled **“Average Yrs. of Experience.”** This shall reflect the number of years an employee has been doing that particular job **in your company.**

This is calculated by adding the number of years for all employees in the job classification, then take the total and divide by the number of employees.

4. Record your company’s salary information in the appropriate columns as instructed below. **Salary income may be expressed in the form of hourly rate, monthly salary or annual salary for each matching job classification.** Please use the abbreviations /Hr., /Mo., /Yr. after the figures.

- a. **“Average Pay Rate”:** This is calculated by adding the pay rates of all the people in the job classification, then take the total and divide by the total number of people in the job classification.
- b. **“Lowest Paid”:** This is the lowest pay rate of the job classification. **Someone is actually being paid this rate in your company.** This may be your starting pay rate for the job classification.
- c. **“Highest Paid”:** This is the highest pay rate of the job classification. **Someone is actually being paid this rate in your company.**
- d. Record **“Average Annual Bonus”** in the eighth column. This information provides more comprehensive insight into the overall compensation package. **If you do not pay an annual bonus for a job classification, please write “N/A” (not applicable) in the blank.**
- e. Record whether a job classification is **“Exempt or Non-Exempt”** in your company. **Place an “E” or “N” in the spaces provided to indicate whether the job classification is Exempt or Non-Exempt in your company.**
5. A chart has been provided for you to specify any positions that you do not feel were adequately covered in this survey. **Please take the opportunity to complete the chart as indicated above with any positions that you feel are missing and/or are not specific enough.**

NMIA will investigate these positions and may include them in a future survey to satisfy some very basic or special needs for our participants.

Part II: Benefits Survey

The benefits survey is the second portion of this questionnaire. **Again, it is important for you to complete this information as accurately as possible.**

Answer each question in the following sections as they apply to your company. If there is not enough room to explain your responses, please feel free to add them on a separate sheet of paper and attach it to the back of the survey. In particular, if you feel the survey did not cover a section as it applies to your company.