



2009

TRI-COUNTY WAGE & BENEFITS SURVEY RESULTS



This report presented by



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2009 HCDA/MAAC TRI-COUNTY WAGE AND BENEFITS STUDY

This report is intended for use by HCDA/MAAC. Material contained in this report is based on work completed by the Center for Entrepreneurial Studies and Development, Inc. (CESD) during May and June, 2009. The outcomes are considered confidential and proprietary to HCDA/MAAC and will only be shared with those organizations who participated in the study.

The 2009 HCDA/MAAC Tri-County Wage and Benefit Study was conducted during May and June 2009. A total of fourteen companies were selected to participate.

A letter (see Appendix A) was sent to each. The intent was to encourage participation by offering a complimentary copy of the survey results.

CESD, working with HCDA and MAAC representatives, designed the survey to be comprehensive in the areas of wages and benefits (see Appendix B). The survey was mailed first class to the contact list provided by MAAC (see Appendix C). A postcard reminder was also sent to call companies on June 17, 2009. Follow up phone calls were then done on June 24, 2009 to encourage participation.

Based on the desire to have a report by the end of June 2009, the survey collection was completed on June 29, 2009. At that time seven companies (50% return rate) had responded. CESD then worked through the surveys and provided the data found in this report.

Limitations

The following should be considered when reviewing the data:

- The lower number of surveys in total may make some data items sparse.
- Not all companies have same job positions and the roles and responsibilities may vary across similarly titles positions.
- Data was not reported when only one response was given regarding a position.
- No follow up was done to clarify comments or other data submitted.

SURVEY RESULTS

SECTION 1: Company Information

1. Number of employees:

	Average	Min	Max
Hourly	202	21	409
Salary, Non-exempt	15.7	0	64
Salary, Exempt	36.6	0	126
Part-time	0.6	0	2
Total	255	32	560

2. Type of organizational entity:

Parent/Stand-alone	1
Group/Division	5
Subsidiary	1
Total	7

3. Estimated annual revenue (last fiscal year):

- a. Average \$ 63.55 million
- b. Min \$ 2.2 million
- c. Max \$ 176 million

4. Comments on Company Information:

- Regional Aircraft aftermarket maintenance and service
- The numbers above reflect the numbers of our company with the largest workforce and greatest sales. The numbers that follow regarding the salaries include positions both from the above subsidiary and the headquarters.
- Aerospace, Manufacturing

SECTION 2: General Compensation Practices

5. What type of salary increase is usually granted by your company?

Merit Only	1
Other only: (e.g., cost of living, length of services, flat rate, general)	1
Combination: Merit + Other	5
Total	7

6. Please use the following table to characterize your organization's most recent **overall** salary increase, if any.

	% Increase		
	Average	Min	Max
Hourly	3.1	0.75	5.6
Salary, Non-Exempt	4.2	3.0	5.3
Salary, Exempt	3.8	3.0	5.3

Comments (optional):

- We do reviews/evaluations according to hire dates.
- Varies due to profitability
- Hourly - 11/01/09
- Salary - 7/01/08
- Our reviews are done according to the hire date. We do not do reviews all at one time.
- 8/1/08 was the effective date for the hourly employees' increase

7. Please use the following table to characterize your organization's next projected **overall** salary increase, if any.

Effective date of projected salary increase:

	% Increase (Projected)		
	Average	Min	Max
Hourly	2.6	0.75	4.0
Salary, Non-Exempt	3.1	2.5	4.0
Salary, Exempt	2.9	3.5	3.0

Comments (optional):

- An additional 0.50% is available for hourly employees as lump-sum/bonus.
- Salary increases have been frozen until further notice.
- Unknown - salary employee's wages frozen. Hourly wages to be determined for next 3 three years at upcoming labor negotiations.
- Salary employees may also be available for lump sums if their annual salary is at or above the market rate. More or less may be attainable based upon performance and promotions as well.
- 8/1/09 will be the date for the hourly increase.
- For FY09, we have an overall salary increase of 4%.

8. Please describe the general process, or steps, of how employees move from entry level to the top of the pay range for a given job classification.

- Hourly - Four groups or levels. Each level currently has 11 steps. Each step lasts from 90 days to 12 months depending on the complexity of the job. Organization is reviewing the progression process to shorten the number of steps to the highest level.
- The hourly employees are in a union, and seniority plays the primary role, and occasionally does expertise and/or performance play secondary roles.
- Salary - Non-exempt and exempt both have levels of progression. Progression based upon performance, job responsibilities, and promotions.
- Education and time in service to company.
- Additional education or training, time in position and apply for internal postings.
- Salary employees - merit increases based on performance, continuing education, certifications, special projects, etc.
- Job knowledge and years of service/experience.
- Union jobs - flat rate. Move to different pay grades by qualifying on different jobs.

9. Using the table below, please place an 'X' in the appropriate box(es) if your organization offers the listed compensation to any employees in each of the three pay categories. Please use the last column to provide general information or key points pertaining to your policy and/or guidelines for each item.

Potential Benefit or Related Item	Hourly	Salary Non-Exempt	Exempt	Notes and/or brief description of policy
a. Do employees use a time clock to document time worked?	6	1	1	<ul style="list-style-type: none"> • Salary, non-exempt employees enter their time at the end of the day. • All hourly and part time must use the time clock. • Hourly employees use an automated timekeeping system to track time. • Exempt employees do not clock in and out. • A time card is used, but is being phased out by a computer system. • Exempt only record leave time (i.e. vacation time taken). • Hourly employees log onto work orders.
b. Are employees compensated for overtime?	7	4	0	<ul style="list-style-type: none"> • 1.5x for overtime. 2.00x for Sundays and holidays. • Hourly employees are paid OT for accumulated hours over 40 in a pay week. • 1 1/2 times their normal hourly rate. • As required by law. • Only Hourly employees are compensated for OT.
c. Do employees receive a shift differential?	6	1	1	<ul style="list-style-type: none"> • Received on total hours worked. Premium is multiplied if overtime or double time is worked. • Afternoon shift receives \$.20. • Night Shift - \$.50/hour. • Weekend Shift (Saturday & Sunday) - \$.68/hour. • \$.55 for our afternoon shift. • \$.85 for our third shift.

Potential Benefit or Related Item	Hourly	Salary Non-Exempt	Exempt	Notes and/or brief description of policy
d. Does your organization have an automatic pay progression system or process?	2	1	1	<ul style="list-style-type: none"> • Hourly - Four groups or levels. Each level currently has 11 steps. Each step lasts from 90 days to 12 months depending on the complexity of the job. Organization is reviewing the progression process to shorten the number of steps to the highest level. • \$.40 increase every six months • Salary - Non-exempt and exempt both have levels of progression. Progression based upon performance, job responsibilities, and promotions. • No.
e. Do employees receive incentive or bonus pay, including production bonuses or incentives?	5	2	3	<ul style="list-style-type: none"> • Bonus pay based upon business metrics. • All employees are eligible for discretionary performance bonus based upon the company's performance rather than individual performances. • Local "Gain-share" (productivity, safety and quality driven) (all) and annual incentive plan (salary). • No production pay or other incentives. • Quarterly bonus.
f. Do employees receive any form of team based pay or incentives?	2	1	2	<ul style="list-style-type: none"> • All employees are eligible for an Employee Incentive Plan based on the company reaching annual goals and objectives. • Team member of the month, service center employee of the quarter, appreciation awards, special eagle awards.

SECTION 3: Wage and Salary Information by Job Classification

10. Please use the table below to summarize wage information for each of the listed job classifications (descriptions listed in Appendix A) employed by your organization. Check the NA column if you do not have this position currently in your organization. For hourly positions, you may list the hourly wage (e.g., \$15.00) or an annual salary based on 2,000 hours per year. For salary positions, please list the annual salary (e.g., \$30,000). For reporting, hourly wages will be converted to an annual salary by multiplying the wage by 2,000 hours (40 hours per week, 50 working weeks per year).

Job Classification	Average # of Total Employees	Average # of Union Employees	Average Years of Experience	Wage Information					Number
				Minimum	Average Minimum	Average Midpoint	Average Maximum	Maximum	
a. Bench Repair Person	33	25	9	\$19,520	\$24,900	\$32,690	\$41,570	\$44,640	3 or less
b. Technician/Mechanic	67	0	4	\$25,752	\$29,728	\$38,258	\$48,112	\$50,400	>3
c. CNC Machinist	11	8	9	\$21,780	\$27,269	\$37,669	\$45,590	\$55,260	>3
d. Machinist	12	5	8	\$20,000	\$28,320	\$33,200	\$39,300	\$50,400	>3
e. Welder	15	14	12	\$20,000	\$30,361	\$35,623	\$43,750	\$54,018	>3
f. Parts Cleaner									3 or less
g. Painter	4	0	5	\$28,000	\$30,120	\$37,224	\$45,442	\$50,400	3 or less
h. Plasma Spray									3 or less
i. Plater	11	9	12	\$19,520	\$25,970	\$35,610	\$43,350	\$50,400	3 or less
j. Aviation Sheet Metal Worker									3 or less
k. Shipping/Receiving/Storeroom Clerk	10	5	6	\$18,000	\$23,439	\$28,782	\$34,691	\$42,493	>3
l. Supply/Stock Clerk	3	2	6	\$18,000	\$26,555	\$27,300	\$34,567	\$41,740	>3
m. Expediter	4	2	17	\$26,860	\$27,290	\$31,140	\$37,360	\$39,220	3 or less
n. Quality Inspector	11	2	8	\$19,520	\$30,402	\$38,950	\$46,280	\$59,426	>3
o. NDT Inspector	9	1	20	\$19,520	\$25,970	\$36,070	\$42,420	\$50,400	3 or less
p. Waste Water Treatment Technician	5	2	24	\$20,540	\$31,040	\$39,400	\$44,950	\$50,400	3 or less
q. Maintenance Electrician	6	3		\$32,420	\$38,040	\$39,740	\$50,400	\$50,400	3 or less
r. Maintenance Mechanic	7	3	10	\$20,000	\$29,532	\$36,750	\$44,911	\$51,127	>3
s. Engineering Technician	3	1	4	\$22,400	\$32,709	\$37,315	\$47,290	\$56,840	>3
t. Laboratory Technician/Chemist – General	2	2		\$37,860	\$46,380		\$68,480	\$68,480	3 or less
u. General Laborer	40	33	3	\$17,980	\$21,844	\$25,138	\$28,687	\$30,493	>3
v. Plant/General Manager	1	0	13	\$50,000	\$83,710	\$112,733	\$135,080	\$194,200	>3
w. Finance/Accounting Manager	1	0	14	\$48,000	\$61,664	\$75,054	\$93,008	\$129,520	>3

Job Classification	Average # of Total Employees	Average # of Union Employees	Average Years of Experience	Wage Information					Number
				Minimum	Average Minimum	Average Midpoint	Average Maximum	Maximum	
x. Accountant/Financial Analyst	3	0	3	\$26,600	\$33,647	\$48,851	\$54,103	\$83,640	>3
y. Information Technology (IT) Manager	1	0	13	\$78,300	\$78,570	\$94,000	\$138,800	\$164,800	3 or less
z. Systems Analyst/Programmer/IT Professional	2	0	6	\$40,605	\$48,354	\$72,094	\$72,408	\$93,688	3 or less
aa. Environmental Health and Safety Coordinator	1	0	8	\$50,000	\$63,298	\$86,681	\$80,480	\$113,362	>3
bb. Manufacturing Manager	1	0	17	\$60,000	\$60,000	\$72,000	\$91,700	\$97,000	3 or less
cc. Capacity Planner	1	0	4	\$35,800	\$50,579	\$60,214	\$74,354	\$94,240	>3
dd. Materials Analyst/Planner	3	0	3	\$32,000	\$48,768	\$63,162	\$65,788	\$90,000	>3
ee. Purchasing Analyst	2	0	10	\$32,960	\$38,845	\$53,476	\$58,891	\$77,428	>3
ff. Department Supervisor	9	0	10	\$35,000	\$46,423	\$55,064	\$63,240	\$87,300	>3
gg. Department Manager	7	0	15	\$50,000	\$67,935	\$92,787	\$108,115	\$136,280	>3
hh. Human Resources Manager	1	0	5	\$45,000	\$63,224	\$81,954	\$97,267	\$125,000	>3
ii. Human Resources Professional	2	0	2	\$28,500	\$41,285	\$54,807	\$55,014	\$80,140	>3
jj. Engineering/R&D Manager	1	0	7	\$50,000	\$74,673	\$99,550	\$111,642	\$152,110	>3
kk. R&D Professional									3 or less
ll. Design/Product Engineer									3 or less
mm. Manufacturing/Industrial/Process/Quality Engineer	8	0	10	\$32,500	\$52,427	\$74,028	\$85,204	\$103,056	>3
nn. Sales/Marketing Manager	2	0	7	\$58,300	\$61,310	\$63,030	\$89,120	\$94,240	3 or less
oo. Contract Administrator									
pp. Customer Service /Sales/Account Representative	6	0	9	\$19,200	\$35,180	42,330.00	\$51,473	\$69,300	>3
qq. Secretary/Administrative Assistant	3	0	9	\$20,000	\$26,074	\$31,550	\$38,024	\$52,500	>3

SECTION 4: Benefits and Related Information

11. Using the table below, please place an 'X' in the appropriate box(es) if your organization offers the listed benefits to any employees in each of the three pay categories. Mark the NA column if this benefit or related item is not present in your organization.

Potential Benefit or Related Item	NA	Hourly	Salary Non-Exempt	Exempt	Estimated Percentage of Cost Covered by Employer
Education and Training Programs					Avg, Min, Max, n
a. Educational Assistance (tuition reimbursement programs)	2	4	3	3	90, 80, 100, 2
b. Internships (individual paid by your organization)	2	2	1	1	100, 100, 100, 2
c. Internships (not paid)	3	2	0	0	
d. Cooperative education programs	5	0	0	0	-
Scheduling and Time Off					Avg, Min, Max, n
e. Telecommuting	6	0	0	0	
f. Flexible work schedules	5	0	1	1	
g. Compressed work week	5	1	0	1	
h. Paid vacation	0	6	5	5	
i. PTO (paid time off)	5	1	1	1	
j. Sick Leave	1	4	4	4	
k. Other types of time off policy (military, bereavement)	0	6	5	5	100, 100, 100, 2
Healthcare and Insurance					Avg, Min, Max, n
l. Health care	0	6	5	5	80, 75, 85, 3
m. Vision care	2	4	3	3	77, 50, 100, 3
n. Dental care	1	5	4	4	56, 39, 80, 3
o. Short-term disability	1	4	4	4	89, 66, 100, 3
p. Long-term disability	1	3	4	4	87, 60, 100, 3
q. Life Insurance (any kind)	0	6	5	5	117, 100, 150, 3
r. Health Savings Accounts, Section 125 Plans, Flexible Spending Plan, pre paid medical expenses, etc.	0	4	5	5	-
s. Wellness program	3	3	2	3	100, 100, 100, 1
t. Employee Assistance Programs (EAP)	1	5	4	4	100, 100, 100, 2
Retirement and Pension Plans					Avg, Min, Max, n
u. Defined benefit plan – Retirement or pension plans	3	3	2	3	100,100,100,2
v. Defined contribution plan – 401k or similar	1	4	4	4	4,4,4,1
Other Benefits					Avg, Min, Max, n
w. Automobile reimbursement programs	5	0	0	1	-
x. Relocation programs	2	2	2	3	-
y. New hire referral bonus	4	2	1	2	100,100,100,1
z. Signing bonus for new hires	3	0	1	2	-
aa. Stock options	4	0	0	2	-
bb. Other – specify: _____	0	1	1	1	-

12. Please use the space provided below to comment on your response to any of the above benefits. For data summary purposes, please reference the letter of the Benefit for which you are commenting.
- a. Up to IRS allowed maximum - program temporarily suspended
 - k. Salaried and Hourly (up to 8 hours per day, cost of rate)
 - q. 1.5 x annual salary R-%5.50 per claim submitted
 - r. Up to \$1500 annual HSA contribution
 - r. HSA only - contributes up to 50% of employee deductible amount/calendar year
 - t. Covered under BCBS
 - u. Pension amount based upon years of service.(vesting is 3 years).
 - v. 100% up to the first 4% X-Up to \$7500 (depends on location and years of experience)
 - v. 60% up to 6% of salary match on 401k (vesting-2 years in plan or 3 years with company).
 - v. The company matches 15 cents for every dollar that the employee contributes.
 - v. 3% defined contribution with an additional 100% match up to 6% of income
 - v. 3% fixed and \$ or \$ up to 6% of annual earnings
 - x. Offered on an individual basis and amount varies
 - y. Sometimes used in recruiting machinists.
 - aa. Upper level candidates ONLY
 - aa. Offered to Director level and above.
 - aa. Director and above only
 - Employee pays 100% if purchased. (benefit not specified)
 - Up to IRS allowed \$ maximum (benefit not specified)
13. Please describe your organization's vacation policy, including how vacation time is accrued and the process for scheduling vacation (e.g. scheduled shutdowns).
- Accrue vacation time on each pay check
 - 0-3 (10 days per year) 4-9 (15 days per year) 10->(20 days per year)
 - Salary: 1 week for 1 year; 2 weeks for 2 years; 3 weeks for 7 years; 4 weeks for 15 years
 - Annual Paid Vacation 2 – 7 years 10 days 8 – 17 years 15 days 18 – 24 years 20 days 25 years or more 25 days;
 - 2 weeks for 1-7 years 3 weeks for 7-15 years 4 weeks for 15 on 7 day notice for one days or less 14 days notice for more than two days
 - Employee's - 1-2 years worked; 1 week vacation 2-6 years - 2 weeks vacation 7-14 years - 3 weeks vacation 15-25 years - 4 weeks vacation 25+ years - 5 weeks vacation
 - Salary employees - 1-4 years worked - 2 weeks 5-9 years - 3 weeks 10-24 years - 4 weeks 25+ years - 5 weeks
 - There are no scheduled shutdowns. Facility operates 24/7. 0-3 years service - 80 Hours/year 3-9 years service - 120 hours/year 10+ years service - 160 hours/year Accrual starts at time of hire and annual allotment accrues at the rate of 1/12 per month. Accrual stops vacation exceeds 12 hours over eligibility level. Excess vacation must be taken before accrual resumes. All vacation is scheduled through supervisor.
 - Union: 1 week for 1 year of service; 2 weeks for 2 years; 3 weeks for 8 years; 4 weeks for 15 years.
14. Please describe your organization's sick leave policy, including how sick leave time is accrued and the process for requesting time off.
- Continuous Service as of 12/31 of any calendar year Paid Sick Days/Salary Continuation in that Year (salary continuation or sick days are also used as short-term disability. Once sick pay is used, 30 days to under 6 months - 5 days 6 months to under 1 year - 10 days 1 year to under 2 years - 15 days 2 years - 20 days 3 years - 25 days 4 years - 30 days 5 years - 35 days More than 5 years - Add five days for each additional year of service 24 years or more - 130 days; Continuous Service as of 12/31 of any calendar year Paid Sick Days/ Salary Continuation in that Year 30 days to under 6 months - 5 days 6 months to under 1 year - 10 days 1 year to under 2 years - 15 days 2 years - 20 days 3 years - 25 days 4 years - 30 days 5 years - 35 days Every year after 5 years - five days for each additional year of service 24 years or more - 130 days
 - Accrue sick time on each pay check

- none
- No formal sick leave policy for salary employees. Case by case scenario. Full Salary for up to 6 months depending on length of service to company.
- Sick time can be used for illness of self, spouse or child. Cannot be used for personal time off. Non-exempt - 40 hours/year - any not used by December can be paid out or carry over not to exceed 80 hours in bank.
- There is no sick leave; instead, we have salary continuation for salaried employees.
- Exempt - 80 hours/year - cannot be paid out or carried over.
- Full time employees are granted up to 5 sick days per year accrued at a rate of 1.54 per pay period.

15. What other benefits not mentioned above does your organization offer?

- Employee Incentive Plan (EIP). Bonus % based on achievement of company goals and objectives. Percent varies by level in the organization.
- Domestic Partner Benefits
- Adoption Benefits

SECTION 5: Additional Information

16. Please describe any difficulties or challenges you have in obtaining qualified employees (e.g., identifying, hiring, and retention). For example, your company is looking for engineers with 5+ years of experience, not new graduates.

- Mainly problems with hiring and retaining salary employees.
- Aviation Sheet Metal Techs (Structures Technician) with 5+ years of experience is the most "difficult to find" hiring challenge at the present time.
- Difficult to find employees who actually come to work...attendance issues in this area are ridiculous
- The largest problem we have is recruiting experienced machinists, whether they be CNC or conventional.
- Difficulty with hiring experienced machinists, Tool Design Engineers, Manufacturing Engineers, and NC Programmers.
- No difficulties finding qualified employees during my tenure (4 years). Very minimal turnover

17. What are your organization's requirements regarding specific certifications?

- Job specific - but most do not require a specific certification
- We train (certify) new employees if our customers requires someone to be certified to work on their parts.
- Power plant needed for hourly mechanics.
- Certain positions require specific certifications. A&P Technicians, Quality Inspectors and Crew Chiefs all require an Airframe & Power plant (A&P) certificate. Avionic/Electronics Technicians and Structures Technicians require an Airframe ("A") certificate. To receive the NDT premium incumbents must hold a Level I, II or III NDT certification. To hold the title of Engineer must have an engineering degree.

18. What, if anything, has changed in the past 12 months (or is in progress to change) based on the economic recession (e.g., salary cuts/reduction, changes in benefits, etc.)?

- All salary Merit increases have been frozen until further notice. Increases for Promotions are still allowed. Tuition Assistance is also on temporary hold. Hiring is restricted to positions considered critical to business.
- We have had layoffs of both hourly and salary employees. Additionally, it is expected that this year's wage increases will be lower.
- No scheduled salary increases for staff (salary) employees. No production bonuses. Deferral of company match on 401-k (3 month in arrears). Voluntary separation program - taken by 8 employees. Tighter economic guidelines at upcoming negotiations.
- Reduction-in-Force in salary staff.

19. What trends in wages or benefits do you think will influence your organization in the next 2-3 years?

- Contract, attendance issues
- The automotive and housing markets have a direct correlation on our business levels, hence profitability and hence worse wages and fringes.

- What occurs in the economy and in the legislation's effects on the coal industry will affect our wages and/or benefits the most.
- Healthcare reform
- Government support of unionization.
- Overall health of economy

20. What would you add regarding any of these questions or information sought in this survey; or what would be helpful in understanding your responses or the position/practices your company has regarding the topics covered?

- Years of experience for each position is not tracked individually. To complete this information on the Wage & Salary Information section, length of service was used which probably does not accurately reflect the actual experience level in the position held for each individual.
- Unlike most companies, we have both a 401k and pension plan. Additionally, excellent benefits and a 100% reimbursed employee tuition program is available to all employees, and all degrees, even when they are outside their work field.



June 3, 2009

Company Name
 Attention:
 Address
 City, State, Zip

Dear _____:

As a human resources or operations professional, you know how critical local wage and benefits data is to the retention of talent. Within our immediate economic area, there are few studies that provide us with accurate data with which to measure our pay practices, employee benefits and related items. Therefore, The Harrison County Development Authority (HCDA) and the Mid Atlantic Aerospace Complex (MAAC), are teaming up to sponsor the **2009 Tri-County Wage and Benefits Study** for the Harrison, Marion, and Monongalia economic areas. The intent is to produce a detailed wage and benefits study specifically for the manufacturing and aerospace industries.

One critical aspect of such a survey is ensuring that the collected data is kept confidential and protected from the source. That is why this study will be fully managed by a third party administrator, The Center for Entrepreneurial Studies and Development, Inc. (CESD). Founded in 1981, CESD was created to support individual organizations in West Virginia and thereby help strengthen the economy of West Virginia. CESD is a nonprofit organization affiliated with West Virginia University. A list of the participating companies will accompany the results; however, all responses will remain anonymous.

We ask that the survey be completed by the person most familiar with the current wage, salary and benefits in your organization. The survey is designed to focus on a variety of compensation information as of June 2009, some of which may not apply to your organization. The best results come from strong participation by all companies asked to complete the survey. We know your time is valuable and the survey is comprehensive, however, those familiar with the content should be able to complete it in a relatively short timeframe. There is no cost to participate in the survey and each participating company will receive a complimentary copy of the results. Additional copies will be available for purchase by contacting the MAAC at 304.842.9415.

Enclosed is a hard copy of the survey and instructions. This survey can be returned to CESD in the enclosed envelope, faxed to 304.293.6707 or if you prefer, you can complete the survey online by visiting www.cesdonline.org/surveys/HCDA-MAAC/wagesurvey. We ask that all responses be returned no later than **June 19, 2009**. Again, all responses will remain anonymous. If you have questions or wish to talk directly to CESD regarding any part of the survey, contact Shawnda Cook at 304.293.5551 ext. 47 or shawnda.cook@cesd.wvu.edu

Thank you in advance for participating in the **2009 Tri-County Wage and Benefits Study** and for investing in the Harrison, Marion, and Monongalia county area.

Sincerely,

David Cutlip
 President, Harrison County Development Authority

Tracy Miller
 President, Mid Atlantic Aerospace Complex

2009 HCDA/MAAC TRI-COUNTY WAGE AND BENEFITS SURVEY

Survey description and instructions: This survey is designed to address general policies and practices regarding wages and benefits. Compensation and benefit policies, definitions, implementation guidelines and other items will vary among companies. The intent of this survey is to gather as much common information as possible to make the results meaningful. For each area, please provide your most recent information as best you understand the request. Some questions may request additional information regarding what is required and there are places to write notes regarding your response. As mentioned in the cover letter, all responses will be kept strictly confidential and only summary data will be provided in the report. Thank you for your contribution.

Requested completion date: We ask that all responses be returned no later than **June 19, 2009**. Again, all responses will remain anonymous. This survey can be returned to CESD in the enclosed envelope, faxed to 304.293.6707 or if you prefer, you can complete the survey online by visiting <http://www.cesdonline.org/surveys/HCDA-MAAC/wagesurvey>.

If you have questions or wish to talk directly to CESD regarding any part of the survey, please contact Shawnda Cook at 304.293.5551 ext. 47 or shawnda.cook@cesd.wvu.edu.

SECTION 1: Company Information

1. Number of employees:

Hourly	_____
Salary, Non-exempt	_____
Salary, Exempt	_____
Part-time	_____
Total	_____

2. Type of organizational entity: Parent/Stand-alone Group/Division Subsidiary

3. Estimated annual revenue (last fiscal year): \$ _____ million (e.g., \$3.2)

4. Comments on Company Information: _____

SECTION 2: General Compensation Practices

5. What type of salary increase is usually granted by your company?

- Merit only
- Other only: (e.g., cost of living, length of services, flat rate, general)
- Combination: Merit + Other

6. Please use the following table to characterize your organization's most recent **overall** salary increase, if any.

Effective date of salary increase: _____

	% Increase	\$ Increase
Hourly		
Salary, Non-Exempt		
Salary, Exempt		

Comments (optional):

7. Please use the following table to characterize your organization's next projected **overall** salary increase, if any.

Effective date of projected salary increase: _____

	% Increase (Projected)	\$ Increase (Projected)
Hourly		
Salary, Non-Exempt		
Salary, Exempt		

Comments (optional):

8. Please describe the general process, or steps, of how employees move from entry level to the top of the pay range for a given job classification.

9. Using the table below, please place an 'X' in the appropriate box(es) if your organization offers the listed compensation to any employees in each of the three pay categories. Please use the last column to provide general information or key points pertaining to your policy and/or guidelines for each item.

Potential Benefit or Related Item	Hourly	Salary Non- Exempt	Exempt	Notes and/or brief description of policy
a. Do employees use a time clock to document time worked?				
b. Are employees compensated for overtime?				

Potential Benefit or Related Item	Hourly	Salary Non- Exempt	Exempt	Notes and/or brief description of policy
c. Do employees receive a shift differential?				
d. Does your organization have an automatic pay progression system or process?				
e. Do employees receive incentive or bonus pay, including production bonuses or incentives?				
f. Do employees receive any form of team based pay or incentives?				

SECTION 3: Wage and Salary Information by Job Classification

10. Please use the table below to summarize wage information for each of the listed job classifications (descriptions listed in Appendix A) employed by your organization. Check the NA column if you do not have this position currently in your organization. For hourly positions, you may list the hourly wage (e.g., \$15.00) or an annual salary based on 2,000 hours per year. For salary positions, please list the annual salary (e.g., \$30,000). For reporting, hourly wages will be converted to an annual salary by multiplying the wage by 2,000 hours (40 hours per week, 50 working weeks per year).

Job Classification	NA	Total # of Employees	# of Union Employees	Average Years of Experience	Wage Information			Average Annual Incentive Pay
					Minimum (Entry Level)	Midpoint (Average)	Maximum	
a. Bench Repair Person								
b. Technician/Mechanic								
c. CNC Machinist								
d. Machinist								
e. Welder								
f. Parts Cleaner								
g. Painter								
h. Plasma Spray								
i. Plater								
j. Aviation Sheet Metal Worker								
k. Shipping/Receiving/Storeroom Clerk								
l. Supply/Stock Clerk								
m. Expediter								
n. Quality Inspector								
o. NDT Inspector								
p. Waste Water Treatment Technician								
q. Maintenance Electrician								
r. Maintenance Mechanic								
s. Engineering Technician								
t. Laboratory Technician/Chemist – General								
u. General Laborer								
v. Plant/General Manager								

Job Classification	NA	Total # of Employees	# of Union Employees	Average Years of Experience	Wage Information			Average Annual Incentive Pay
					Minimum (Entry Level)	Midpoint (Average)	Maximum	
w. Finance/Accounting Manager								
x. Accountant/Financial Analyst								
y. Information Technology (IT) Manager								
z. Systems Analyst/Programmer/IT Professional								
aa. Environmental Health and Safety Coordinator								
bb. Manufacturing Manager								
cc. Capacity Planner								
dd. Materials Analyst/Planner								
ee. Purchasing Analyst								
ff. Department Supervisor								
gg. Department Manager								
hh. Human Resources Manager								
ii. Human Resources Professional								
jj. Engineering/R&D Manager								
kk. R&D Professional								
ll. Design/Product Engineer								
mm. Manufacturing/Industrial/Process/Quality Engineer								
nn. Sales/Marketing Manager								
oo. Contract Administrator								
pp. Customer Service /Sales/Account Representative								
qq. Secretary/Administrative Assistant								

SECTION 4: Benefits and Related Information

11. Using the table below, please place an 'X' in the appropriate box(es) if your organization offers the listed benefits to any employees in each of the three pay categories. Mark the NA column if this benefit or related item is not present in your organization.

Potential Benefit or Related Item	NA	Hourly	Salary Non-Exempt	Exempt	Estimated Percentage of Cost Covered by Employer
Education and Training Programs					
a. Educational Assistance (tuition reimbursement programs)					
b. Internships (individual paid by your organization)					
c. Internships (not paid)					
d. Cooperative education programs					
Scheduling and Time Off					
e. Telecommuting					
f. Flexible work schedules					
g. Compressed work week					
h. Paid vacation					
i. PTO (paid time off)					
j. Sick Leave					
k. Other types of time off policy (military, bereavement)					
Healthcare and Insurance					
l. Health care					
m. Vision care					
n. Dental care					
o. Short-term disability					
p. Long-term disability					
q. Life Insurance (any kind)					
r. Health Savings Accounts, Section 125 Plans, Flexible Spending Plan, pre paid medical expenses, etc.					
s. Wellness program					
t. Employee Assistance Programs (EAP)					

Potential Benefit or Related Item	NA	Hourly	Salary Non-Exempt	Exempt	Percentage of Cost Covered by Employer
Retirement and Pension Plans					
u. Defined benefit plan – Retirement or pension plans					
v. Defined contribution plan – 401k or similar					
Other Benefits					
w. Automobile reimbursement programs					
x. Relocation programs					
y. New hire referral bonus					
z. Signing bonus for new hires					
aa. Stock options					
bb. Other – specify: _____					

12. Please use the space provided below to comment on your response to any of the above benefits. For data summary purposes, please reference the letter of the Benefit for which you are commenting.
13. Please describe your organization’s vacation policy, including how vacation time is accrued and the process for scheduling vacation (e.g. scheduled shutdowns).
14. Please describe your organization’s sick leave policy, including how sick leave time is accrued and the process for requesting time off.
15. What other benefits not mentioned above does your organization offer?

SECTION 6: Respondent Information

This information is **optional** and would be used by CESD for processing purposes only in order to follow up if questions arise relating to your responses. If you choose not to provide this information, please send an email to shawnda.cook@cesd.wvu.edu to notify Shawnda that you have completed the survey. Please provide the address (email or postal) in your email, so CESD will be able to send you the summary report.

Respondent Name: _____

Company: _____

Phone Number: _____ Email: _____

List of Companies sent surveys

<p>Aurora Flight Sciences Attention: Joe Kroescel – Human Resources 3000 East Benedum Industrial Drive Bridgeport, WV 26330 (304) 842-8100 (304) 842-8116</p> <p>Bombardier Aerospace Attention: Marlena Booth - Human Resources 2400 Aviation Way Bridgeport, WV 26330 (304) 842-0769</p> <p>EG&G Technical Services – Attention: Barbara Goode or Human Resources 3604 Collins Ferry Rd # 200 Morgantown, WV 26505 (304) 599-5941</p> <p>GrafTech Int. Inc (UCAR) Attention: Dave Reep PO Box 2230 Clarksburg, West Virginia, WV 26302 (304) 624-1253</p> <p>Lockheed-Martin Aero Attention: Karen Louk Bridgeport Hill Rd Clarksburg, WV 26301 (304) 623-7500</p> <p>Pratt & Whitney West Virginia Attention: Monica Lucente 1525 Midway Park Road Bridgeport, WV 26330</p> <p>FMW Composites Attention: Human Resources 1200 West Benedum Industrial Drive Bridgeport, WV 26330</p> <p>KCI Aviation – Attention: Steve Selas 2100 Aviation Way Bridgeport, WV 26330 (304) 842-3591</p>	<p>Swanson Industries Attention: Human Resources 2608 Smithtown Road Morgantown, WV 26508.</p> <p>Quality Hydraulics Attention: Human Resources Airport Rd Bridgeport, WV 26330 (304) 842-3586</p> <p>Chemtura Corporation Attention : Brian MacConnachie 1000 Morgantown Industrial Park Road Morgantown, WV 26501 (304) 296-2554</p> <p>Novelis Light Gage Products Attention: Dana Hulme 1800 Speedway St Fairmont, WV 26554 (304) 367-5000</p> <p>Ruskin Manufacturing Attention: J.R. Lively 2030 Pleasant Valley Rd Fairmont, WV 26554 (304) 363-7704</p> <p>FCX Systems, Inc. Attn: Don Gallion 400 FCX Lane Chaplin Hill Business Park Morgantown, WV 26501-2244</p>
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