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115 Academy Street  
Greeneville, Tennessee  
37743

423-638-4111 (phone)  
423-638-5345 (fax)  
[www.greenecop.com](http://www.greenecop.com)

# WAGE & BENEFIT SURVEY 2009

# Benefits & Pay Practices

These sections of the survey recap responses of individual companies to the benefits and pay practices part of the questionnaire. The information obtained is tabulated by showing the number of companies offering benefits based on the criteria put forth in the questionnaire. In some cases the information is merely shown as an average. Please note: Not every company answered each question; therefore the number of companies responding may vary.



## Employees

The total number of employees at the participating companies is 1,707. They breakdown in the following manner:

Exempt .....256  
 Non-Exempt.....40  
 Hourly .....1129

Full-Time .....1,697  
 Part-Time .....10

There were no responding companies with employees under union contract.

The following table depicts those companies that pay a shift differential:

PER HOUR	2 <sup>ND</sup> SHIFT	3 <sup>RD</sup> SHIFT	WEEKEND
10 cents or less	0	0	0
10 – 14 cents	0	0	0
15 – 19 cents	4	1	1
20 – 24 cents	1	2	0
25 – 34	2	3	0
35 – 44 cents	2	1	0
45 cents or more	0	0	0

### **Hire Rate**

	Avg. Minimum Hire rate	Average Range
Unskilled Employees	\$8.99	\$7.25 - \$11.05/hour
Skilled Employees	\$10.95	\$8.00 - \$17.95/hour

The average hourly rate for all companies responding is \$12.56. The range for this average was \$9.03 to \$15.44 per hour.

### **Pay Increase**

The average percent of the last general pay increase was 3.01%, and the range for this average was 2% to 4%. One company took a 5% salary decrease in 2009.

The most frequent estimated date of the next wage increase was January. Most companies stated the amount of the next increase was unknown.

### **Fiscal Year**

Almost half of the companies responded that January was the beginning of their fiscal year.

### **Budget**

Of those responding to the percent of budget in wages the average was 17%. The low being 12% and the high 55%.

Of those responding to the percent of wages in benefits the average was 32%. The low being 22% and the high 40%.

### **Work week**

Most companies responding have a 40-hour normal work week for all classes of employees. The exceptions breakdown as follows: one company requires a 45-hour week for exempt employees; one company requires a 32-hour week for exempt employees; one company has a 32-hour week for non-exempt employees, and one company has a 42-hour week for hourly employees.

### **Pay Period**

The most frequently selected pay period for exempt and non-exempt employees was bi-weekly. All but four companies responding pay their hourly employees weekly and those pay their hourly employees bi-weekly.

The average yearly turnover rate for companies responding was 55.38% voluntary and 88.75% involuntary.

**Absenteeism**

The average yearly absenteeism rate for companies responding was 14.20%.

**Flextime and Temporary Employees**

Four companies surveyed offer flextime for a four-day workweek.

Seven companies utilize temporary employees from an outside agency.  
Four companies are temp-to-hire with an average of 1% temporary workforce.

Company requirements:

	YES	No
Pre-employment test for skills?	8	4
pre-employment psychological profile?	1	11
post-offer physical?	8	4
pre-employment drug test?	11	1
post accident drug test?	12	0
random drug tests?	6	5

During the year, company's responded that no non-exempt or hourly employees were promoted to supervisor or manager.

**Health Insurance:**

All 12 companies participating in the survey offer health insurance to employees and dependents.

Of the companies responding, the majority of health plans renew in January.

The health benefits costs increased an average of 8.418 with a range from 4% to 17%.

The following represents the type of plan administration by companies:

Fully Insured .....5  
 Self Insured .....7  
 Other .....0

In the past year, the following number of companies have increased:

Office co-pay.....3  
 Individual deductible.....4  
 Prescription co-pay .....4

The following chart illustrates the eligibility time for health insurance coverage:

ELIGIBILITY	# of COMPANIES
1 <sup>st</sup> month after hire	0
After 1 <sup>st</sup> of month with 30 days employment	2
After 1 <sup>st</sup> of month with 60 days employment	1
60-day waiting period	1
90-day waiting period	6

The table below depicts the amount paid by employers for employee single health coverage:

**EMPLOYEE COVERAGE**

EMPLOYER PAID COST	EXEMPT	NON-EXEMPT	HOURLY
None	0	0	0
1-24%	1	1	0
25-49%	2	2	2
50-74%	4	2	5
75-84%	4	1	3
85-99%	1	0	1
All	0	0	0

The table below illustrates the amount paid by employers for dependent health coverage:

**DEPENDENT COVERAGE**

EMPLOYER PAID COST	EXEMPT	NON-EXEMPT	HOURLY
None	0	0	0
1-24%	1	0	1
25-49%	2	0	1
50-74%	4	2	4
75-84%	6	2	6
85-99%	0	0	0
All	0	0	0

Additional company benefits:

	YES	No
Section 125 cafeteria benefits?	7	6
Medical Insurance continued for employees at retirement?	0	12
A Population Health Management program?	2	10

The following represents the type of plan participation by companies (some companies offer more than one type):

HMO .....0  
 PPO .....9  
 POS .....1

The most common office visit co-pay is \$30 with a range of \$15 to \$40.

Individual employee deductibles varied greatly with \$1,000 being the most common, and range from \$250 low to \$1,500 high.

The following is the most frequent co-pay for the prescription card plan.

Generic .....\$10.00  
 Brand.....\$35.00  
 Non-Formulary.....\$50.00

The number of companies with vision included in their health insurance is 6.  
 Companies requiring an additional cost for vision insurance are 6.

**Dental Insurance:**

Company coverage:

Yes .....11  
 No.....1

The following chart illustrates how the premiums are paid for employee dental coverage:

	# of Companies
Employer Paid	0
Employee Paid	2
Shared Cost	4

The average percent of premium paid by employer for employee dental was 47%.  
 The range was 10% - 85%.

The following chart illustrates how the premiums are paid for dependent dental coverage:

	# of Companies
Employer Paid	1
Employee Paid	2
Shared Cost	5

The average percent of premium paid by employer for dependent dental was 46%.  
 The range was 14% - 80%.

## **Disability Insurance:**

Short-term disability:

Yes .....11  
 No.....1

The following chart illustrates the percentage benefit paid for short-term disability:

AMOUNT	# of Companies
Varies	1
60%	4
65%	2
67%	1
68	1
70%	3

The following chart illustrates the maximum number of weeks short-term disability pays:

# of Weeks	# of Companies
13	3
25	1
26	6

Long-term disability:

Yes .....9  
 No.....3

The average benefit paid for long-term disability was 61%.

The following chart illustrates the waiting periods used for the long-term disability plan:

Waiting Period	# of Companies
No wait	1
90-days	1
13 weeks	1
6 months	4
2 years	1
End of short term	1

## **Vacation:**

The following table shows the average number of year's service required for varying amounts of vacation time among those companies providing data. Additionally, no companies responding offer 6 weeks of vacation. One company awards 8 hours vacation each January 1<sup>st</sup> for each additional year of service until 160 hours are reached after 11 years.

# of WEEKS VACATION	EXEMPT	NON-EXEMPT	HOURLY
1 week	1 year	1 year	1 year
2 weeks	2 years	2 years	3 years
3 weeks	7 years	7 years	7 years
4 weeks	15 years	20 years	17 years
5 weeks	23 years	25 years	23 years
6 weeks or more	none	None	none

Unused vacation at termination:

Yes .....10

No.....2

One is paid with at least two weeks' notice.

Vacation for mandatory shutdowns:

Yes .....1

No.....11

## **Holidays:**

Holiday compensation:

Yes .....7

No.....5

All of the companies responding offer the same holidays to all employees whether they are exempt, non-exempt or hourly.

	YES	No
New Year's Day	11	1
Martin Luther King Day	0	12
President's Day	0	12
Good Friday	4	8
Memorial Day	12	0
Independence Day	11	1
Labor Day	11	1
Columbus Day	0	12
Election Day	0	12
Veteran's Day	0	12
Thanksgiving Day	12	0
Friday after Thanksgiving	6	6

Christmas Eve Day	12	0
Christmas Day	12	0
Employee's Birthday	2	10
Employment Anniversary	0	12
Other: New Year's Eve	3	9

## **Sick Days:**

Formal plan for paid sick days:

Yes .....3  
No.....9

Three companies allow the use of sick days for family illness.  
None of the companies pay out sick days at termination.

## **Personal Days:**

Formal plan for paid personal days:

Yes .....3  
No.....9

One company paid accumulated personal days at termination.

## **Life Insurance:**

The following chart illustrates amounts of life insurance coverage:

Amount	# of Companies
\$7,500	1
\$15,000	3
\$20,000	2
\$50,000	2
\$60,000	1
\$250,000	1
\$750,000	1
1 x salary	1

Can employees purchase additional amounts of life insurance through payroll deduction?

Yes .....12  
No.....0

Three companies that allow the purchase of additional life insurance base the rate on age.

Can employees purchase dependent life insurance?

Yes .....8  
 No.....4

## **Pension Retirement:**

Retirement program:

Yes .....1  
 No.....11

The majority of plans are noncontributory for employees.

Vesting Period	# of Companies
1 year	1
5 years	2
6 years	1

Profit sharing plan:

Yes .....3  
 No.....9

401k plan:

Yes .....12  
 No.....0

The following chart illustrates the 401k employer match:

Match Amount	# of Companies
3%	1
4%	1
5%	2
6%	1
50% on 6%	1
50¢ up to 4%	1
25% up to 3%	1
33.33% up to a max of 25%	1

## **Other Benefits:**

Bonus/incentive plan:

Yes .....5  
No.....7

Based upon:

Productivity.....3  
Quality.....1  
Safety .....2  
Profits.....2

One company suspended their plan for 2009.

Bereavement pay plan:

Yes .....11  
No.....1

The average number of days allowed is 3.

One company gives 3 days for immediate family, and 1 day for non-immediate.

Qualifying Death	# of Companies
Spouse	11
Parents	11
Grandparents	8
Children	11
Siblings	11
Aunt/Uncle	1
Nephew/Niece	1
Cousins	1
Stepparents	9
Stepchildren	9
In-Laws	9

Military Duty pay policy:

Yes .....3  
No.....9

Two of the companies that have a Military Duty policy pay the difference in military pay and the employee's regular wage.

Educational reimbursement plan:

Yes .....6  
No.....6

- All companies pay if a minimum grade is achieved.
- Three of the companies reimburse employees for books/supplies in addition to tuition.
- One company suspended the plan for 2009.

Jury duty pay plan:

Yes .....12  
No.....0

Day care assistance:

Yes .....0  
No.....12

# GROUP I

*The positions in Group I are considered exempt. The following positions represent a summary of salaries provided by respondents.*

Job Classifications	# of Companies Responding	Avg. Minimum	Avg. Maximum	Average	Number of Workers
Benefits Administrator	3	\$26,000	\$48,000	\$37,000	3
Comptroller/ Accounting Manager	4	\$46,000	\$70,000	\$58,000	4
Human Resources/ Labor Relations Manager	8	\$59,526	\$83,980	\$56,890	8
Industrial Engineer	5	\$47,612	\$68,837	\$59,883	9
Information Technology Manager	2			\$60,562	2
Line/Shift Supervisor	9	\$35,746	\$53,786	\$41,208	39
Materials Manager	2	\$30,000	\$55,000	\$40,000	2
Mechanical Engineer	3	\$56,490	\$93,145	\$55,900	10
Nurse-RN (Industrial)	No responses				
Office Manager	3	\$23,504	n/a	\$35,520	3
Outside Sales Person	4	\$40,000	\$125,000	\$82,500	13
Plant Manager	8	\$77,050	\$118,862	\$88,808	8
Plant Superintendent/ Production Manager	7	\$52,707	\$86,572	\$60,849	8
Programmer	Only One Respondent				
Purchasing Agent/Buyer	5	\$38,105	\$52,180	\$51,750	6
Quality Control Supervisor	7	\$47,207	\$78,242	\$47,409	12
Shop/Maintenance Supervisor	4	\$42,400	\$59,905	\$44,385	11
Safety Director	5	\$42,440	\$71,000	\$56,700	5
Systems Analyst	Only One Respondent				
Technical Support Specialist	No responses				
Training Director	Only One Respondent				
Warehouse Manager	7	\$40,000	\$90,920	\$65,460	13

# GROUP II

*The positions in Group II are considered non-exempt\*. The following positions represent a summary of salaries provided by respondents.*

*(\*Non-exempt positions are hourly or administrative employees who must be paid for overtime as per the provisions for the fair Labor Standards Act which requires time-and-a-half pay work performed beyond forty hours a week.)*

Job Classifications	# of Companies Responding	Avg. Minimum	Avg. Maximum	Average	Number of Workers
Accounting Clerk	3	\$18,000	\$41,600	\$29,800	4
Administrative Assistant	3	\$23,360	\$34,980	\$27,840	5
Clerk Typist		No responses			
Credit Clerk		Only One Respondent			
Credit Collector		Only One Respondent			
Customer Service Representative	5	\$33,210	\$43,312	\$40,683	10
Human Resources Assistant	3	n/a	n/a	\$25,623	3
Industrial Nurse – LPN		No responses			
Payroll Assistant	3	n/a	n/a	\$29,566	5
Personnel Clerk		No responses			
Production Planner/Scheduler	7	\$28,737	\$41,810	\$32,612	18
Quality Control Technician	5	\$22,045	\$33,014	\$27,744	15
Secretary		No responses			
Telephone Sales Representative		No responses			

# GROUP III

*The positions in Group III are considered hourly. The following positions represent a summary of wages provided by respondents.*

Job Classifications	# of Companies Responding	Avg. Minimum	Avg. Maximum	Average	Number of Workers
Assembler	7	\$8.79	\$11.32	\$10.84	392
Boiler Operator			No responses		
CNC Machine Operator	2	\$10.00	\$14.25	\$12.50	8
Computer Operator			Only One Respondent		
Custodian	5	\$7.75	\$12.35	\$9.43	5
Data Entry Clerk			No responses		
Drafter/CADD Operator			No responses		
Electrician	4	\$12.50	\$17.50	\$17.75	9
Electronics Technician			Only One Respondent		
Forklift Operator	7	\$10.53	\$13.10	\$9.82	40
Instrument Technician			No responses		
Laboratory Technician			Only One Respondent		
Laborer/Helper	6	\$9.11	\$11.14	\$10.26	114
Lead Person	6	\$12.14	\$14.66	\$13.24	37
Machine Operator (Top Level)	7	\$11.62	\$14.06	\$13.39	97
Machinist			Only One Respondent		
Maintenance Mechanic	10	\$13.86	\$18.18	\$15.72	59
Maintenance/Trades Helper	2	\$13.18	\$15.70	\$14.00	3
Materials Handler	6	\$10.31	\$12.42	\$11.29	37
Packager			Only One Respondent		
Press Operator/Printing			Only One Respondent		
Security Guard			No responses		
Shipping & Receiving Clerk	8	\$11.41	\$12.95	\$12.83	29
Switchboard Operator/ Receptionist	3	\$10.00	\$14.17	\$12.69	3
Tool & Die Maker			Only One Respondent		
Truck Driver – Local	3	\$9.25	\$12.00	\$11.25	15
Welder	3	\$11.15	\$14.20	\$14.91	59