



# 2013 Wage & Benefit Survey Questionnaire

For Management and Production Employees

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Wage and Benefit Survey Questionnaire Instructions:

The survey is for base rates of experienced employees – please do not include compensation for trainees. **DO NOT** submit salary/wages for any company owner or partner.

- **Response:** **FAX:** (614) 794-2049 or **MAIL** to P.O. Box 819, Westerville, OH 43086
- Online responses can be submitted at: <http://www.cvent.com/d/rcgyh1>
- Deadline for returned surveys: **All completed questionnaires must be returned to the Association by July 31, 2013.**

You **MUST** Participate to Receive A **FREE** Final Report – a \$250 Value

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

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

**The confidential survey results will be returned to the individual on the left.**

*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.*

## 2013 Wage & Benefit Survey Questionnaire

This survey is being conducted through the efforts of Printing Industries of America and its local Affiliates. It has become the most comprehensive industry survey of its kind, and your participation is important. If you have any questions and/or suggestions, please contact us at (888) 576-1971 or at [jcunningham@pianko.org](mailto:jcunningham@pianko.org)

Because the industry is so large and diverse, it's difficult to survey every position and/or equipment configuration. We have attempted to report the most common positions. To assist our survey participants in best classifying a position, you will find a PDF of title descriptions at <http://tinyurl.com/my5tgk3>.

We would also ask that the compensation and benefits reported are effective as of June 1, 2013. This will provide a common point of reference for all participating companies.

Please note that the following changes were made in this year's Survey Questionnaire:

- Personal Days off (Sick Days, Bereavement, etc.) should be reported in HOURS rather than days;
- For Management/Administrative salaries, we have asked compensation to be reported on an ANNUAL basis. As always, do not include salaries of company owners;

**ENTRY DEADLINE - July 31, 2013**

# Demographic Information

## 1. Please indicate your primary market classification:

- |  |  |   |
|--|--|---|
| a. <input type="checkbox"/> General Commercial Printer | b. <input type="checkbox"/> Inplant Printer        | c. <input type="checkbox"/> Digital Printer             |
| d. <input type="checkbox"/> Quick Printer              | e. <input type="checkbox"/> Prepress Services      | f. <input type="checkbox"/> Business Forms Manufacturer |
| g. <input type="checkbox"/> Bindery/Finishing          | h. <input type="checkbox"/> Web Printer (Heat Set) | i. <input type="checkbox"/> Web Printer (Non-Heat Set)  |
| j. <input type="checkbox"/> Mailing House/Services     | k. <input type="checkbox"/> Packaging - Offset     | l. <input type="checkbox"/> Packaging - Flexo           |
| m. <input type="checkbox"/> Labels                     | n. <input type="checkbox"/> Wide Format            | o. <input type="checkbox"/> Other _____                 |

## 2. Please indicate your location:

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

## 3. Number of Employees (full-time): \_\_\_\_\_

## 4. Annual Sales Volume \$ \_\_\_\_\_

## 5. Is your workforce represented by a trade union? a. \_\_\_\_ yes

# Human Resources Policies & Benefit Information

## POLICIES

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

- a.  Company has a written employee handbook
- b.  Company has a written "Drug Free Workplace Policy"
- c.  Company tests for Drugs & Alcohol
  - d.  For new employees
  - e.  In event of an accident
  - f.  At random
  - g.  For cause
- h.  No, we do not test for drugs & alcohol
- i.  Company has job descriptions for employees

## SHIFTS OF PRODUCTION

## 7. Please indicate your shifts of production:

- a.  One shift of production employees
- b.  Two shifts of production employees
- c.  More than two shifts of production employees

## What is your predominant work week in production?

- d.  3 day work week (3 day 12hr shifts)
- e.  4 day work week
- f.  5 day work week

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**Pay Differentials/Shift Premiums: (if applicable)**

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

- 2<sup>nd</sup> shift:      g. \$ \_\_\_\_\_ per hour over the day rate **or**  
                    h. \_\_\_\_\_% differential over the day rate
- 3<sup>rd</sup> shift:      i. \$ \_\_\_\_\_ per hour over the day rate **or**  
                    j. \_\_\_\_\_% differential over the day rate

**OVERTIME**

8. Select all questions which are applicable.
- a.  Overtime is paid on the basis of the hours earned (vacation/sick leave/holidays are counted)
  - b.  Overtime is paid on the amount of hours worked (vacation/sick leave/holidays are not counted)
  - c.  Overtime is paid upon shift completion
  - d.  Double time is paid after working 4 hours of overtime in a shift

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

- Saturday      e.  Time and ½      f.  Double Time
- Sunday        g.  Time and ½      h.  Double Time
- Holidays      i.  Time and ½      j.  Double Time

**HOLIDAY, VACATION, OTHER ABSENCE POLICIES**

9. **Leave of Absence policies:**

- a.  Employees have paid time for voting
- b.  Company offers jury duty pay
- c.  Company has a written sick leave/personal time off policy (PTO)

**PTO (Personal Time Off)**

If you offer a PTO policy rather than traditional vacation/sick days,

- d. What are the maximum HOURS you provide after one year of employment? \_\_\_\_\_
- e. What are the maximum HOURS you provide after five years of employment? \_\_\_\_\_
- f. Do you permit accumulation from year to year?  Yes  No
- g. What is the maximum number of HOURS which can be accumulated? \_\_\_\_\_

**Sick Day Policies**

- h. What are the maximum HOURS provided in one year? \_\_\_\_\_
- i. Do you permit accumulation from year to year?  Yes  No
- j. What is the maximum number of HOURS which can be accumulated? \_\_\_\_\_

10. **Please indicate your vacation policy (answer all that applies):**

- a.  1 week after 6 months
- b.  1 week after 1 year
- c.  2 weeks after 1 year
- d.  2 weeks after 2 years
- e.  3 weeks after 5 years
- f.  4 weeks after 20 years
- g.  Other \_\_\_\_\_

11. Please list the maximum number of vacation days which you offer:

a. \_\_\_\_\_ days after b. \_\_\_\_\_ years

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

a.  Yes      b.  No

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

a.  Yes      b.  No

If yes, what is the maximum number of days carried forward? c. \_\_\_\_\_

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

- a.  Anniversary of date of hire
- b.  By calendar year
- c.  Earn days based on length of service

15. What is the number of Paid Holidays offered by your company in a year? a. \_\_\_\_\_

Please check off all the days offered below:

- |  |  |
|--|--|
| b. <input type="checkbox"/> New Year's Eve   | i. <input type="checkbox"/> Columbus Day           |
| c. <input type="checkbox"/> New Year's Day   | j. <input type="checkbox"/> Thanksgiving Day       |
| d. <input type="checkbox"/> President's Day  | k. <input type="checkbox"/> Day after Thanksgiving |
| e. <input type="checkbox"/> Good Friday      | l. <input type="checkbox"/> Christmas Eve          |
| f. <input type="checkbox"/> Memorial Day     | m. <input type="checkbox"/> Christmas Day          |
| g. <input type="checkbox"/> Independence Day | n. <input type="checkbox"/> One Floating Day       |
| h. <input type="checkbox"/> Labor Day        | o. <input type="checkbox"/> Other: _____           |

16. Do you provide funeral or bereavement leave? a. Yes  b. No

Is it      c.  Paid      d.  Unpaid

How many days?

\*Immediate family      e. \_\_\_\_\_ HOURS (\*spouse, child, mother, father, sister, brother, grandparent)

Other family members?      f. \_\_\_\_\_ HOURS

## **HEALTH INSURANCE**

17. Group health insurance offering (select all that apply):

- a.  No plan offered
- b.  Self-insured Plan
- c.  HMO Plan
- d.  PPO Plan

**Deductibility**

- e.  <\$1,000 for individual
- f.  >\$1,000 and <\$3,000 for individual
- g.  >\$3,000 for individual
- h.  HSA or HRA high deductible with Company Contribution
- i. \$ \_\_\_\_\_ max company contribution (employee)

18. **Contribution to health plan:**

**MEDICAL**

Please provide the percentage of total premium your company pays per plan level, as well as the total premium cost (premium cost paid by both employee and employer.) Use the plan with the most employees if you offer multiple plans/options.

	<b>% paid by Company</b>	<b>Total Average Premium</b>
Employee coverage	a. ____%	b. \$_____ (average)
Employee +1	c. ____%	d. \$_____ (average)
Family	e. ____%	f. \$_____ (average)

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

**DENTAL**

If your dental coverage is not included above, please complete the following:

	<b>% paid by Company</b>	<b>Total Average Premium</b>
Employee coverage	a. ____%	b. \$_____ (average)
Employee +1	c. ____%	d. \$_____ (average)
Family	e. ____%	f. \$_____ (average)

19. **Other insurance benefits (not voluntary benefits). Select all that apply:**

- a.  Group life is provided paid in full or part by employer
- b.  Group life is available for purchase by employee
- c.  Group accidental death & dismemberment coverage is provided.
- d.  Short term disability is provided paid in full or part by employer
- e.  Short term disability is available for purchase by employee
- f.  Long term disability is provided paid in full or part by employer
- g.  Long term disability is available for purchase by employee

**OTHER POLICIES**

20. **Please indicate your smoking policy. Select one:**

- a.  No smoking. Smoke Free Environment
- b.  Smoking outside the building, **off** the clock
- c.  Smoking outside the building, **on** the clock
- d.  Smoking inside in designated areas
- e.  No formal policy on smoking

21. **Retirement or profit sharing plan provided by the company. Please check all that apply:**

- a.  Profit Sharing
- b.  401(k) Plan Does The Company Match? c.  Yes  
What Amount? d. \_\_\_\_% match for \_\_\_\_% of salary (or fixed amount)
- e.  Defined Benefit Plan (Company)
- f.  Defined Benefit Plan (Union Plan)
- g.  No company retirement plan offered

22. Does your company offer incentive plans for production employees?

- a.  Yes      b.  No

If the answer is yes, what type of plan(s) is offered? c. \_\_\_\_\_

23. If your company tracks job absence and employee turnover rates, what are those metrics?

- a. Job Absence \_\_\_\_\_ (% of work period)  
b. Turnover \_\_\_\_\_ (% of workforce )

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

- a. Yes  b. No

If Yes, indicate whether:

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

25. Because many member companies continue to make changes to their wage and benefit policies, please share your company's experience.

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

As it pertains to 2013-2014 health care, at this point:

- c.  There will be no changes to our existing plan design and no change to our cost sharing  
d.  There will be no changes to our existing plan design and employees will pick up a larger share of costs  
e.  There will be no changes to our existing plan design and employees will pick up a smaller share of costs  
f.  There will be plan design changes and no change to our cost sharing  
g.  There will be plan changes and employees will pick up a larger share of costs  
h.  There will be plan changes and employees will pick up a smaller share of costs  
i.  We will offer a financial incentive to employees to take coverage with a spouse's (domestic partner's) plan that provides "qualified coverage" defined under the health care law.  
j.  We will no longer offer group health insurance as a company benefit

COMMENTS:

**Please return to Printing Industries of Ohio • N. Kentucky by July 31, 2013**

**Fax 614-794-2049 or mail to:  
P.O. Box 819, Westerville, Ohio 43086**

# Wage & Salary Information

**BE CAREFUL TO ENTER "ANNUAL" SALARIES FOR INDICATED POSITIONS AND "HOURLY" WAGES FOR ALL OTHER EMPLOYEES (even if you pay these other employees on a salary basis).**

The form allows for 4 employees' wages in each category.

**DO NOT INCLUDE TRAINEES.**

*Please enter base salary (NO Shift Differentials or Bonus) EFFECTIVE as of June 1, 2013*

**Title** **Enter ANNUAL Salaries**

**MANAGEMENT:**

- |  |  |  |                    |  |
|--|--|--|--------------------|--|
| 1. CEO/President (No Owners)   |  |  |                    |  |
| 2. COO/Vice President/General Mgr.                                   |  |  |                    |  |
| 3. Manufacturing- Plant Manager/<br>VP Operations/Production Manager |  |  |                    |  |
| 4. CFO/Controller/Financial Manager                                  |  |  |                    |  |
| 5. Sales Manager/Sales VP  |  |  |                    |  |
| 6. Marketing/Business Development Mgr.                               |  |  |                    |  |
| 7. Customer Service Manager  |  |  |                    |  |
| 8. Customer Service Representative                                   |  |  |                    |  |
| 9. Production Planner/Scheduler                                      |  |  |                    |  |
| 10. Estimating Manager   |  |  |                    |  |
| 11. Estimator  |  |  |                    |  |
| 12. Human Resources Manager/Personnel<br>Mgr./Director               |  |  |                    |  |
| 13. Environmental Health & Safety Mgr.                               |  |  |                    |  |
| 14. Quality Manager  |  |  |                    |  |
| 999. Position not listed - Job Title: _____                          |  |  | Salary/Wage: _____ |  |

**DEPARTMENT MANAGERS**

- |   |  |  |                    |  |
|---|--|--|--------------------|--|
| 15. MIS/IT Manager                          |  |  |                    |  |
| 16. Prepress Manager                        |  |  |                    |  |
| 17. Pressroom Manager – Sheetfed            |  |  |                    |  |
| 18. Pressroom Manager – Web                 |  |  |                    |  |
| 19. Bindery Manager                         |  |  |                    |  |
| 20. Mailroom/Fulfillment Manager            |  |  |                    |  |
| 21. Shipping/Receiving Manager              |  |  |                    |  |
| 999. Position not listed - Job Title: _____ |  |  | Salary/Wage: _____ |  |



**(Report base wage only – do NOT include shift premiums or bonuses)**

**Enter Hourly Wages**

**OFFICE/ADMINISTRATION**

- 22. Office Manager \_\_\_\_\_
- 23. Executive Administrative Assistant \_\_\_\_\_
- 24. Administrative Assistant \_\_\_\_\_
- 25. HR Assistant \_\_\_\_\_
- 26. General Administrative/Clerical Support \_\_\_\_\_
- 27. Receptionist \_\_\_\_\_
- 28. Accounting Supervisor/Manager \_\_\_\_\_
- 29. A/P or A/R Clerk \_\_\_\_\_
- 30. Full Charge Bookkeeper \_\_\_\_\_
- 31. Credit Manager \_\_\_\_\_
- 32. Purchasing Manager \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**INFORMATION TECHNOLOGY**

- 33. MIS/IT Support \_\_\_\_\_
- 34. Database Technician \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**PREPRESS**

- 35. Working Supervisor (Prepress) \_\_\_\_\_
- 36. Graphic Design (Art Director/Designer) \_\_\_\_\_
- 37. Desktop Operator \_\_\_\_\_
- 38. Prepress/Desktop Technician \_\_\_\_\_
- 39. Stripper/Film Assembly \_\_\_\_\_
- 40. Platemaker (CTP/Conventional) \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**DIGITAL PRINTING**

- 41. Working Supervisor (Digital) \_\_\_\_\_
- 42. Digital Color Press Operator (Sheetfed) \_\_\_\_\_
- 43. Direct Image Press Operator (DI press) \_\_\_\_\_
- 44. Production Copiers -- Black & White \_\_\_\_\_
- 45. Production Copiers – Color \_\_\_\_\_
- 46. Hi-speed Inkjet Presses (B&W) \_\_\_\_\_
- 47. Hi-speed Inkjet Presses (Color) \_\_\_\_\_
- 48. Wide Format Operator (Proofing) \_\_\_\_\_
- 49. Wide Format Operator (Production <60") \_\_\_\_\_

- 50. Grand Format Operator (Production >60") \_\_\_\_\_
- 51. Wide Format Finishing/Laminating \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**PRESS OPERATIONS (SHEETFED)**

- 52. Working Supervisor (Sheetfed) \_\_\_\_\_
- 53. 20" or Smaller - Single Color Press Operator \_\_\_\_\_
- 54. 20" or Smaller - Two Color Press Operator \_\_\_\_\_
- 55. 20" or Smaller - 4/5/6 Color Press Operator \_\_\_\_\_
- 56. Jet Press Operator \_\_\_\_\_
- 57. 20" - 28" Single Color Press Operator \_\_\_\_\_
- 58. 20" - 28" Two Color Press Operator \_\_\_\_\_
- 59. 20" - 28" Four Color Press Operator \_\_\_\_\_
- 60. 20" - 28" Five Color Press Operator \_\_\_\_\_
- 61. 20" - 28" Six Color Press Operator \_\_\_\_\_
- 62. 38" - 42" Single Color Press Operator \_\_\_\_\_
- 63. 38" - 42" Two Color Press Operator \_\_\_\_\_
- 64. 38" - 42" Four Color Press Operator \_\_\_\_\_
- 65. 38" - 42" Five Color Press Operator \_\_\_\_\_
- 66. 38" - 42" Six Color Press Operator \_\_\_\_\_
- 67. 38" - 42" Eight Color Press Operator \_\_\_\_\_
- 68. 38" - 42" Four Color 2nd Press Operator \_\_\_\_\_
- 69. 38" - 42" Five Color 2nd Press Operator \_\_\_\_\_
- 70. 38" - 42" Six Color 2nd Press Operator \_\_\_\_\_
- 71. 38" - 42" Eight Color 2nd Press Operator \_\_\_\_\_
- 72. 52" - 60" Press Operator \_\_\_\_\_
- 73. 52" - 60" 2nd Press Operator \_\_\_\_\_
- 74. 61" - 81" Press Operator \_\_\_\_\_
- 75. 61" - 81" 2nd Press Operator \_\_\_\_\_
- 76. Press Feeder/Helper \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**PRESS OPERATIONS (HEATSET WEB - FULL)**

- 77. Working Supervisor \_\_\_\_\_
- 78. Lead Pressman \_\_\_\_\_
- 79. Assistant Pressman \_\_\_\_\_
- 80. Material Handler \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**PRESS OPERATIONS (HEATSET WEB - HALF)**

- 81. Working Supervisor \_\_\_\_\_
- 82. Lead Pressman \_\_\_\_\_
- 83. Assistant Pressman \_\_\_\_\_
- 84. Material Handler \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**PRESS OPERATIONS (NON-HEATSET WEB)**

- 85. Working Supervisor \_\_\_\_\_
- 86. Lead Pressman \_\_\_\_\_
- 87. Assistant Pressman \_\_\_\_\_
- 88. Material Handler \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**NARROW WEB PRESSES, COLLATORS, SPECIALTY PRESSES**

- 89. Working Supervisor \_\_\_\_\_
- 90. Press Operator \_\_\_\_\_
- 91. Forms Collator Operator \_\_\_\_\_
- 92. Timson (1/C) Book Press Operator \_\_\_\_\_
- 93. Timson (2/C) Book Press Operator \_\_\_\_\_
- 94. Timson Press Helper \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**LETTERPRESS/FINISHING**

- 95. Letterpress Operator \_\_\_\_\_
- 96. Finishing Press Operator (Kluge,etc.) \_\_\_\_\_
- 97. Automated Diecutter (<28" Cylinder) \_\_\_\_\_
- 98. Automated Diecutter (40"+, Bobst,etc.) \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**FLEXO**

- 99. Flexo Operator – <= 9" web width \_\_\_\_\_
- 100. Flexo Operator – > 10" web width \_\_\_\_\_
- 101. Flexo Platemaker \_\_\_\_\_
- 102. Rewind Operator \_\_\_\_\_
- 103. Slitter Operator \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**BINDERY**

- 104. Working Supervisor \_\_\_\_\_
- 105. Hand Bindery \_\_\_\_\_
- 106. Small Bindery Machines \_\_\_\_\_
- 107. Combination (Small Machine/Hand) \_\_\_\_\_
- 108. Folder Operator >17x22 \_\_\_\_\_
- 109. Cutter Operator \_\_\_\_\_
- 110. Folder/Cutter Operator \_\_\_\_\_
- 111. Stitcher/Binder Operator \_\_\_\_\_
- 112. Perfect Binder Operator \_\_\_\_\_
- 113. Shrink Wrap Operator \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**MAILING & FULFILLMENT**

- 114. Working Supervisor \_\_\_\_\_
- 115. Inserting Machine Operator \_\_\_\_\_
- 116. Mail Machine Operator \_\_\_\_\_
- 117. Mail Specialist \_\_\_\_\_
- 118. Fulfillment Worker \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**SHIPPING/WAREHOUSE/MAINTENANCE**

- 119. Shipping/Receiving Clerk \_\_\_\_\_
- 120. Delivery Person/Driver \_\_\_\_\_
- 121. Warehouse Worker \_\_\_\_\_
- 122. Forklift Operator \_\_\_\_\_
- 123. Maintenance (Facility) \_\_\_\_\_
- 124. Maintenance (Equipment) \_\_\_\_\_
- 999. Position not listed - Job Title: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

**Please return to Printing Industries of Ohio • N. Kentucky by July 31, 2013**

**Fax 614-794-2300 or mail to:**

**P.O. Box 819**

**Westerville, OH 43086**