

**2021**

# Salary & Incentive Survey Questions



BALANCED<sup>®</sup>  
COMP

# Participation Agreement

## Ownership and Title

Nothing contained in this Agreement grants the respondent, either expressly or implied, any right, title, interest, or license in or to the intellectual property of BalancedComp.

## Confidentiality

BalancedComp agrees it shall not use the respondent information for any purpose outside the scope of services. Individual Respondent data will not be singled out and that all data will be anonymized before publication. Access to respondent information shall be restricted to those employees who need to know such information to perform services agreed to by the respondent. All written and oral information and material disclosed or provided by BalancedComp to the respondent under this Agreement is Confidential Information, regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Respondent. Confidential Information will not include information that:

1. is commonly known in the Financial or Human Resources industry.
2. is now or subsequently becomes generally available to the public through no wrongful act of the respondent.
3. that was rightfully in the possession of the Respondent prior to disclosure by BalancedComp to the respondent.
4. is independently created by the respondent without direct or indirect use of the Confidential Information.
5. is obtained from a third party who has the right to transfer or disclose the information.

## Remedies

Both parties agree and acknowledge that the Confidential Information is of a proprietary and confidential nature and that any disclosure of the Confidential Information to a third party is a breach of this Agreement and cannot be reasonably or adequately compensated for in monetary damages and would cause irreparable injury to the non-disclosing party. Accordingly, each party agrees the non-disclosing party is entitled to, in addition to all other rights and remedies available to it at law or in equity, and injunction restraining the disclosing party and any agents of the disclosing party, from directly or indirectly committing or engaging in any restricted by this Agreement in relation to the Confidential Information.

## Nice to Meet You!

**First Name**

**Last Name**

**Email**

**Phone**

## Where do you work?

**Institution Name**

**Assets (in millions)**

**Industry**

**State**

**County**

## Where do you work Part 2

**Organization FDIC or NCUA Certificate Number**

**Organization RSSD ID**

**Job Title**

**How many physical branch locations does your organization have?**

- 1-76+

## HRIS/Payroll

**What Human Resource Information System (HRIS) does your organization use?**

**What payroll system does your organization use?**

## Budgeting

**What was your organization's average salary increase percentage from your 2020 merit labor budget?**

**What was your organization's average NON-EXEMPT salary increase percentage from your 2020 merit labor budget?**

**What was your organization's average EXEMPT salary increase percentage from your 2020 merit labor budget?**

**What is your organization's actual or projected average salary increase percentage for your 2021 merit labor budget?**

**What is your organization's actual or projected average NON-EXEMPT salary increase percentage from your 2021 merit labor budget?**

**What is your organization's actual or projected average EXEMPT salary increase percentage from your 2021 merit labor budget?**

**Does your organization pay out a lump sum payment when an employee is paid at or over the maximum of the salary range?**

- Yes
- No, they do not receive anything.
- No, they still receive a salary increase even if paid over the maximum of the range.
- No, they still receive a salary increase because we don't have stated salary ranges.

**Do you prorate salary increases for employees working for the organization less than 1 year?**

- Yes
- No

## Turnover

**What was your organization's total turnover percentage for 2020?**

- 0% - 61% +

**What was your organization's NON-EXEMPT total turnover percentage for 2020?**

- 0% - 61% +

**What was your organization's EXEMPT total turnover percentage for 2020?**

- 0% - 61% +

## Benefits (Health)

**What percentage of the total premium does the organization contribute toward an individual health insurance policy for an employee?**

- 0% - 100%

**What percentage of the total premium does the organization contribute toward a family health insurance policy for an employee?**

- 0% - 100%

**What percentage of the total premium does the organization contribute toward a family health insurance policy for an employee?**

- Yes, the employer contribution % increased
- Yes, the employer contribution % decreased
- No change

**Compared to last year, has your organization's employer contribution changed for a family health insurance policy?**

- Yes, the employer contribution % increased
- Yes, the employer contribution % decreased
- No change

## Benefits (401k)

**Does your organization offer a 401(k)?**

- Yes
- No

**If yes to the last question, what is the maximum percentage of base pay the organization will match?**

- 0% - 21%+

**Does your organization offer a Roth IRA?**

- Yes
- No

**Are employees obligated to contribute to the 401(K) to receive a match?**

- Yes
- No, they receive regardless if they contribute
- No, we do not pay a match

## Benefits (SERP)

**Does your organization offer a supplemental executive retirement plan (SERP)?**

- Yes
- No
- No, but we intend to look into this in 2020

**If yes to having a SERP, how many employees are eligible to participate?**

- 0 - 20+

**If yes to SERP, what is the total projected replacement amount for the CEO?**

- < \$250k
- \$250k - \$500k
- \$500k - \$999k
- \$1m - \$1.5m
- > \$1.5m

**If yes to SERP, what is the total projected replacement amount for the other executives?**

- < \$250k
- \$250k - \$500k
- \$500k - \$999k
- \$1m - \$1.5m
- > \$1.5m

**If yes to SERP, how many payments are planned at retirement?**

- Lump Sum
- 10 years
- 15 years
- 20 years
- Lifetime
- Other

**If yes to offering a supplemental executive retirement plan (SERP), what type of plan is it?**

- Split Dollar
- Defined Benefit
- Defined Contribution
- Other

## Gender & Minority Pay Equity

**Did your organization conduct analysis for gender pay equity issues in 2020?**

- Yes
- No
- No, but we plan to in 2021

**If yes to the prior question, did your organization make any wage corrections based on the analysis?**

- Yes
- No

**Did your organization conduct analysis for minority pay equity issues in 2020?**

- Yes
- No
- No, but we plan to in 2021

**If yes to the prior question, did your organization make any wage corrections based on the analysis?**

- Yes
- No

**Is your organization required to provide gender or minority pay equity reporting?**

- Yes
- No

## Minimum Wage

**Does your organization have an internal minimum wage that is higher than the state/federal/local minimum wage?**

- Yes
- No

**If yes to the prior question, what is your organization's internal minimum wage hourly rate?**

**How much higher is your internal minimum wage when compared to the regulated required amount?**

## Remote Work

**Does your organization hire remote employees outside of your operating markets?**

- Yes
- No

**Does your organization allow current employees to move outside of your operating markets to work remote?**

- Yes
- No
- Yes, but it depends on the roles



**If yes to the prior question, is compensation adjusted?**

- Adjust market to new geo + Adjust employees range to new market + Adjust employees pay to the exact compa ratio in the market
- Adjust market to new geo + Adjust employees range to new market + Keep pay the same
- No adjustment made
- Other

## PTO

**Did your Paid Time Off (PTO) policy change in 2021 for NON-EXEMPT employees?**

- The number of PTO days Increased
- The number of PTO days Decreased
- The number of PTO days Remained the same

**Did your Paid Time Off (PTO) policy change in 2021 for EXEMPT employees?**

- The number of PTO days Increased
- The number of PTO days Decreased
- The number of PTO days Remained the same

**Does your organization allow you to carry over remaining PTO days to the following year?**

- Yes, we can carry over unlimited
- Yes, we can carry over but it has a cap
- No

**If you have a cap on PTO carryover days, what is the maximum number of days you can carry over?**

## Incentives

**Does your organization have a corporate incentive/bonus plan in place for 2021?**

- Yes
- No

**If you answered yes to the previous question, who is eligible to participate in the corporate incentive/bonus plan?**

- Everyone
- Non-exempt
- Exempt
- Executives
- Exempt & Executives
- Other

**What % of your overall payroll budget was awarded as variable pay?**

**Do you currently have an incentive planning system?**

- Yes
- No
- No, but we plan to review this in 2021

**If yes to the last question, what is system do you use?**

## Performance Management

**Does your organization currently use a performance management system?**

- Yes
- Yes, but we are looking to change
- No, we manage our reviews internally
- No, but we plan to look into this in 2021
- No

**If yes to the last question, what performance management system/tool is your organization using?**

**If yes to having a performance management system, how would you rate your performance management system?**

- Hate it
- Don't really like it
- It is okay
- It is good
- It is the best

**How many performance levels does your organization use**

- 1 - 9+

**Systemically- Does your organization give higher performers a greater salary increase?**

- Yes
- No

## Pandemic Pay

**Did you reduce your workforce in response to the COVID-19 pandemic?**

- Yes
- No

**If yes, how many employees were eliminated?**

**Do you anticipate eliminating more employees in 2021 due to the COVID-19 pandemic?**

- Yes
- No

**In 2020, did your organization realign the corporate incentive plan targets in response to COVID-19?**

- Yes, targets were updated
- Yes, we canceled the plan
- No
- No, we did not have a corporate incentive plan in place

## Conclusion

**Are there any questions that you would like us to incorporate in this survey?**

**Are there any positions you would like us to include in the survey?**

## Importing

### What needs to be included?

Just wages and job titles for each employee - no names necessary!

### What should I include for Incentive Pay?

Cash compensation provided to an employee, is separate from base pay, and based on performance, which is thought to entice the employee to continue delivering positive results. Incentive pay may come in the form of a bonus, profit-sharing, or commission. (Please report payouts effective 12/31/2020).

### Wages Combine in One Column & Incentive Combined in One Column

<i>Position</i>	<i>Salary</i>	<i>Total Incentive Pay</i>
Teller	\$10.30	\$300.00
Teller	\$15.00	\$600.00
Teller II	\$10.60	\$250.00
Branch Manager	\$24.04	\$100.00
CFO	\$130,000.00	\$10,000.00

### Wages in Two Columns & Incentive Data in Multiple Columns

<i>Position</i>	<i>Hourly</i>	<i>Annual</i>	<i>Christmas Bonus</i>	<i>Referral Bonus</i>	<i>etc.</i>
Teller	\$10.00	\$20,800.00	\$100.00	\$200.00	etc.
Teller	\$10.30	\$21,424.00	\$200.00	\$400.00	etc.
Teller II	\$10.60	\$22,048.00	\$50.00	\$200.00	etc.
Branch Manager	\$24.04	\$50,000.00	\$100.00	\$0.00	etc.
CFO	\$62.50	\$130,000.00	\$10,000.00	\$0.00	etc.