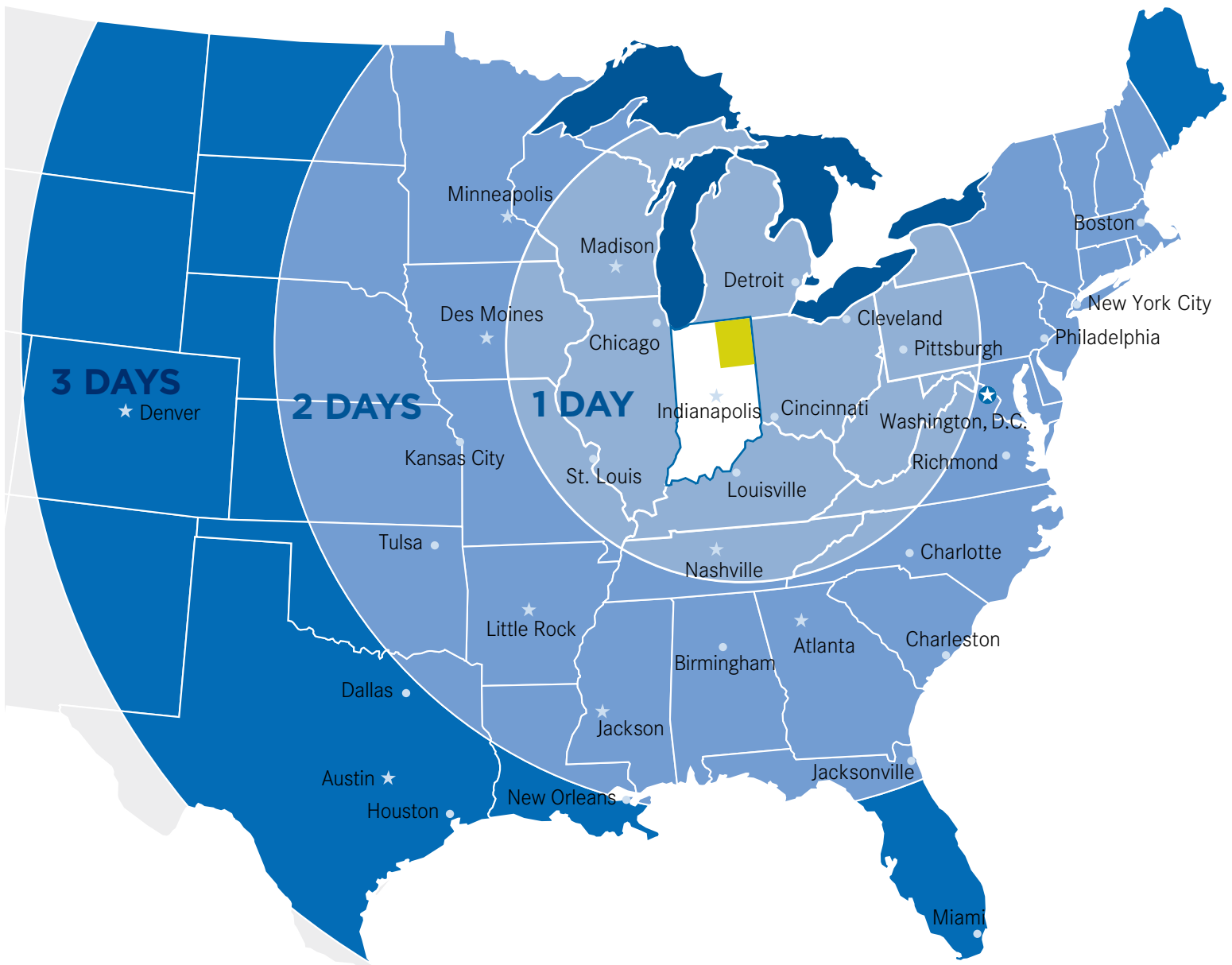


NORTHEAST INDIANA

WAGE AND BENEFITS SURVEY THREE COUNTY SOUTH REGION

2016



SPONSORS



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INTRODUCTION

This survey of human resource practices represents the self-reported descriptions of salaries, wages, and benefits from 31 manufacturing and nonmanufacturing companies and organizations within three counties in northeastern Indiana. Participants have been divided into two categories: companies large in size (sales volume of at least \$25 million) and companies relatively small in size (sales volume less than \$25 million).

This publication is compiled from data from three counties: Adams, Huntington, and Wells, derived from a survey of 158 businesses and organizations in 10 counties in the northeastern region of Indiana. A separate report on the entire region also is available.

Participation in the survey is voluntary. While the report accurately reflects data given by participants, it does not claim to be a statistically accurate report of all pay and benefits practices in the three county region. It may be useful to also consider federal and state wage reports.

This publication includes a report of wages and benefits. It begins with survey results from all respondents and follows with separate reports for large and small companies. The wage reports give an average minimum pay rate, average actual pay rate and average maximum pay rate for more than 130 position titles within the counties. Benefit reports express typical as well as average practices since averages may be skewed by numbers that are significantly higher or lower than what is most common.

This report also includes an expanded supplemental data section which provides more information about the work and labor force in the four county region. The mobility of the workforce is illustrated by reports about commuting patterns for the counties. Each section also reports on union representation and on anticipated hiring, layoff and wage activity for 2016 and 2017.

This analysis was supported by the Adams County

About the Data:

Information used in this survey is self-reported by the participating organizations and is only as accurate and complete as provided by them. Confidentiality is promised to participants and information is not included if readers might be able to connect it to specific companies or organizations. Not all participants answered all questions so totals may be inconsistent across the survey. In addition, to ensure a statistically meaningful report and to protect confidentiality, data is not reported unless supplied by at least two participants. Asterisks indicate where insufficient responses were received.

Economic Development Corporation; DeKalb County Economic Development Partnership; Huntington County Economic Development; Kosciusko County Economic Development Corporation; LaGrange County Economic Development Corporation; Noble County Economic Development Corporation; Steuben County Economic Development Corporation; Wabash County Economic Development Group; Wells County Economic Development Corporation; and Whitley County Economic Development Corporation. Further supporting sponsors include Indiana Michigan Power, NIPSCO, Wabash Valley Power, Duke Energy, Indiana Municipal Power Agency, Northeast Indiana Works, the Regional Chamber and the Northeast Indiana Regional Partnership.

Both electronic and hard copies of this survey report are available and will be distributed to participating companies. Additional copies may be purchased for \$200 from your local EDC office. If you have questions or comments or would like to order additional copies of this publication, please contact your local participating EDC at:

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DEFINITIONS AND INTERPRETATION OF THE DATA

Wage and salary figures are gathered for 133 different positions, as described on Pages 70 and 71. The figures represent data as of July 1, 2016.

PARTICIPANT Classifications

Small Companies: Participants reporting a sales volume of less than \$25 million. The 2016 Survey includes information from 15 such companies.

Large Companies: Participants reporting a sales volume exceeding \$25 million. The 2016 Survey includes information from 16 such companies.

WAGES Section Definitions

Number of Workers: The total number of individuals for whom data was reported for each position.

Average Minimum Rate: The lowest amount an organization would pay for a position. This figure represents the average of all minimum figures reported for each position.

Average Actual Rate: The average of actual salary or wage participants pay for each position. The published figure represents the average of all actual wages or salaries for each position.

Average Maximum Rate: The highest amount an organization pays for a position. This figure represents the average of all maximum figures reported for each position.

Hourly and Salary: Wages are reported as annual salaries or hourly amounts based on usual compensation practices for each position. They do not mean that employees in those positions are classified as exempt or nonexempt.

When Considering the Data: Wages are those actually reported by participating companies and organizations. The survey is not necessarily a statistically accurate report of average compensation practices in the region.

BENEFITS Section

Participants were asked to report their benefits packages for full-time workers. Benefits are reported for the participant classifications described above. Benefits programs may differ between hourly and salaried personnel; therefore, benefits data is reported separately for each group. In cases where benefits differed within the same classification of employees, respondents were asked to report average or most common practices.

BENEFITS Section Definitions

Average: This represents the average benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Typical: The most common benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Hourly and Salary: Unlike the wage section, benefits reports reflect the difference between exempt and nonexempt classifications.

Confidentiality and Missing Data

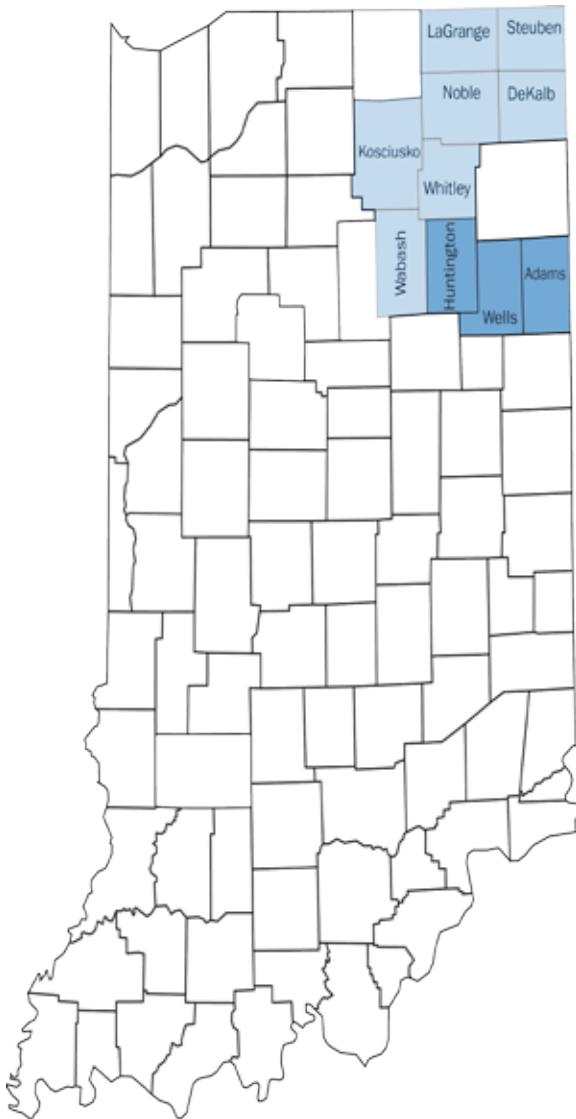
To protect the confidentiality of the participants, wage and benefit information is not disclosed for occupations or benefit categories unless it is provided by at least two sources. These entries are indicated with an asterisk (*). If data is missing from one section, similar information may be found in one of the other sections of the report.

Survey Preparation

The survey is conducted online and the report prepared by Two Things LLC. For more information, go to www.wagesbenefitssurvey.com or contact twothingsllc@gmail.com.

Three County South Region Northeast Indiana

Wages and Benefits All Participants 2016



PROFILE OF ALL PARTICIPANTS

All Participants

Number of all participants	31
Number of large* participants	16
	(*Annual sales of \$25 million or higher)
Number of small* participants	15
	(*Annual sales less than \$25 million)
Manufacturing/Distribution	29
Nonmanufacturing	2

Size

Total Annual Sales	\$2.3 billion
Average Annual Sales	\$76 million
Total Number of Employees	6,432
Average Number of Employees	207

Union Participation

Percentage of companies with union representation	16%
Percentage of total reported workforce	14%
Where union members work	
Maintenance	1%
Office	11%
Production	89%
Transportation	0%

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Northeast Indiana Wages: All Companies

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
ADMINISTRATIVE				
General Manager/President	17	\$121,682.13 . . .	\$169,575.93	\$225,020.88
Chief Financial Officer	4	\$92,500.00 . . .	\$110,882.75	\$136,250.00
Vice President of Sales	5	\$119,424.40 . . .	\$169,580.00	\$222,636.80
Director of Human Resources	6	\$79,473.67 . . .	\$111,545.33	\$124,710.33
Director of Engineering	4	\$97,500.00 . . .	\$128,847.00	\$152,500.00
Director of Procurement	2	\$121,061.00 . . .	\$149,937.50	\$191,592.00
FINANCE				
Chief Financial Manager	3	\$71,666.67 . . .	\$94,800.00	\$120,000.00
Controller	9	\$77,469.00 . . .	\$93,020.57	\$112,275.00
Credit Manager	1	*	*	*
Accountant	15	\$44,373.18 . . .	\$56,139.09	\$66,960.82
Accounts Payable/Receivable Clerk	23	\$13.88	\$16.33	\$18.74
Bill and/or Account Collector	4	\$13.53	\$15.64	\$16.66
Payroll Clerk	6	\$14.16	\$16.64	\$19.59
HUMAN RESOURCES				
Human Resources Manager	11	\$54,695.85 . . .	\$61,065.13	\$73,144.40
Benefits Specialist	1	*	*	*
Training and Development Specialist	5	\$46,863.00 . . .	\$50,168.00	\$58,496.60
SALES AND CUSTOMER SERVICE				
Advertising/Marketing/Public Relations Manager	3	\$44,045.33 . . .	\$83,896.00	\$77,139.33
Sales Manager/Supervisor	17	\$65,917.63 . . .	\$84,106.99	\$90,707.63
Call Center Manager	6	\$59,212.50 . . .	\$79,184.25	\$102,794.25
Call Center Team Leader	14	\$45,750.00 . . .	\$53,562.75	\$70,000.00
Customer Service/Telephone Representative	100	\$15.04	\$18.54	\$22.90
Order and Billing Clerk	10	\$14.55	\$17.14	\$21.28
Product Specialist	11	\$48,000.00 . . .	\$57,933.25	\$66,000.00
Sales Representative/Account Executive	33	\$59,409.80 . . .	\$81,310.70	\$103,163.90

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
OFFICE SUPPORT				
Office Manager	12	\$35,378.67	\$48,850.67	\$62,343.67
Administrative Services Manager	3	\$43,313.33	\$57,173.33	\$62,420.00
Executive Secretary/Administrative Assistant	16	\$33,969.63	\$48,563.00	\$53,618.88
Data Entry Clerk	19	\$13.07	\$14.99	\$19.37
File Clerk	4	\$10.18	\$12.43	\$16.27
Mail Clerk	2	*	*	*
Receptionist	17	\$11.44	\$13.54	\$14.92
Secretary	6	\$9.50	\$12.14	\$14.66
TECHNICAL				
Chief Information Officer	1	*	*	*
Information Technology Manager	9	\$71,014.71	\$83,117.71	\$97,943.29
Engineering Manager	15	\$78,057.09	\$94,940.45	\$105,293.45
CAD Technician	26	\$18.09	\$22.63	\$25.92
Computer Programmer	17	\$50,021.00	\$70,853.50	\$77,500.00
Computer Support Specialist	2	\$14.00	\$16.13	\$18.60
Designer	19	\$16.65	\$21.93	\$26.95
Electrical Engineer	15	\$65,045.71	\$79,798.00	\$92,031.43
Electrical or Electronic Technician	33	\$18.08	\$21.53	\$27.43
Engineer (Not Otherwise Specified)	16	\$57,038.63	\$64,568.63	\$75,521.13
Estimator	1	*	*	*
Graphic Designer	7	\$15.73	\$18.74	\$22.95
Industrial Engineer	5	\$58,200.00	\$69,987.25	\$78,729.50
Laboratory/Engineering Technician	2	\$20.21	\$21.34	\$22.96
Manufacturing Engineer	19	\$54,275.38	\$67,377.00	\$77,615.25
Mechanical Engineer	18	\$57,384.83	\$73,593.17	\$93,046.83
Quality Engineer	5	\$61,556.00	\$70,920.00	\$83,760.00
Network and Computer Systems Administrator	7	\$52,030.83	\$66,999.67	\$74,947.50
System Analyst	3	\$68,240.00	\$90,861.50	\$103,240.00
Technical Support Specialist	1	*	*	*
IT Support Specialist	6	\$14.57	\$18.86	\$22.87
IT Hardware Installer/Maintenance Professional	1	*	*	*
Web Developer	1	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
PRODUCTION				
Operations/Plant Manager	26	\$77,651.43	\$97,093.23	\$115,970.19
Materials Manager	5	\$75,518.20	\$84,326.20	\$101,878.20
Production Manager/Foreman	63	\$52,076.79	\$60,890.73	\$78,780.73
Purchasing Manager	7	\$59,910.18	\$68,505.35	\$81,576.85
Buyer/Purchasing Agent	23	\$39,517.08	\$48,121.75	\$57,267.42
Quality Control Manager	10	\$73,920.80	\$80,144.80	\$91,400.80
Group Leader	115	\$17.91	\$20.82	\$25.33
Assembler, skilled	300	\$13.86	\$16.17	\$20.33
Assembler, unskilled	438	\$12.74	\$15.00	\$17.37
CNC Machinist	177	\$14.37	\$17.45	\$21.11
CNC Programmer	16	\$21.56	\$23.85	\$27.40
Cutting, Punching and/or Press Machine Operator	156	\$13.13	\$15.55	\$17.92
Drilling and/or Boring Machine Operator	7	*	*	*
Extruding and/or Drawing Machine Operator	72	\$14.14	\$17.43	\$19.16
General Laborer	1005	\$11.86	\$14.48	\$17.59
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	10	\$14.88	\$17.79	\$20.07
Lathe and Turning Machine Tool Operator	9	\$15.25	\$19.33	\$21.58
Manual Machinist	21	\$14.81	\$17.41	\$19.53
Mold Maker	42	\$16.43	\$18.95	\$20.41
Certified Painter	51	*	*	*
Painting/Spraying Machine Operator	13	\$12.75	\$14.06	\$15.91
Production Control Worker	134	\$16.37	\$19.05	\$21.52
Quality Control Inspector/Tester	104	\$13.70	\$16.31	\$18.25
Sewing Machine Operator	62	\$13.82	\$17.39	\$22.00
Tool and Die Maker	23	\$19.17	\$21.07	\$24.12
Welder, Cutter, Solderer and/or Brazer	48	\$13.42	\$16.16	\$17.92
Woodworking Specialist	46	\$12.00	\$15.75	\$19.00

MAINTENANCE AND REPAIR

Manager of Mechanics, Installers and Repairers	16	\$57,497.18	\$65,540.82	\$78,216.82
Maintenance Mechanic, Motor Vehicle	16	*	*	*
Maintenance Mechanic	50	\$16.00	\$19.38	\$22.51
Maintenance and Repair Worker	151	\$16.99	\$20.52	\$24.86
General Millwright	23	\$23.07	\$23.07	\$23.07

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
CONSTRUCTION				
Electrician	9	*	*	*
WAREHOUSING, TRANSPORTATION AND DISTRIBUTION				
Transportation, Storage and Distribution Manager	8	\$60,838.29	\$78,078.14	\$100,143.14
Supervisor/Manager of Material Movers	39	\$51,081.57	\$57,107.29	\$68,445.29
Inventory Control Coordinator	11	\$15.34	\$18.48	\$21.38
Driver, Bus	8	*	*	*
Driver, Truck Heavy and Tractor-Trailer	61	\$14.82	\$18.45	\$21.12
Driver, Truck Light or Delivery Services	21	\$12.19	\$13.86	\$15.69
Heavy Equipment/Forklift Operator	259	\$12.78	\$16.01	\$18.81
Shipping, Receiving and/or Traffic Clerk	69	\$13.25	\$15.14	\$17.28
Material Handler	147	\$13.31	\$15.43	\$17.35
Picker and Packer	706	\$11.50	\$15.10	\$18.46
Quality Monitor	8	\$14.87	\$15.66	\$16.85
LEGAL				
Regulatory Compliance Analyst	1	*	*	*
MEDICAL				
Nurse Manager/Unit Director	5	*	*	*
Nurse, RN	75	*	*	*
Nurse, LPN	10	*	*	*
Nurse Practitioner	5	*	*	*
Certified Nurse Assistant	18	*	*	*
Physicians' Assistant	4	*	*	*
Medical Assistant	39	*	*	*
Medical Technician	2	*	*	*
Occupational Therapist	2	*	*	*
Physical Therapist	3	*	*	*
Pharmacist	4	*	*	*
Counselor/Human Service Worker	4	*	*	*
Radiological Technologist and Technician	12	*	*	*
HOUSEKEEPING				
Housekeeper/Cleaner	18	\$9.61	\$11.52	\$12.70
Janitor	75	\$10.95	\$12.58	\$14.74

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: All Companies

Three County South Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	97%	97%
Typical number of paid holidays offered annually	8	9

Percentage of those companies offering these common holidays

New Year's Eve	37%	33%
New Year's Day	100%	100%
Martin Luther King Jr.	0%	3%
Lincoln's Birthday	0%	0%
President's Day	7%	7%
Washington's Birthday	0%	0%
Good Friday	60%	63%
Memorial Day	100%	100%
Independence Day	97%	97%
Labor Day	93%	97%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	17%	13%
Veterans' Day	0%	0%
Thanksgiving Day	100%	100%
Day After Thanksgiving	77%	77%
Christmas Eve	53%	50%
Christmas Day	100%	100%
Other	7%	7%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	19%	23%
Average number of PTO days offered first year	8	11
Typical number of PTO days offered first year	6	10
Average number of carryover days per year	5	5

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	First Year
Typical number of years that must be worked to earn 10 days	First Year	First Year
Average number of years that must be worked to earn 15 days	4	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	10	10
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	12	9
Typical number of years that must be worked to earn more than 20 days (when offered)	15	10

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **74%** **74%**

How soon after hire may employee take paid vacation?

One to 30 days	9%	26%
One to three months	4%	9%
Three to six months	13%	9%
Six months to one year	4%	4%
After 1 year	70%	52%

Number of days offered

Average number of paid vacation days offered in first year:	4	4
Typical number of vacation days offered in first year:	0	0

How vacation time is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	8	8
Typical number of years that must be worked to earn 15 days	10	5
Average number of years that must be worked to earn 20 days (when offered)	15	14
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	29	23
Typical number of years that must be worked to earn more than 20 days (when offered)	25	25

ILLNESS DAYS

Percentage of companies that offer paid illness days **6%** **16%**

Average number of paid illness days offered annually	5	5
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	3	7
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	50%	40%
One to three months	0%	0%
Three to six months	0%	0%
Six months to one year	0%	20%
After 1 year	50%	40%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	21%	10%
Average number of personal days offered per year	3	3
Typical number of personal days offered in first year:	3	3

How soon after hire may employee take personal day?

One to 30 days	17%	100%
One to three months	50%	0%
Three to six months	17%	0%
Six months to one year	0%	0%
After 1 year	17%	0%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	94%	97%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	52%	67%
One to three months	17%	10%
Three to six months	28%	20%
Six months to year	0%	0%
After one year	3%	3%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	77%	71%
Percentage of those that pay regular wages plus payment from court	38%	45%
Percentage of those that pay regular wages minus payment from court	63%	55%
Percentage where employee receives only payment from court	23%	29%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	94%	94%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	69%	69%
Percentage of companies reporting indemnity insurance	34%	34%
Percentage of companies that offer a single plan	34%	31%
Percentage of companies that offer multiple plans	66%	69%
Percentage of companies offering only traditional plans	72%	72%
Percentage of companies offering only high-deductible plans	72%	72%
Percentage of companies offering both high-deductible and traditional plans	45%	45%
Percentage of companies considering dropping health plan in coming year	7%	7%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	24%	24%
Percentage of companies offering optional HSA or HRA plan	41%	41%
Percentage of companies with no HSA or HRA plan	34%	34%

Average company contribution to HSA/HRA account

For employee only plan	\$585.69	\$585.69
For family plan	\$1,051.56	\$909.46

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,518.42	\$4,518.42
Average maximum annual out of pocket expense family	\$9,076.32	\$9,076.32

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	45%	45%
Average amount that may be earned	\$741.15	\$741.15
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	80%	80%
Percentage of those plans that offer family coverage	94%	94%

How soon after hire is employee eligible?

One to 30 days	6%	31%
One to three months	56%	50%
Three to six months	38%	19%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$141.96	\$144.92
Employee and spouse	\$301.01	\$303.93
Employee and child	\$277.10	\$274.01
Family	\$442.49	\$430.83

Average monthly cost paid by employer for each employee

Employee-only coverage	\$396.73	\$400.36
Employee and spouse	\$809.10	\$782.53
Employee and child	\$750.64	\$717.84
Family	\$1,141.77	\$1,078.02

Deductibles

Average annual deductible per person	\$1,346.88	\$1,243.75
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,756.67	\$3,070.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	73%	73%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$26.88	\$26.88
Typical copay for physician office visit	\$25	\$25

Average out of pocket limit

Single coverage	\$3,374.63	\$3,601.31
Family Coverage	\$7,070.00	\$7,590.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plan

Percentage of self insured companies offering a high-deductible plan	65%	65%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	15%	38%
One to three months	54%	46%
Three to six months	31%	15%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$95.03	\$104.65
Employee and spouse	\$204.52	\$212.06
Employee and child	\$171.48	\$185.87
Family	\$271.04	\$289.63

Average monthly cost paid by employer for each employee

Employee-only coverage	\$348.92	\$355.00
Employee and spouse	\$711.63	\$711.63
Employee and child	\$615.55	\$615.47
Family	\$971.04	\$978.47

Deductibles

Average annual deductible per person	\$2,943.46	\$2,943.46
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,002.31	\$6,002.31
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	67%	67%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,644.62	\$4,644.62
Family Coverage	\$11,404.62	\$9,035.38

Typical out of pocket limit

Single coverage	\$6,250.00	\$6,250.00
Family Coverage	\$12,500.00	\$12,500.00

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of indemnity insured companies offering a traditional plan	50%	50%
Percentage of those plans that offer family coverage	80%	100%

How soon after hire is employee eligible?

One to 30 days	20%	60%
One to three months	40%	40%
Three to six months	40%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$120.45	\$131.85
Employee and spouse	\$302.20	\$289.65
Employee and child	\$195.54	\$205.69
Family	\$329.16	\$325.77

Average monthly cost paid by employer for each employee

Employee-only coverage	\$317.89	\$314.24
Employee and spouse	\$563.79	\$521.79
Employee and child	\$497.43	\$464.10
Family	\$740.60	\$713.95

Deductibles

Average annual deductible per person	\$2,380.00	\$2,380.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,450.00	\$4,760.00
Typical annual deductible per family	\$6,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	80%	80%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.75	\$25.75
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$4,980.00	\$4,980.00
Family Coverage	\$9,650.00	\$9,960.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	80%	80%
Percentage of those plans that offer family coverage	88%	88%

How soon after hire is employee eligible?

One to 30 days	38%	63%
One to three months	38%	38%
Three to six months	25%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$102.60	\$106.29
Employee and spouse	\$265.89	\$285.49
Employee and child	\$308.32	\$345.72
Family	\$308.52	\$320.60

Average monthly cost paid by employer for each employee

Employee-only coverage	\$346.50	\$348.85
Employee and spouse	\$671.77	\$671.77
Employee and child	\$662.35	\$662.35
Family	\$904.20	\$912.83

Deductibles

Average annual deductible per person	\$2,571.43	\$7,071.43
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,357.14	\$5,357.14
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	88%	88%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$5,442.86	\$5,442.86
Family Coverage	\$10,885.71	\$10,885.71

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$15.59	\$15.82
What is the typical employee copay for retail generic?	\$15.00	\$15.00
What is the average employee copay for retail formulary?	\$32.95	\$33.64
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$51.50	\$52.25
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$24.36	\$25.16
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$57.52	\$59.55
What is the typical employee copay for mail-order formulary?	\$60.00	\$60.00
What is the average employee copay for mail-order non-formulary?	\$96.81	\$98.95
What is the typical employee copay for mail-order nonformulary?	\$120.00	\$120.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	6%	6%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for retail formulary?	29%	29%
What is the typical employee copay for retail formulary?	30%	30%
What is the average employee copay for retail non-formulary?	47%	47%
What is the typical employee copay for retail non-formulary?	40%	40%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	44%	44%
What is the typical employee copay for mail-order generic?	20%	20%
What is the average employee copay for mail-order formulary?	27%	27%
What is the typical employee copay for mail-order formulary?	30%	30%
What is the average employee copay for mail-order non-formulary?	25%	25%
What is the typical employee copay for mail-order nonformulary?	40%	40%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	61%	65%
Percentage of those plans that cover orthodontia	84%	80%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	21%	45%
One to three months after hire	53%	40%
Three to six months after hire:	26%	15%
Six months to one year after hire:	0%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$50.00	\$50.00
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,339	\$1,348
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,569	\$1,566
Typical annual limit family coverage	\$1,500	\$1,500

Premiums

Average monthly premium paid by employee for

Employee only coverage:	\$13.49	\$12.69
Employee and spouse:	\$27.17	\$25.59
Employee and child(ren)	\$29.43	\$27.65
Family	\$47.53	\$44.26

Average monthly premium paid by employer for

Employee only coverage:	\$17.21	\$17.21
Employee and spouse:	\$32.04	\$32.04
Employee and child(ren)	\$31.55	\$31.55
Family	\$49.74	\$49.74

Typical monthly premium paid by employer for

Employee only coverage:	\$0.00	\$0.00
Employee and spouse:	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	97%	98%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	77%	75%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered:	51%	51%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	61%	65%
Percentage of those plans that cover glasses/contacts	95%	95%
Percentage of those plans that cover LASIK or similar procedures	21%	20%

How soon after hire is employee eligible for coverage?

One to 30 days	32%	50%
One to three months	42%	35%
Three to six months	26%	15%
Six months to one year.	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$4.95	\$4.80
Employee and spouse.	\$8.40	\$8.26
Employee and child(ren)	\$8.38	\$8.25
Family	\$13.60	\$13.29

Average monthly premium paid by employer for

Employee only coverage.	\$0.81	\$0.81
Employee and spouse.	\$1.18	\$1.18
Employee and child(ren)	\$1.33	\$1.33
Family	\$1.98	\$1.98

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	87%	87%
Percentage of those plans that pay a set amount	78%	70%
Percentage of those plans that pay a percentage of salary	26%	41%

How soon after hire is employee covered?

One to 30 days	22%	48%
One to three months	44%	33%
Three to six months	33%	19%
Six months to one year	0%	0%
After 1 year	0%	0%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	68%	71%
Average percentage of wages employee receives while on short-term disability	56%	69%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	20	19
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	29%	41%
One to three months	43%	41%
Three to six months	24%	14%
Six months to one year	0%	0%
After first year	5%	5%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	42%	61%
Average percentage of wages employee receives while on disability	54%	58%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	67	67
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	23%	53%
One to three months	54%	32%
Three to six months	23%	11%
Six months to one year	0%	0%
After first year	0%	5%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PAY INCREASES

In 2016

Percentage of companies giving pay raises in preceding 12 months	87%
Average raise given in preceding 12 months	3.07%
Typical raise given in preceding 12 months	3%

In 2017

Percentage of companies planning pay raises in next 12 months	84%
Average raise planned in next 12 months	2.62%
Typical increase planned in next 12 months	2%

PROFIT SHARING

Percentage of companies offering profit sharing program	23%	32%
Percentage of programs that are team based	71%	50%
Percentage of programs that are individual based	43%	50%

How soon after hire is employee eligible?

One to 30 days	29%	30%
One to three months	0%	20%
Three to six months	43%	30%
Six months to one year	0%	0%
After 1 year	29%	20%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	29%	
Average amount each worker receives	\$1,773	\$2,600

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	49%
Percentage of those companies that pay a shift differential:	85%
Average Second Shift Differential	64 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	61 Cents
Typical Third Shift Differential	50 Cents

COST OF BENEFITS

Cost of benefits as percentage of wages	22%
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Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

RETIREMENT

COMPANY-FUNDED PENSION

Percentage of companies that offer traditional pension plan	13%	13%
Percentage of companies where the employee also contributes	25%	25%
Average age when employee is eligible to receive benefits	60	60
Typical age when employee is eligible to receive benefits	62	62
Percentage of companies that offer a 401(k)/403(b) plan	87%	87%
Average percentage of wages an employee may contribute to fund	44%	44%
Typical percentage of wages an employee may contribute to fund	50%	50%
Percentage of companies where the employer contributes	93%	93%
Average percentage of contribution the employer matches	14%	14%
Typical percentage of contribution the employer matches	4%	4%
Average percentage of contribution the company matches	70% of the first 5%	
Percentage of companies where the match is guaranteed	68%	68%
Percentage of companies where the match is intended	32%	32%
How soon after hire is employee eligible to participate?		
One to 30 days	19%	26%
One to three months	26%	11%
Three to six months	22%	11%
Six months to a year	4%	4%
After one year	30%	26%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	52%	58%
Percentage that require classes be job related to receive tuition assistance	100%	100%
Average percent of tuition reimbursement	88%	87%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	61%	68%
Percentage of companies that offer off-site career development programs	58%	65%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	81%
Which screening protocol is used?	
Five panel	52%
Seven panel	12%
DOT	16%
Other	28%

Percentage of those companies that require new applicants to pass 88% 88%

Percentage of those companies that screen current employees

Current employees are screened

Randomly	56%	56%
After incident/injury	100%	88%
For cause	109%	109%

Employees who fail are

Dismissed	86%	86%
Referred to an EAP or counseling program	68%	68%

Northeast Indiana Benefits: All Companies (continued)

Three County South Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

Percentage of companies offering training or career development programs	61%	68%
How soon after hire is employee eligible?		
One to 30 days	42%	57%
One to three months	11%	10%
Three to six months	21%	10%
Six months to one year	11%	12%
After 1 year	16%	14%

MENTORING

Percentage of companies with formal mentoring program	19%	26%
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ORIENTATION

Percentage of companies that offer orientation for new employees	58%	65%
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WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	13%	35%
Casual dress (every day)	32%	29%
Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	10%	10%
Discounted product purchases	48%	48%
Employee assistance programs	65%	37%
Emergency/sick child care	0%	0%
English as second language assistance	3%	3%
Fitness center membership subsidy	29%	29%
Fitness center on site	3%	3%
Flex time	3%	16%
Flexible spending account	45%	26%
Job sharing	0%	3%
Informal recognition program	26%	26%
Open communication policy	71%	71%
Scholarships-employees/spouses/children	29%	26%
Smoking cessation programs	45%	42%
Smoke-free work environment	77%	77%
Telecommuting	0%	10%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	6%	6%
Wellness program, resources and information	52%	52%
Other	16%	16%

CHANGES IN STAFFING ALL PARTICIPANTS**Preceding six months****Hiring**

Percentage of companies that added workers in preceding six months	87%
Total number of employees added in preceding six months	1040
Average number of employees added in preceding six months	39

Layoffs

Percentage of companies that laid off employees in preceding six months	13%
Total number of employees laid off in preceding six months	58
Average number of employees laid off in preceding six months	15

In 2016**Hiring**

Percentage of companies adding workers later in 2016	42%
Total anticipated increase later 2016	494
Average anticipated increase later in 2016	38

Layoffs

Percentage of companies expecting layoffs later in 2016	3%
Total anticipated layoffs later in 2016	20
Average anticipated layoffs later in 2016	20

No change

Percentage of companies anticipating neither hiring nor layoffs in 2016	52%
Percentage of companies uncertain of change in 2016	0%

In 2017**Hiring**

Percentage of companies adding workers in 2017	32%
Total anticipated increase in 2017	316
Average anticipated increase in 2017	32

Layoffs

Percentage of companies anticipating layoffs in 2017	0%
Total anticipated layoffs in 2017	0
Average anticipated layoff in 2017	0

No change

Percentage of companies anticipating no change in 2017	68%
Percentage of companies uncertain of change in 2017	0%

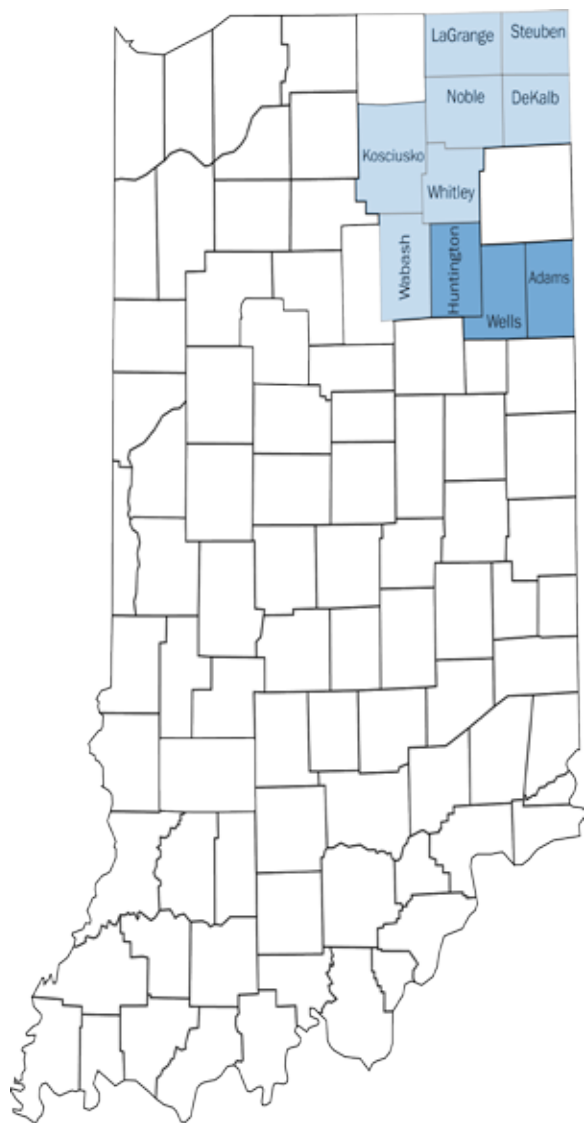
Annual Turnover

Average annual turnover as percentage of employees	14%
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Internships

Percentage of companies with internships	55%
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Three County South Region Northeast Indiana



Wages and Benefits Large Participants*

* Annual Sales of \$25 million or higher

2016

PROFILE OF LARGE PARTICIPANTS

Large Participants

Number of all participants	31
Number of large* participants	16
	(*Annual sales of \$25 million or higher)
Number of small* participants	15
	(*Annual sales less than \$25 million)
Large Manufacturing/Distribution	14
Large Nonmanufacturing.....	2

Size

Total Annual Sales.....	\$2.2 billion
Average Annual Sales.....	\$138 million
Total Number of Employees	5,791
Average Number of Employees	361

Union Participation

Percentage of companies with union representation	25%
Percent of total reported workforce	14%
Where union members work	
Maintenance	11%
Office	0%
Production.....	89%
Transportation	0%

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Northeast Indiana Wages: Large Companies

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE / ADMINISTRATIVE				
General Manager/President	11	\$90,628.55 . . .	\$123,512.18	\$136,394.00
Chief Financial Officer	3	\$73,333.33	\$82,666.67	\$98,333.33
Vice President of Sales	1	*	*	*
Director of Human Resources	1	*	*	*
Director of Engineering	2	\$55,000.00	\$70,200.00	\$80,000.00
FINANCE				
Chief Financial Manager	2	\$57,500.00	\$69,700.00	\$80,000.00
Accountant	4	\$43,333.33	\$52,833.33	\$60,666.67
Accounts Payable/Receivable Clerk	6	\$13.96	\$16.73	\$17.64
Payroll Clerk	1	*	*	*
Human Resources Manager	2	\$34,343.20	\$35,963.20	\$37,343.20
Training and Development Specialist	1	*	*	*
SALES AND CUSTOMER SERVICE				
Sales Manager/Supervisor	9	\$60,693.32	\$70,754.99	\$76,141.66
Call Center Manager	1	*	*	*
Customer Service/Telephone Representative	10	\$17.94	\$20.30	\$25.32
Order and Billing Clerk	1	*	*	*
Product Specialist	2	*	*	*
Sales Representative/Account Executive	6	\$45,800.00	\$55,200.00	\$69,600.00
OFFICE SUPPORT				
Office Manager	5	\$32,226.00	\$46,846.50	\$62,250.00
Administrative Services Manager	2	\$38,720.00	\$54,760.00	\$57,880.00
Executive Secretary/Administrative Assistant	2	\$38,500.00	\$66,056.00	\$68,556.00
Data Entry Clerk	5	\$10.53	\$12.81	\$19.28
Receptionist	2	\$10.25	\$12.88	\$13.75
Secretary	4	\$9.83	\$12.18	\$14.37
TECHNICAL				
Information Technology Manager	2	\$51,000.00	\$53,500.00	\$56,000.00
Engineering Manager	4	\$67,600.00	\$86,110.00	\$88,250.00
CAD Technician	4	\$19.92	\$24.57	\$28.23
Computer Programmer	2	*	*	*

Technical continued on following page

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Three County South Region

Technical *continued from preceding page*

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
Computer Support Specialist	1	*	*	*
Designer	7	\$16.19	\$21.92	\$25.93
Electrical Engineer	6	\$56,640.00	\$70,973.33	\$79,640.00
Electrical or Electronic Technician	3	*	*	*
Engineer (Not Otherwise Specified)	10	\$49,910.00	\$58,470.00	\$72,750.00
Estimator	1	*	*	*
Graphic Designer	1	*	*	*
Industrial Engineer	1	*	*	*
Manufacturing Engineer	3	\$50,000.00	\$59,000.00	\$66,250.00
Mechanical Engineer	10	\$51,666.67	\$61,000.00	\$66,666.67
Quality Engineer	2	\$74,440.00	\$76,800.00	\$77,450.00
Network and Computer Systems Administrator	1	*	*	*
Technical Support Specialist	1	*	*	*
IT Support Specialist	1	*	*	*

PRODUCTION

Operations/Plant Manager	13	\$63,307.45	\$78,830.98	\$85,745.64
Production Manager/Foreman	5	\$41,130.00	\$50,100.00	\$55,190.00
Purchasing Manager	2	\$51,235.04	\$56,235.04	\$61,235.04
Buyer/Purchasing Agent	3	\$28,266.67	\$34,480.00	\$44,666.67
Quality Control Manager	3	\$71,000.00	\$74,380.00	\$76,000.00
Group Leader	10	\$18.58	\$20.94	\$25.00
Assembler, skilled	11	\$13.98	\$15.50	\$17.70
Assembler, unskilled	11	\$11.71	\$14.82	\$19.01
CNC Machinist	59	\$14.00	\$17.73	\$22.29
CNC Programmer	6	\$21.60	\$22.70	\$24.20
Cutting, Punching and/or Press Machine Operator	48	\$12.90	\$15.76	\$19.40
Extruding and/or Drawing Machine Operator	3	*	*	*
General Laborer	36	\$10.70	\$13.63	\$17.74
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	3	\$15.41	\$15.41	\$19.19
\$22.49				
Lathe and Turning Machine Tool Operator	3	\$15.50	\$21.33	\$24.50
Manual Machinist	9	\$14.27	\$17.65	\$20.45
Mold Maker	10	*	*	*
Painting/Spraying Machine Operator	12	\$11.50	\$13.47	\$16.25
Production Control Worker	1	*	*	*
Quality Control Inspector/Tester	6	\$15.88	\$19.00	\$19.89
Sewing Machine Operator	2	*	*	*
Tool and Die Maker	14	\$19.91	\$21.88	\$25.72
Welder, Cutter, Solderer and/or Brazier	16	\$13.60	\$16.95	\$19.19
Woodworking Specialist	1	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
MAINTENANCE AND REPAIR				
Manager of Mechanics, Installers and Repairers	2	\$41,640.00	\$56,317.50	\$56,950.00
Maintenance Mechanic	2	\$15.25	\$19.13	\$19.63
Maintenance and Repair Worker	24	\$15.03	\$18.67	\$23.01
WAREHOUSING, TRANSPORTATION AND DISTRIBUTION				
Transportation, Storage and Distribution Manager	2	\$46,000.00	\$52,852.00	\$80,100.00
Inventory Control Coordinator	1	*	*	*
Driver, Truck Heavy and Tractor-Trailer	31	\$14.67	\$17.67	\$20.33
Driver, Truck Light or Delivery Services	3	\$11.75	\$12.00	\$13.75
Heavy Equipment/Forklift Operator	12	\$11.21	\$14.50	\$17.48
Shipping, Receiving and/or Traffic Clerk	10	\$12.60	\$14.11	\$15.88
Material Handler	17	\$13.76	\$15.77	\$17.84
LEGAL				
Regulatory Compliance Analyst	1	*	*	*
HOUSEKEEPER				
Housekeeper/Cleaner	4	\$9.98	\$12.02	\$12.70
Janitor	2	\$10.33	\$12.49	\$14.00

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: Large Companies

Three County South Region

	Hourly	Salary
PAID TIME OFF		
Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually	8	9
Percentage of those companies offering these common holidays		
New Year's Eve	44%	38%
New Year's Day	100%	100%
Martin Luther King Jr.	0%	6%
Lincoln's Birthday	0%	0%
President's Day	0%	0%
Washington's Birthday	0%	0%
Good Friday	44%	50%
Memorial Day	100%	100%
Independence Day	94%	94%
Labor Day	94%	100%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	19%	13%
Veterans' Day	0%	0%
Thanksgiving Day	100%	100%
Day After Thanksgiving	81%	81%
Christmas Eve	69%	63%
Christmas Day	100%	100%
Other	6%	6%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	25%	31%
Average number of PTO days offered first year	11	15
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	5	5

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	2	First Year
Typical number of years that must be worked to earn 10 days	First Year	First Year
Average number of years that must be worked to earn 15 days	4	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	10	10
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	13	9
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **97%** **97%**

How soon after hire may employee take paid vacation?

One to 30 days	17%	45%
One to three months	3%	10%
Three to six months	7%	7%
Six months to one year.	31%	24%
After 1 year	41%	14%

Number of days offered

Average number of paid vacation days offered in first year:	5	5
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days.	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days.	2	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days.	7	5
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	14	13
Typical number of years that must be worked to earn 20 days (when offered)	15	10
Average number of years that must be worked to earn more than 20 days (when offered)	17	19
Typical number of years that must be worked to earn more than 20 days (when offered)	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **0%** **19%**

Average number of paid illness days offered annually	0	5
Typical number of paid illness days offered per year	0	5
Average maximum number of illness days that may be accumulated	0	10
Typical number of paid illness days that may be accumulated	0	5

How soon after hire is employee eligible?

One to 30 days	0%	0%
One to three months	0%	0%
Three to six months	0%	0%
Six months to one year.	0%	33%
After 1 year	0%	67%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	29%	14%
Average number of personal days offered per year	4	4
Typical number of personal days offered in first year:	3	3

How soon after hire may employee take personal day?

One to 30 days	25%	100%
One to three months	75%	0%
Three to six months	0%	0%
Six months to one year	0%	0%
After 1 year	0%	0%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	88%	94%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	50%	80%
One to three months	21%	7%
Three to six months	29%	13%
Six months to year	0%	0%
After one year	0%	0%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	81%	75%
Percentage of those that pay regular wages plus payment from court	38%	42%
Percentage of those that pay regular wages minus payment from court	62%	58%
Percentage where employee receives only payment from court	19%	25%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	94%	94%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	87%	87%
Percentage of companies reporting indemnity insurance	20%	20%
Percentage of companies that offer a single plan	20%	13%
Percentage of companies that offer multiple plans	80%	87%
Percentage of companies offering only traditional plans	87%	87%
Percentage of companies offering only high-deductible plans	80%	80%
Percentage of companies offering both high-deductible and traditional plans	67%	67%
Percentage of companies considering dropping health plan in coming year	7%	7%

HEALTH SAVINGS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	13%	13%
Percentage of companies offering optional HSA or HRA plan	47%	47%
Percentage of companies with no HSA or HRA plan	40%	40%

Average company contribution to HSA/HRA account

For employee only plan	\$558.67	\$558.67
For family plan	\$1,097.74	\$797.74

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,988.89	\$3,988.89
Average maximum annual out of pocket expense family	\$7,950.00	\$7,950.00

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	67%	67%
Average amount that may be earned	\$738.00	\$738.00
Typical amount that may be earned	\$1,000.00	\$1,000.00

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	85%	85%
Percentage of those plans that offer family coverage	91%	91%

How soon after hire is employee eligible?

One to 30 days	0%	36%
One to three months	73%	64%
Three to six months	27%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$152.02	\$162.20
Employee and spouse	\$309.44	\$329.14
Employee and child	\$297.62	\$307.42
Family	\$445.67	\$462.67

Average monthly cost paid by employer for each employee

Employee-only coverage	\$401.55	\$398.01
Employee and spouse	\$828.29	\$795.79
Employee and child	\$761.37	\$720.57
Family	\$1,222.93	\$1,111.50

Deductibles

Average annual deductible per person	\$1,050.00	\$854.55
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$1,885.00	\$1,905.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	70%	70%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.45	\$25.45
Typical copay for physician office visit	\$30	\$30

Average out of pocket limit

Single coverage	\$3,363.09	\$3,465.55
Family Coverage	\$7,005.00	\$7,285.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plans

Percentage of self insured companies offering a high-deductible plan	100%	100%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	15%	38%
One to three months	54%	46%
Three to six months	31%	15%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$95.03	\$104.65
Employee and spouse	\$204.52	\$212.06
Employee and child	\$171.48	\$185.87
Family	\$271.04	\$289.63

Average monthly cost paid by employer for each employee

Employee-only coverage	\$348.92	\$355.00
Employee and spouse	\$711.63	\$711.63
Employee and child	\$615.55	\$615.47
Family	\$971.04	\$978.47

Deductibles

Average annual deductible per person	\$2,943.46	\$2,943.46
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,002.31	\$6,002.31
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	67%	67%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,644.62	\$4,644.62
Family Coverage	\$11,404.62	\$9,035.38

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of indemnity insured companies offering a traditional plan	67%	67%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	0%	100%
One to three months	0%	0%
Three to six months	100%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$93.10	\$115.89
Employee and spouse	\$132.00	\$264.00
Employee and child	\$104.00	\$210.00
Family	\$252.16	\$310.95

Average monthly cost paid by employer for each employee

Employee-only coverage	\$360.04	\$352.75
Employee and spouse	\$918.00	\$792.00
Employee and child	\$730.00	\$630.00
Family	\$988.27	\$934.98

Deductibles

Average annual deductible per person	\$1,050.00	\$1,050.00
Typical annual deductible per person	\$1,000.00	\$1,000.00
Average annual deductible per family	\$2,100.00	\$2,100.00
Typical annual deductible per family	\$2,000.00	\$2,000.00

Copays and Limits

Average percentage of costs covered by insurance	80%	80%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.00	\$25.00
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$4,000.00	\$4,000.00
Family Coverage	\$8,000.00	\$8,000.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	100%	100%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	33%	100%
One to three months	0%	0%
Three to six months	67%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$90.86	\$100.72
Employee and spouse	\$194.20	\$243.20
Employee and child	\$181.58	\$275.08
Family	\$218.11	\$246.31

Average monthly cost paid by employer for each employee

Employee-only coverage	\$311.16	\$316.63
Employee and spouse	\$684.21	\$684.21
Employee and child	\$563.26	\$563.26
Family	\$922.80	\$942.94

Deductibles

Average annual deductible per person	\$2,500.00	\$2,500.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,500.00	\$5,500.00
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	87%	87%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$5,200.00	\$5,200.00
Family Coverage	\$10,400.00	\$10,400.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs **81%** **81%**

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$12.00	\$12.56
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$31.67	\$33.33
What is the typical employee copay for retail formulary?	\$25.00	\$25.00
What is the average employee copay for retail non-formulary?	\$55.00	\$56.67
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$22.80	\$24.55
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$61.75	\$66.00
What is the typical employee copay for mail-order formulary?	\$60.00	\$60.00
What is the average employee copay for mail-order non-formulary?	\$109.50	\$114.00
What is the typical employee copay for mail-order nonformulary?	\$120.00	\$120.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	3%	3%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	23%	23%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	57%	57%
What is the typical employee copay for retail non-formulary?	60%	60%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	57%	57%
What is the typical employee copay for mail-order generic?	20%	20%
What is the average employee copay for mail-order formulary?	20%	20%
What is the typical employee copay for mail-order formulary?	30%	30%
What is the average employee copay for mail-order non-formulary?	20%	20%
What is the typical employee copay for mail-order nonformulary?	40%	40%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	81%	88%
Percentage of those plans that cover orthodontia	77%	71%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	8%	43%
One to three months after hire	69%	50%
Three to six months after hire:	23%	7%
Six months to one year after hire:	0%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$50.00	\$50.00
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,304	\$1,318
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,646	\$1,635
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$12.81	\$11.69
Employee and spouse	\$23.60	\$21.53
Employee and child(ren)	\$24.82	\$22.53
Family	\$40.84	\$36.57

Average monthly premium paid by employer for

Employee only coverage	\$10.79	\$10.79
Employee and spouse	\$20.02	\$20.02
Employee and child(ren)	\$19.09	\$19.09
Family	\$31.48	\$31.48

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	96%	96%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	75%	73%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	48%	49%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan	75%	81%
Percentage of those plans that cover glasses/contacts	92%	92%
Percentage of those plans that cover LASIK or similar procedures	8%	8%

How soon after hire is employee eligible for coverage?

One to 30 days	17%	46%
One to three months	58%	46%
Three to six months	25%	8%
Six months to one year	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage	\$4.33	\$4.14
Employee and spouse	\$7.98	\$7.79
Employee and child(ren)	\$8.56	\$8.34
Family	\$13.17	\$12.73

Average monthly premium paid by employer for

Employee only coverage	\$1.01	\$1.01
Employee and spouse	\$1.62	\$1.62
Employee and child(ren)	\$1.59	\$1.59
Family	\$2.35	\$2.35

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	100%	100%
Percentage of those plans that pay a set amount	81%	63%
Percentage of those plans that pay a percentage of salary	31%	50%

How soon after hire is employee covered?

One to 30 days	19%	63%
One to three months	50%	31%
Three to six months	31%	6%
Six months to one year	0%	0%
After 1 year	0%	0%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	81%	88%
Average percentage of wages employee receives while on short-term disability	54%	76%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	19	18
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	23%	43%
One to three months	62%	57%
Three to six months	15%	0%
Six months to one year	0%	0%
After first year	0%	0%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	56%	88%
Average percentage of wages employee receives while on disability	54%	59%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	66	66
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	11%	50%
One to three months	67%	36%
Three to six months	22%	7%
Six months to one year	0%	0%
After first year	0%	7%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PAY INCREASES

In 2016

Percentage of companies giving pay raises in preceding 12 months	88%
Average raise given in preceding 12 months	2.79%
Typical raise given in preceding 12 months	3%

In 2017

Percentage of companies planning pay raises in next 12 months	81%
Average raise planned in next 12 months	2.69%
Typical increase planned in next 12 months	3%

PROFIT SHARING

Percentage of companies offering profit sharing program	13%	31%
Percentage of programs that are team based	100%	40%
Percentage of programs that are individual based	50%	40%

How soon after hire is employee eligible?

One to 30 days	50%	40%
One to three months	0%	40%
Three to six months	50%	20%
Six months to one year	0%	0%
After 1 year	0%	0%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	38%	
Average amount each worker receives	\$1,900	\$3,275

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	100%
Percentage of those companies that pay a shift differential:	94%
Average Second Shift Differential	45 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	55 Cents
Typical Third Shift Differential	50 Cents

COST OF BENEFITS

Cost of benefits as percentage of wages	27%
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Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

RETIREMENT

COMPANY-FUNDED PENSION

Percentage of companies that offer traditional pension plan	13%	13%
Percentage of companies where the employee also contributes	0%	0%
Average age when employee is eligible to receive benefits	59	59
Typical age when employee is eligible to receive benefits	60	60

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	94%	94%
Average percentage of wages an employee may contribute to fund	45%	45%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes.	93%	93%
Average percentage of contribution the employer matches	12%	12%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	65% of the first 6%	
Percentage of companies where the match is guaranteed	64%	64%
Percentage of companies where the match is intended	43%	43%

How soon after hire is employee eligible to participate?

One to 30 days	13%	27%
One to three months	40%	0%
Three to six months	13%	0%
Six months to a year.	7%	7%
After one year	27%	20%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	69%	75%
Percentage that require classes be job related to receive tuition assistance	100%	100%
Average percent of tuition reimbursement	82%	84%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	81%	88%
Percentage of companies that offer off-site career development programs	75%	81%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening 94%

Which screening protocol is used?

Five panel	53%
Seven panel	13%
DOT	13%
Other	33%

Percentage of those companies that require new applicants to pass 100% 100%

Percentage of those companies that screen current employees

Current employees are screened

Randomly	60%	60%
After incident/injury	87%	87%
For cause	100%	100%

Employees who fail are

Dismissed	80%	80%
Referred to an EAP or counseling program	53%	53%

Northeast Indiana Benefits: Large Companies (continued)

Three County South Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

Percentage of companies offering training or career development programs	81%	88%
How soon after hire is employee eligible?		
One to 30 days	38%	57%
One to three months	15%	14%
Three to six months	15%	0%
Six months to one year	15%	12%
After 1 year	15%	14%

MENTORING

Percentage of companies with formal mentoring program	31%	38%
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ORIENTATION

Percentage of companies that offer orientation for new employees	81%	88%
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WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	13%	44%
Casual dress (every day)	31%	31%
Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	0%	6%
Discounted product purchases	50%	50%
Employee assistance programs	100%	37%
Emergency/sick child care	0%	0%
English as second language assistance	6%	6%
Fitness center membership subsidy	50%	50%
Fitness center on site	0%	0%
Flex time	0%	25%
Flexible spending account	69%	38%
Job sharing	0%	6%
Informal recognition program	38%	38%
Open communication policy	75%	75%
Scholarships-employees/spouses/children	50%	44%
Smoking cessation programs	69%	63%
Smoke-free work environment	75%	75%
Telecommuting	0%	13%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	13%	13%
Wellness program, resources and information	69%	69%
Other	19%	19%

CHANGES IN STAFFING LARGE PARTICIPANTS**Preceding six months****Hiring**

Percentage of companies that added workers in preceding six months	100%
Total number of employees added in preceding six months	972
Average number of employees added in preceding six months	61

Layoffs

Percentage of companies that laid off employees in preceding six months	25%
Total number of employees laid off in preceding six months	58
Average number of employees laid off in preceding six months	15

In 2016**Hiring**

Percentage of companies adding workers later in 2016.	38%
Total anticipated increase later 2016	476
Average anticipated increase later in 2016	79

Layoffs

Percentage of companies expecting layoffs later in 2016.	6%
Total anticipated layoffs later in 2016	20
Average anticipated layoffs later in 2016	20

No change

Percentage of companies anticipating neither hiring nor layoffs in 2016	50%
Percentage of companies uncertain of change in 2016	0%

In 2017**Hiring**

Percentage of companies adding workers in 2017.	19%
Total anticipated increase in 2017	300
Average anticipated increase in 2017	100

Layoffs

Percentage of companies anticipating layoffs in 2017.	0%
Total anticipated layoffs in 2017	0
Average anticipated layoff in 2017	0

No change

Percentage of companies anticipating no change in 2017.	81%
Percentage of companies uncertain of change in 2017	0%

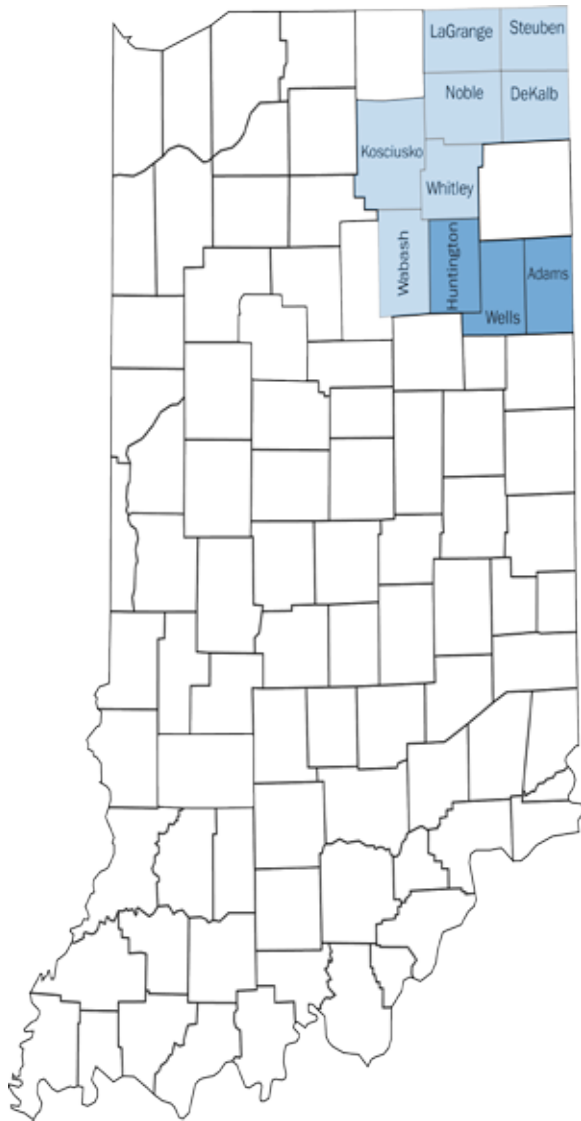
Annual Turnover

Average annual turnover as percentage of employees	18%
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Internships

Percentage of companies with internships	63%
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Three County South Region Northeast Indiana



Wages and Benefits Small Participants*

* Annual Sales less than \$25 million

2016

PROFILE OF SMALL PARTICIPANTS

Small Participants

Number of all participants	31
Number of small* participants	15
	(*Annual sales less than \$25 million)
Number of large* participants	16
	(*Annual sales of \$25 million or higher)
Small Manufacturing/Distribution	15
Small Nonmanufacturing	0

Size

Total Annual Sales	\$117 million
Average Annual Sales	\$7.8 million
Total Number of Employees	641
Average Number of Employees	43

Union Participation

Percentage of companies with union representation	7%
Percent of total reported workforce	17%
Where union members work	
Office	7
Production	83%
Maintenance	9%
Transportation	1%

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Northeast Indiana Wages: Small Companies

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE / ADMINISTRATIVE				
General Manager/President	6	\$190,000.00 . . .	\$270,916.18	\$420,000.00
Chief Financial Officer	1	*	*	*
Vice President of Sales	4	\$130,530.50 . . .	\$192,725.00	\$258,296.00
Director of Human Resources	5	\$88,368.40 . . .	\$121,854.40	\$137,652.40
Director of Engineering	2	\$140,000.00 . . .	\$187,494.00	\$225,000.00
Director of Procurement	2	\$121,061.00 . . .	\$149,937.50	\$191,592.00
FINANCE				
Chief Financial Manager	1	*	*	*
Controller	9	\$77,469.00	\$93,020.57	\$112,275.00
Credit Manager	1	*	*	*
Accountant	11	\$44,763.13	\$57,378.75	\$69,321.13
Accounts Payable/Receivable Clerk	17	\$13.82	\$16.03	\$19.56
Bill and/or Account Collector	4	\$13.53	\$15.64	\$16.66
Payroll Clerk	5	\$14.32	\$16.93	\$20.23
HUMAN RESOURCES				
Human Resources Manager	9	\$59,218.67	\$66,643.33	\$81,100.22
Benefits Specialist	1	*	*	*
Training and Development Specialist	4	\$49,578.75	\$53,710.00	\$64,120.75
SALES AND CUSTOMER SERVICE				
Advertising/Marketing/Public Relations Manager	3	\$44,045.33	\$83,896.00	\$77,139.33
Sales Manager/Supervisor	8	\$72,186.80	\$100,129.40	\$108,186.80
Call Center Manager	5	\$65,950.00	\$89,245.67	\$104,725.67
Call Center Team Leader	14	\$45,750.00	\$53,562.75	\$70,000.00
Customer Service/Telephone Representative	90	\$13.60	\$17.66	\$21.69
Order and Billing Clerk	9	\$14.90	\$18.01	\$23.04
Product Specialist	9	\$47,333.33	\$57,244.33	\$64,666.67
Sales Representative/Account Executive	27	\$73,019.60	\$107,421.40	\$136,727.80

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
OFFICE SUPPORT				
Office Manager	7	\$41,684.00	\$52,859.00	\$62,531.00
Administrative Services Manager	1	*	*	*
Executive Secretary/Administrative Assistant	14	\$32,459.50	\$42,732.00	\$48,639.83
Data Entry Clerk	14	\$13.92	\$15.72	\$19.40
File Clerk	4	\$10.18	\$12.43	\$16.27
Mail Clerk	2	*	*	*
Receptionist	15	\$11.91	\$13.80	\$15.38
Secretary	2	*	*	*
TECHNOLOGY				
Chief Information Officer	1	*	*	*
Information Technology Manager	7	\$79,020.60	\$94,964.80	\$114,720.60
Engineering Manager	11	\$84,032.57	\$99,986.43	\$115,032.57
CAD Technician	22	\$16.26	\$20.69	\$23.60
Computer Programmer	15	\$54,000.00	\$75,204.67	\$83,333.33
Computer Support Specialist	1	*	*	*
Designer	12	*	*	*
Electrical Engineer	9	\$71,350.00	\$86,416.50	\$101,325.00
Electrical or Electronic Technician	30	\$17.94	\$21.63	\$28.45
Engineer (Not Otherwise Specified)	6	\$64,167.25	\$70,667.25	\$78,292.25
Graphic Designer	6	\$17.60	\$21.61	\$26.93
Industrial Engineer	4	\$52,600.00	\$65,816.33	\$77,472.67
Laboratory/Engineering Technician	2	\$20.21	\$21.34	\$22.96
Manufacturing Engineer	16	\$55,700.50	\$70,169.33	\$81,403.67
Mechanical Engineer	8	\$63,103.00	\$86,186.33	\$119,427.00
Quality Engineer	3	\$52,966.67	\$67,000.00	\$87,966.67
Network and Computer Systems Administrator	6	\$54,437.00	\$70,399.60	\$79,937.00
System Analyst	3	\$68,240.00	\$90,861.50	\$103,240.00
IT Support Specialist	5	\$14.46	\$19.83	\$24.83
IT Hardware Installer/Maintenance Professional	1	*	*	*
Web Developer	1	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Three County South Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
PRODUCTION				
Operations/Plant Manager	13	\$93,429.80	\$117,181.70	\$149,217.20
Materials Manager	5	\$75,518.20	\$84,326.20	\$101,878.20
Production Manager/Foreman	58	\$56,455.50	\$65,207.02	\$88,217.02
Purchasing Manager	5	\$64,247.75	\$74,640.50	\$91,747.75
Buyer/Purchasing Agent	20	\$43,267.22	\$52,669.00	\$61,467.67
Quality Control Manager	7	\$75,172.57	\$82,615.43	\$98,001.14
Group Leader	105	\$17.58	\$20.76	\$25.50
Assembler, skilled	289	\$13.74	\$16.84	\$22.95
Assembler, unskilled	427	\$13.36	\$15.11	\$16.39
CNC Machinist	118	\$15.50	\$16.61	\$17.58
CNC Programmer	10	\$21.52	\$25.30	\$31.41
Cutting, Punching and/or Press Machine Operator	108	\$13.31	\$15.39	\$16.74
Drilling and/or Boring Machine Operator	7	*	*	*
Extruding and/or Drawing Machine Operator	69	\$12.90	\$16.44	\$17.74
General Laborer	969	\$13.25	\$15.50	\$17.42
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	7	*	*	*
Lathe and Turning Machine Tool Operator	6	*	*	*
Manual Machinist	12	\$15.64	\$17.06	\$18.15
Mold Maker	32	\$15.54	\$17.44	\$18.76
Certified Painter	51	*	*	*
Painting/Spraying Machine Operator	1	*	*	*
Production Control Worker	133	\$17.83	\$20.73	\$23.35
Quality Control Inspector/Tester	98	\$13.07	\$15.54	\$17.79
Sewing Machine Operator	60	*	*	*
Tool and Die Maker	9	\$18.07	\$19.86	\$21.72
Welder, Cutter, Solderer and/or Brazier	32	\$12.97	\$14.17	\$14.76
Woodworking Specialist	45	*	*	*
MAINTENANCE AND REPAIR				
Manager of Mechanics, Installers and Repairers	14	\$61,021.00	\$67,590.44	\$82,942.78
Maintenance Mechanic, Motor Vehicle	16	*	*	*
Maintenance Mechanic	48	\$16.19	\$19.45	\$23.23
Maintenance and Repair Worker	127	\$18.76	\$22.18	\$26.54
General Millwright	23	\$23.07	\$23.07	\$23.07

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Three County South Region

PRODUCTION *continued from previous page*

Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
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CONSTRUCTION

Electrician	9	*	*	*
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WAREHOUSING, TRANSPORTATION AND DISTRIBUTION

Transportation, Storage and Distribution Manager	6	\$66,773.60	\$88,168.60	\$108,160.40
Supervisor/Manager of Material Movers.	39	\$51,081.57	\$57,107.29	\$68,445.29
Inventory Control Coordinator	10	\$15.80	\$19.37	\$22.45
Driver, Bus.	8	*	*	*
Driver, Truck Heavy and Tractor-Trailer.	30	\$14.97	\$19.23	\$21.90
Driver, Truck Light or Delivery Services.	18	\$12.62	\$15.71	\$17.62
Heavy Equipment/Forklift Operator	247	\$13.57	\$16.77	\$19.48
Shipping, Receiving and/or Traffic Clerk	59	\$13.71	\$15.86	\$18.25
Material Handler	130	\$13.12	\$15.30	\$17.16
Picker and Packer.	706	\$11.50	\$15.10	\$18.46
Quality Monitor	8	\$14.87	\$15.66	\$16.85

MEDICAL

Nurse Manager/Unit Director	5	*	*	*
Nurse, RN	75	*	*	*
Nurse, LPN	10	*	*	*
Nurse Practitioner	5	*	*	*
Certified Nurse Assistant	18	*	*	*
Physicians' Assistant	4	*	*	*
Medical Assistant	39	*	*	*
Medical Technician	2	*	*	*
Occupational Therapist	2	*	*	*
Physical Therapist	3	*	*	*
Pharmacist	4	*	*	*
Counselor/Human Service Worker.	4	*	*	*
Radiological Technologist and Technician	12	*	*	*

HOUSEKEEPING

Housekeeper/Cleaner.	14	*	*	*
Janitor	73	\$11.09	\$12.60	\$14.91

Northeast Indiana Benefits: Small Companies

Three County South Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	93%	93%
Typical number of paid holidays offered annually	10	10

Percentage of those companies offering these common holidays

New Year's Eve	29%	29%
New Year's Day	100%	100%
Martin Luther King Jr.	0%	0%
Lincoln's Birthday	0%	0%
President's Day	14%	14%
Washington's Birthday	0%	0%
Good Friday	79%	79%
Memorial Day	100%	100%
Independence Day	100%	100%
Labor Day	93%	93%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	14%	14%
Veterans' Day	0%	0%
Thanksgiving Day	100%	100%
Day After Thanksgiving	71%	71%
Christmas Eve	36%	36%
Christmas Day	100%	100%
Other	7%	7%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	13%	13%
Average number of PTO days offered first year	3	3
Typical number of PTO days offered first year	5	10
Average number of carryover days per year	5	5

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days	1	First Year
Typical number of years that must be worked to earn 10 days	2	2
Average number of years that must be worked to earn 15 days	5	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	8	8
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	11	11
Typical number of years that must be worked to earn more than 20 days (when offered)	15	10

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **80%** **80%**

How soon after hire may employee take paid vacation?

One to 30 days	8%	17%
One to three months	0%	8%
Three to six months	8%	8%
Six months to one year.	8%	8%
After 1 year	75%	58%

Number of days offered

Average number of paid vacation days offered in first year:	2	2
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days.	First Year	First Year
Typical number of years that must be worked to earn 5 days	First Year	First Year
Average number of years that must be worked to earn 10 days.	3	2
Typical number of years that must be worked to earn 10 days	2	2
Average number of years that must be worked to earn 15 days.	9	8
Typical number of years that must be worked to earn 15 days	10	10
Average number of years that must be worked to earn 20 days (when offered)	13	13
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	40	32
Typical number of years that must be worked to earn more than 20 days (when offered).	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **7%** **13%**

Average number of paid illness days offered annually	5	4
Typical number of paid illness days offered per year	3	5
Average maximum number of illness days that may be accumulated	5	3
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	100%	100%
One to three months	0%	0%
Three to six months	0%	0%
Six months to one year.	0%	0%
After 1 year	0%	0%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	13%	7%
Average number of personal days offered per year	3	3
Typical number of personal days offered in first year:	3	3

How soon after hire may employee take personal day?

One to 30 days	0%	100%
One to three months	0%	0%
Three to six months	50%	0%
Six months to one year	0%	0%
After 1 year	50%	0%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave.	100%	100%
Average number of bereavement days offered annually.	3	3
Typical number of bereavement days offered annually	3	3
How soon after hire is employee eligible?		
One to 30 days	53%	53%
One to three months	13%	13%
Three to six months	27%	27%
Six months to year	0%	0%
After one year	7%	7%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	73%	67%
Percentage of those that pay regular wages plus payment from court	36%	50%
Percentage of those that pay regular wages minus payment from court.	64%	50%
Percentage where employee receives only payment from court	27%	33%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	50%	50%
Percentage of companies reporting indemnity insurance	50%	50%
Percentage of companies that offer a single plan	50%	50%
Percentage of companies that offer multiple plans	50%	50%
Percentage of companies offering only traditional plans	57%	57%
Percentage of companies offering only high-deductible plans	64%	64%
Percentage of companies offering both high-deductible and traditional plans	21%	21%
 Percentage of companies considering dropping health plan in coming year	 7%	 7%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT PROGRAMS

Percentage of companies offering only HSA or HRA plans	36%	36%
Percentage of companies offering optional HSA or HRA plan	36%	36%
Percentage of companies with no HSA or HRA plan	29%	29%

Average company contribution to HSA/HRA account

For employee only plan	\$610.00	\$610.00
For family plan	\$1,010.00	\$1,010.00

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,995.00	\$4,995.00
Average maximum annual out of pocket expense family	\$10,090.00	\$10,090.00

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	21%	21%
Average amount that may be earned	\$751.67	\$751.67
Typical amount that may be earned	\$1,000.00	\$1,000.00

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	71%	71%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	20%	20%
One to three months	20%	20%
Three to six months	60%	60%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$119.82	\$106.92
Employee and spouse	\$284.15	\$253.50
Employee and child	\$236.07	\$207.19
Family	\$436.12	\$367.14

Average monthly cost paid by employer for each employee

Employee-only coverage	\$386.12	\$405.53
Employee and spouse	\$770.72	\$755.99
Employee and child	\$729.18	\$712.39
Family	\$979.45	\$1,011.07

Deductibles

Average annual deductible per person	\$2,000.00	\$2,100.00
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$4,500.00	\$5,400.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	70%	70%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$30.00	\$30.00
Typical copay for physician office visit	\$30	\$30

Average out of pocket limit

Single coverage	\$3,400.00	\$3,900.00
Family Coverage	\$7,200.00	\$8,200.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plan

Percentage of self insured companies offering a high-deductible plan	57%	57%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	50%	50%
One to three months	25%	25%
Three to six months	25%	25%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$62.29	\$82.07
Employee and spouse	\$174.00	\$174.00
Employee and child	\$121.64	\$121.64
Family	\$195.30	\$219.45

Average monthly cost paid by employer for each employee

Employee-only coverage	\$282.03	\$301.81
Employee and spouse	\$620.47	\$620.47
Employee and child	\$497.54	\$497.54
Family	\$830.00	\$854.15

Deductibles

Average annual deductible per person	\$3,962.50	\$3,962.50
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$7,925.00	\$7,925.00
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	60%	60%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,962.50	\$4,962.50
Family Coverage	\$9,675.00	\$9,675.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of indemnity insured companies offering a traditional plan	43%	43%
Percentage of those plans that offer family coverage	67%	100%

How soon after hire is employee eligible?

One to 30 days	33%	33%
One to three months	67%	67%
Three to six months	0%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$147.81	\$147.81
Employee and spouse	\$387.31	\$298.20
Employee and child	\$287.08	\$203.54
Family	\$483.17	\$340.59

Average monthly cost paid by employer for each employee

Employee-only coverage	\$275.74	\$275.74
Employee and spouse	\$386.69	\$386.69
Employee and child	\$381.15	\$381.15
Family	\$492.92	\$492.92

Deductibles

Average annual deductible per person	\$3,266.67	\$3,266.67
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$8,800.00	\$6,533.33
Typical annual deductible per family	\$6,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	80%	80%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$26.50	\$26.50
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$5,633.33	\$5,633.33
Family Coverage	\$11,300.00	\$11,266.67

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	43%	43%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	33%	100%
One to three months	0%	0%
Three to six months	67%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$90.86	\$100.72
Employee and spouse	\$194.20	\$243.20
Employee and child	\$181.58	\$275.08
Family	\$218.11	\$246.31

Average monthly cost paid by employer for each employee

Employee-only coverage	\$311.16	\$316.63
Employee and spouse	\$684.21	\$684.21
Employee and child	\$563.26	\$563.26
Family	\$922.80	\$942.94

Deductibles

Average annual deductible per person	\$2,500.00	\$2,500.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,500.00	\$5,500.00
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	87%	87%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$5,200.00	\$5,200.00
Family Coverage	\$10,400.00	\$10,400.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs **87%** **87%**

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$12.00	\$12.56
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$31.67	\$33.33
What is the typical employee copay for retail formulary?	\$25.00	\$25.00
What is the average employee copay for retail non-formulary?	\$55.00	\$56.67
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$22.80	\$24.55
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$61.75	\$66.00
What is the typical employee copay for mail-order formulary?	\$60.00	\$60.00
What is the average employee copay for mail-order non-formulary?	\$109.50	\$114.00
What is the typical employee copay for mail-order nonformulary?	\$120.00	\$120.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	3%	3%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	38%	38%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	33%	33%
What is the typical employee copay for retail non-formulary?	60%	60%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	25%	25%
What is the typical employee copay for mail-order generic?	20%	20%
What is the average employee copay for mail-order formulary?	38%	38%
What is the typical employee copay for mail-order formulary?	30%	30%
What is the average employee copay for mail-order non-formulary?	33%	33%
What is the typical employee copay for mail-order nonformulary?	40%	40%

%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	40%	40%
Percentage of those plans that cover orthodontia	100%	100%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	50%	50%
One to three months after hire	17%	17%
Three to six months after hire:	33%	33%
Six months to one year after hire:	0%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$50.00	\$50.00
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,417	\$1,417
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,417	\$1,417
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage.	\$14.84	\$14.84
Employee and spouse.	\$33.70	\$33.70
Employee and child(ren)	\$37.88	\$37.88
Family	\$60.93	\$60.93

Average monthly premium paid by employer for

Employee only coverage.	\$34.84	\$34.84
Employee and spouse.	\$65.11	\$65.11
Employee and child(ren)	\$65.84	\$65.84
Family	\$99.95	\$99.95

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	100%	100%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	80%	80%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered.	55%	55%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	47%	47%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	43%	43%

How soon after hire is employee eligible for coverage?

One to 30 days	57%	57%
One to three months	14%	14%
Three to six months	29%	29%
Six months to one year.	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$6.03	\$6.03
Employee and spouse.	\$9.13	\$9.13
Employee and child(ren)	\$8.09	\$8.09
Family	\$14.33	\$14.33

Average monthly premium paid by employer for

Employee only coverage.	\$0.46	\$0.46
Employee and spouse.	\$0.42	\$0.42
Employee and child(ren)	\$0.88	\$0.88
Family	\$1.34	\$1.34

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	73%	73%
Percentage of those plans that pay a set amount	73%	82%
Percentage of those plans that pay a percentage of salary	18%	27%

How soon after hire is employee covered?

One to 30 days	27%	27%
One to three months	36%	36%
Three to six months	36%	36%
Six months to one year	0%	0%
After 1 year	0%	0%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	53%	53%
Average percentage of wages employee receives while on short-term disability	58%	58%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	22	22
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	38%	38%
One to three months	13%	13%
Three to six months	38%	38%
Six months to one year	0%	0%
After first year	13%	13%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	27%	33%
Average percentage of wages employee receives while on disability	55%	56%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	72	70
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	50%	60%
One to three months	25%	20%
Three to six months	25%	20%
Six months to one year	0%	0%
After first year	0%	0%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PAY INCREASES

In 2016

Percentage of companies giving pay raises in preceding 12 months	87%
Average raise given in preceding 12 months	3.38%
Typical raise given in preceding 12 months	3%

In 2017

Percentage of companies planning pay raises in next 12 months	87%
Average raise planned in next 12 months	2.54%
Typical increase planned in next 12 months	3%

PROFIT SHARING

Percentage of companies offering profit sharing program	33%	33%
Percentage of programs that are team based	60%	60%
Percentage of programs that are individual based	40%	60%

How soon after hire is employee eligible?

One to 30 days	20%	20%
One to three months	0%	0%
Three to six months	40%	40%
Six months to one year	0%	0%
After 1 year	40%	40%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	20%
Average amount each worker receives	\$1,603 \$1,700

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	33%
Percentage of those companies that pay a shift differential:	100%
Average Second Shift Differential	53 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	54 Cents
Typical Third Shift Differential	50 Cents

COST OF BENEFITS

Cost of benefits as percentage of wages	17%
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Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

RETIREMENT

COMPANY-FUNDED PENSION

Percentage of companies that offer traditional pension plan	13%	13%
Percentage of companies where the employee also contributes	50%	50%
Average age when employee is eligible to receive benefits	62	62
Typical age when employee is eligible to receive benefits	65	65

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	80%	80%
Average percentage of wages an employee may contribute to fund	43%	43%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes.	92%	92%
Average percentage of contribution the employer matches	17%	17%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	78% of the first 4%	
Percentage of companies where the match is guaranteed	73%	73%
Percentage of companies where the match is intended	18%	18%

How soon after hire is employee eligible to participate?

One to 30 days	25%	25%
One to three months	8%	25%
Three to six months	33%	25%
Six months to a year.	0%	0%
After one year	33%	33%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	33%	40%
Percentage that require classes be job related to receive tuition assistance	100%	100%
Average percent of tuition reimbursement	100%	92%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	40%	47%
Percentage of companies that offer off-site career development programs	40%	47%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening **67%**

Which screening protocol is used?

Five panel	50%
Seven panel	10%
DOT	20%
Other	20%

Percentage of those companies that require new applicants to pass **70%** **70%**

Percentage of those companies that screen current employees

Current employees are screened

Randomly	50%	50%
After incident/injury	129%	90%
For cause	129%	129%

Employees who fail are

Dismissed	100%	100%
Referred to an EAP or counseling program	100%	100%

Northeast Indiana Benefits: Small Companies (continued)

Three County South Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

Percentage of companies offering training or career development programs	40%	47%
How soon after hire is employee eligible?		
One to 30 days	50%	57%
One to three months	0%	0%
Three to six months	33%	29%
Six months to one year	0%	12%
After 1 year	17%	14%

MENTORING

Percentage of companies with formal mentoring program	7%	13%
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ORIENTATION

Percentage of companies that offer orientation for new employees	33%	40%
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WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	13%	27%
Casual dress (every day)	33%	27%
Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	20%	13%
Discounted product purchases	47%	47%
Employee assistance programs	27%	37%
Emergency/sick child care	0%	0%
English as second language assistance	0%	0%
Fitness center membership subsidy	7%	7%
Fitness center on site	7%	7%
Flex time	7%	7%
Flexible spending account	20%	13%
Job sharing	0%	0%
Informal recognition program	13%	13%
Open communication policy	67%	67%
Scholarships-employees/spouses/children	7%	7%
Smoking cessation programs	20%	20%
Smoke-free work environment	80%	80%
Telecommuting	0%	7%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	33%	33%
Other	13%	13%

CHANGES IN STAFFING SMALL PARTICIPANTS**Preceding six months****Hiring**

Percentage of companies that added workers in preceding six months **107%**

Total number of employees added in preceding six months 972

Average number of employees added in preceding six months 61

Layoffs

Percentage of companies that laid off employees in preceding six months 0%

Total number of employees laid off in preceding six months 0

Average number of employees laid off in preceding six months 0

In 2016**Hiring**

Percentage of companies adding workers later in 2016. 47%

Total anticipated increase later 2016 18

Average anticipated increase later in 2016 3

Layoffs

Percentage of companies expecting layoffs later in 2016. 0%

Total anticipated layoffs later in 2016 0

Average anticipated layoffs later in 2016 0

No change

Percentage of companies anticipating neither hiring nor layoffs in 2016 53%

Percentage of companies uncertain of change in 2016 0%

In 2017**Hiring**

Percentage of companies adding workers in 2017. 47%

Total anticipated increase in 2017 16

Average anticipated increase in 2017 2

Layoffs

Percentage of companies anticipating layoffs in 2017. 0%

Total anticipated layoffs in 2017 0

Average anticipated layoff in 2017 0

No change

Percentage of companies anticipating no change in 2017. 53%

Percentage of companies uncertain of change in 2017 0%

Annual Turnover

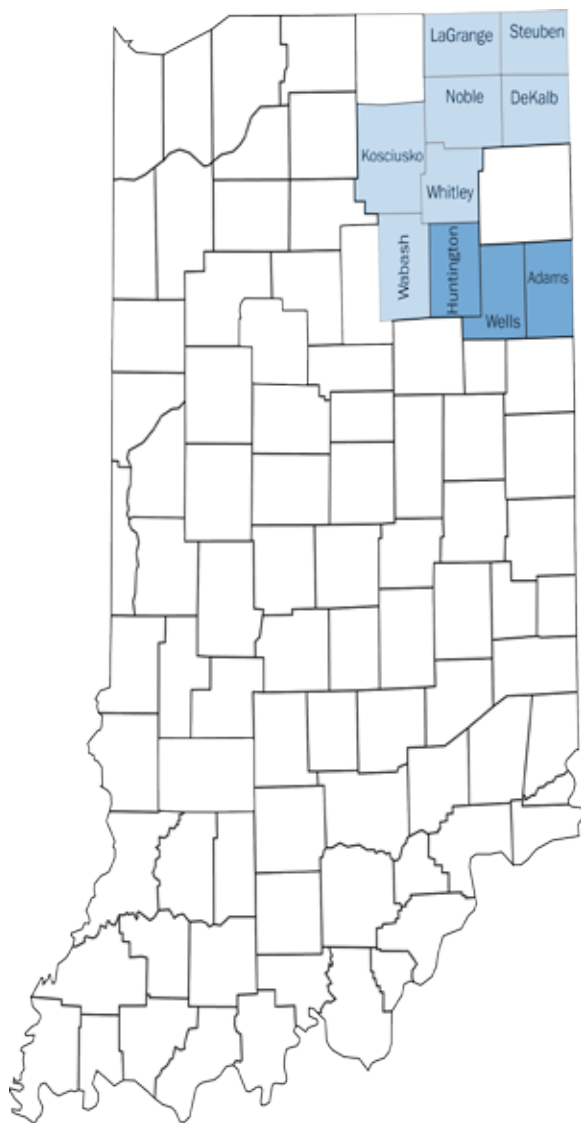
Average annual turnover as percentage of employees 7%

Internships

Percentage of companies with internships 47%

Three County South Region Northeast Indiana

Supplemental Reports 2016



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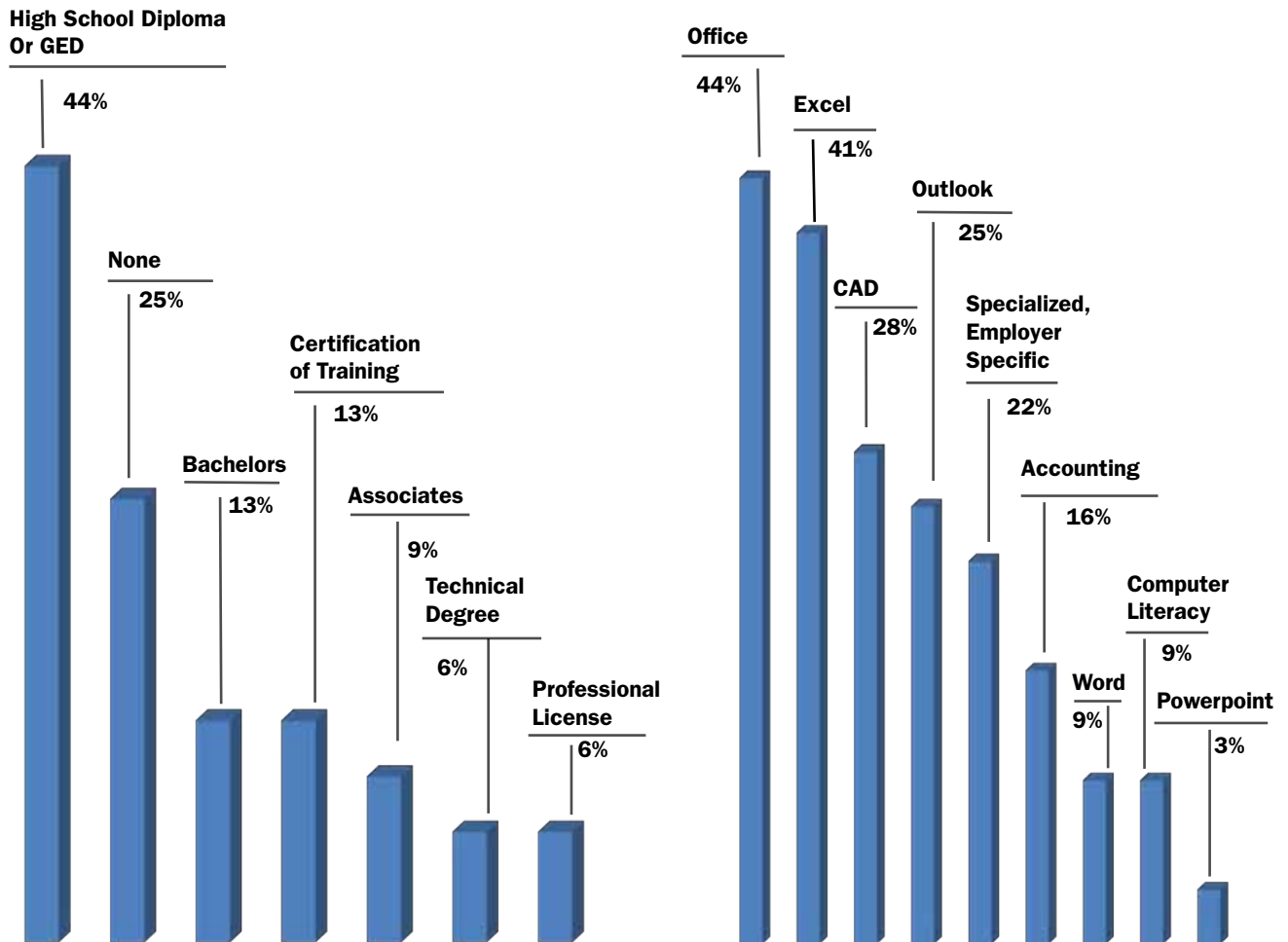
Members of the Northeast Indiana Regional Partnership Back Cover

Three County South Region Profile

EMPLOYER WORKFORCE ASSESSMENT

What degrees or certifications do you require or prefer workers to possess?

What are the most needed software or technology skills workers must possess?



About These Pages

The data on these two pages show results of the workforce section of our survey. Participating employers told us about the skills most needed in their organizations, which positions are most difficult to fill, which skills are critical to succeeding on the job and required levels of education. The charts show the most common answers and the percentage of employers who expressed them.

Three County South Region Profile

EMPLOYER WORKFORCE ASSESSMENT

WHAT ARE THE MOST CRITICAL SKILLS WORKERS MUST POSSESS TO ENSURE SUCCESS IN THE WORKPLACE?

Work Ethic	38%
Getting Along with People	34%
Commitment to Quality.	22%
Dedication to Customer Service	22%
Communication	19%
Ability to Work in Teams	9%
Math Literacy	9%
Pay Attention to Detail.	6%
Computer Literacy	3%

WHAT SKILLS ARE THE MOST DIFFICULT TO FIND?

Work Ethic/Dependability	38%
Maintenance.	9%
Machinists	6%
CNC Machinists.	3%
Engineers	3%
Commercial Drivers	3%

WHAT POSITIONS ARE MOST DIFFICULT TO FILL?

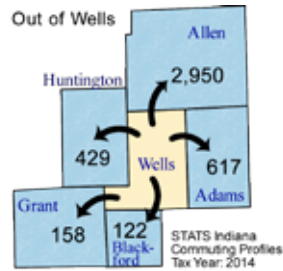
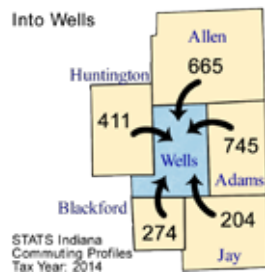
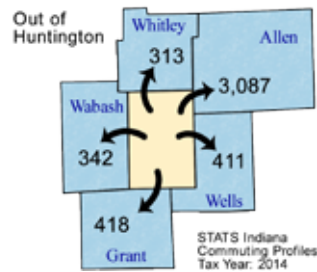
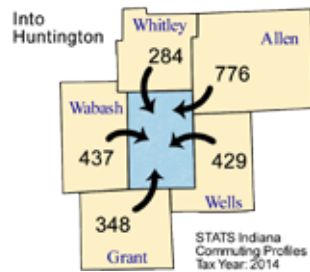
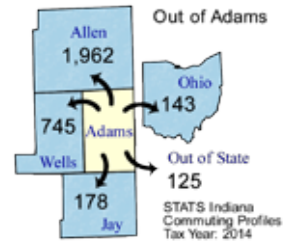
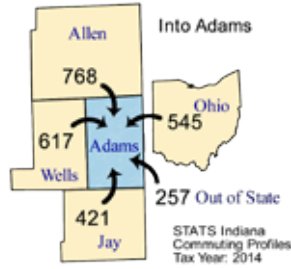
Skilled Maintenance	22%
CNC Machinists.	13%
Skilled Trades	13%
Production	9%
Sales	6%
Welders.	3%
Engineers	3%

* Percentage of survey participants citing each particular skill or position

WORKFORCE MOBILITY

COMMUTING INTO COUNTY

COMMUTING FROM COUNTY



Three County South Region Profile

POPULATION AND EDUCATIONAL ATTAINMENT

2015 Data:	Adams	Huntington	Wells	Three County Region
Population Estimates	34,980	36,630	27,964	99,574
Total Population 25 and Older	20,871	24,785	18,749	64,405
- % High School or Higher	83.8%	88.9%	89.6%	n/a
- % Bachelors or Higher	14.9%	18.0%	16.6%	n/a
Median Age	34.0	40.2	40.6	n/a

Sources - U.S. Census Bureau, Indiana Department of Workforce Development, Indiana Department of Education (Stats)

LABOR FORCE AND INDUSTRY SECTORS

2015 Data:	Adams	Huntington	Wells	Three County Region
By Place of Residence:				
Labor Force Estimates	16,918	18,788	14,534	50,240
Employed	16,279	17,976	13,590	47,845
Unemployed	639	812	550	2,001
Unemployment Rate	3.8%	4.3%	3.9%	4.3%
Average Wage per Job	\$35,027	\$35,689	\$40,856	\$41,223
2014 Data:				
Total by Place of Work	22,205	18,853	14,534	55,592
Wage & Salary	14,180	15,064	11,623	40,867
Private	18,417	16,531	12,497	47,445
- Accommodates, Food Service	925	1,153	605	2,683
- Arts, Ent. & Recreation	226	207	121	554
- Construction	2,229	837	663	3,729
- Health Care, Social Services	1,198	1,898	1,178	4,274
- Information	303	532	95	930
- Manufacturing	5,038	3,962	2,585	11,585
- Professional, Technical Services	D	D	D	-
- Retail Trade	2,165	1,883	1,358	5,406
- Transportation, Warehousing	D	735	1,580	2,315
- Wholesale Trade	530	717	D	1,247
- Other Private (not above)	4,238	4,111	2,334	10,683
Government (Local, State, Fed.)	2,243	1,608	1,331	5,182

Source - U.S. Bureau of Economic Analysis (Stats Indiana)

D = Not Disclosed to Protect Individual Data

Job Title Descriptions

ADMINISTRATIVE/EXECUTIVE

General Manager/President: Plans, directs or coordinates the operations of companies. Duties and responsibilities include formulating policies, managing daily operations and planning the use of material and human resources. Includes owners and managers who head small business establishments whose duties are primarily managerial.

Chief Financial Officer: Senior-most executive responsible for financial control and planning of a firm or project.

Vice President of Sales: Responsible for establishing sales targets to meet the company objectives. Responsible for developing strategic sales plans based on company goals that will promote sales growth and customer satisfaction for the organization.

Director of Human Resources: Has ultimate responsibility for all people based activity within an organization from both an operational and strategic perspective. **Director of Engineering:** Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives.

Director of Procurement: Defines policies and procedures that form the basis for all interaction between the company and suppliers.

FINANCE

Chief Financial Manager: Plans, directs, and coordinates accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Controller: Overall responsibility for managing and directing the corporation's accounting and tax functions. Responsible for all internal and external financial reporting, all internal control and accounting, all tax preparation and reporting functions.

Credit Manager: Establishes credit guidelines, extends credit to new customers and oversees collections.

Accountant: Responsibilities may include analyzing data, formulating budgets, preparing financial statements, compiling information for reports and evaluating general accounting systems.

Accounts Payable/Receivable Clerk: Prepares and maintains records of financial transactions related to bills due and incoming payments.

Bill / Account Collector: Locates and notifies customers of delinquent accounts by mail, telephone or personal visit to solicit payment. Duties include receiving payments and posting amounts to customer accounts; preparing statements to credit department if customer fails to respond; and keeping records of collection and status of accounts.

Payroll Clerk: Performs duties related to the preparation of time cards or work logs, computation of paychecks and the maintenance of payroll records.

HUMAN RESOURCES

Human Resources Manager: Areas of responsibility may include recruitment, selection, training, compensation and compliance.

Benefits Specialist: Responsible for administration of pension and savings plans, retirement calculations, computerized database development, report generation, assisting in coordination of group benefits programs and specializing in group insurance, pensions and cash compensation programs.

HR Generalist: Administers human resource policies and procedures that cover two or more functional areas.

Collects and analyzes human resource data and then makes recommendations to management.

Recruitment Specialist: Recruits and places workers. **Training and Development Specialist:** Conducts training and development programs for employees.

SALES & CUSTOMER SERVICE

Advertising/Marketing/Public Relations Manager: Directs overall marketing policy and strategy, determines demand for products and services, identifies potential customers and directs publicity programs. Oversees account, creative and media-service departments.

Sales Manager/Supervisor: Directs sales program, maintains contact with dealers and distributors, and directs sales representatives. Coordinates sales distributions by establishing sales territories, quotas and goals and establishes training programs for sales representatives.

Call Center Manager: Responsible for the overall daily operation of the call center. Duties include staff supervision, training, forecasting and monitoring sales and call volumes. Managers may also be responsible for all technology issues/upgrades and using technology to meet the sales goals.

Customer Service/Telephone Representative: Primarily responsible for responding to inbound phone calls. Assist customers over the telephone or via the Internet in making product decisions, resolving service issues and general sales. Responsible for entering all customer orders and service issues into the computer.

Order and Billing Clerk: Order clerk takes down and processes orders for merchandise, goods, and services. Ensures all data is accurate, including credit card information. Processes order and sends out receipt. Billing clerk is accountable for creating invoices and credit memos, issuing them to customers by all necessary means, and updating customer files.

Product specialist: Combines sales, marketing and technical skills to design, promote and sell a product for an organization. These professionals are involved with a product's entire life cycle to ensure optimal sales results for an organization's profitability.

Sales Representative/Account Executive: Markets company products and services, takes orders and resolves problems. Has an in-depth knowledge of customers' organization and demands. Acts as a solutions provider and has an ongoing, long-term relationship with a defined customer base. Maintains quality assurance with, and introduces new products and services to customer base. Can be either based as "inside" or "outside" representative.

OFFICE SUPPORT

Office Manager: Supervises and coordinates the activities of clerical and administrative support workers.

Administrative Services Manager: Plans, directs and coordinates supportive services of an organization. Specific responsibilities vary, but administrative service managers typically maintain facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep.

Executive Secretary / Administrative Assistant: Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff.

Data Entry Clerk: Operates data entry equipment to

record and/or verify data from source documents. Corrects errors. Follows a generally standardized pattern of operations.

File Clerk: Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order or according to the filing system used. Locates and removes material from file when requested.

Mail Clerk: Distributes and collects incoming mail and processes outgoing mail. Responsibilities include determining, affixing and recording postage on registered mail and packages.

Receptionist: Answers telephone calls and personal inquiries, directs calls and visitors to appropriate parties and performs basic clerical tasks. May operate a switchboard.

Secretary: Performs routine clerical and administrative functions such as shorthand, dictation, typing, scheduling appointments, handling travel arrangements, answering routine correspondence and telephone calls.

Teller: Receives and pays out money, as well as accurately keeps records of money and negotiable instruments involved in a financial institution's various transactions.

Typist and Word Processor: Responsible for data entry and information processing utilizing machines such as typewriters or computers. Prepares reports and correspondence, letters, research, and other materials.

TECHNICAL

Chief Information Officer: Directs, plans organizes and controls all activities of the informations systems department and ensures the effective, efficient and secure operation of all automated data processing systems.

Engineering Manager: Plans, directs or coordinates activities in such fields as architecture and engineering or research and development in these fields.

Information Technology Manager: Plans, directs or coordinates activities in such fields as electronic data processing, information systems, systems analysis and computer programming.

CAD Technician: Creates, modifies and maintains various technical drawings including construction renovation blueprints, special project drawings, etc. Works from sketches, prints or verbal instructions in accordance with established standards. May perform field verifications.

Computer Operator: Loads equipment, starts and operates computer and executes runs. Oversees the continuous operation of the electronic/data process facilities.

Computer Programmer: Converts project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develops and writes computer programs to store, locate and retrieve specific documents, data and information. May program web sites.

Computer Support Specialist: Provides technical assistance to computer system users. Answers questions or resolves computer problems for clients in person, via telephone or from remote locations. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing software, electronic mail and operating systems.

Designer: Develops and designs manufactured products, such as cars, home appliances and children's toys. Combines artistic talent with research on product use, marketing and materials to create the most functional and appealing product design.

Job Title Descriptions

Estimator: Analyzes blueprints, specifications, proposals and other documentation to prepare time, cost and labor estimates for products, projects or services applying knowledge of specialized methodologies, techniques, principles or processes. Reviews data, prepares itemized lists, computes cost factors, prepares estimates and consults with clients, vendors or other individuals.

Graphic Designer: Designs or creates graphics to meet specific commercial or promotional needs, such as packaging, displays or logos. May use a variety of mediums to achieve artistic or decorative effects.

Laboratory/Engineering Technician: Conducts acceptance testing of numerous control systems per test specifications and proficient in several programs/processes. Alters test equipment requiring knowledge of electronic/mechanical theory pertinent to the applicable work. Analyzes and troubleshoots complex engineering data. Recognizes and resolves control and test issues beyond those specified in a test plan. Configures test set-ups for engineering investigations and document test status on a daily basis or as required by program.

Electrical or Electronic Technician: Helps engineers design and develop computers, communications equipment, medical monitoring devices, navigational equipment, and other electrical and electronic equipment. Often works in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment.

Engineer: (not otherwise specified) Engineers work in a variety of fields to analyze, develop and evaluate large-scale, complex systems. This can mean improving and maintaining current systems or creating brand new projects. Engineers will design and draft blueprints, visit systems in the field and manage projects.

Chemical Engineer: Designs equipment and develops processes for manufacturing chemicals and related products utilizing principles and technology of chemistry, physics, mathematics, engineering and related physical and natural sciences: Conducts research to develop new and improved chemical manufacturing processes.

Electrical Engineer: Designs, develops, tests and supervises the manufacturing of electrical equipment.

Industrial Engineer: Devises efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service. Finds ways to eliminate wastefulness in production processes.

Manufacturing Engineer: Establishes standards for manufacturing operations in order to reduce and control costs.

Materials Engineer: Develops, processes and tests materials used to create a wide range of products. Studies the properties and structures of metals, ceramics, plastics, composites, nanomaterials and other substances to create new materials that meet certain mechanical, electrical, and chemical requirements.

Mechanical Engineer: Performs engineering duties in planning and designing tools, engines, machines and other mechanically functioning equipment. Oversees installation, operation, maintenance and repair of such equipment as centralized heat, gas, water and steam systems.

Quality Engineer: Works in manufacturing plants, taking responsibility for the quality of a company's products.

Network and Computer Systems Administrator: Installs, configures and supports an organization's local area network (LAN), wide area network (WAN) and Internet system or a segment of a network system.

Maintains network hardware and software. Monitors network to ensure network availability to all system users and performs necessary maintenance to support network availability.

System Analyst: Analyzes problems, prepares specifications and proposes appropriate data processing procedures to resolve problems.

IT Support Specialist: Provides technical assistance to computer users. Answers questions or resolves computer problems for clients in person, via telephone, or electronically.

Technical Support Specialist: Uses knowledge and skills to solve computer problems and enable computer technology to meet organization's needs.

IT Hardware Installer/Maintenance Professional: Installs and maintains computer hardware.

Web Developer: Designs and creates websites and is responsible for the look of the site and for the site's technical aspects, such as its performance and capacity. May also create content for the site.

PRODUCTION

Operations/Plant Manager: Plans, directs or coordinates the work activities and resources necessary for manufacturing products in accordance with cost, quality and quantity specifications.

Materials Manager: Areas of responsibility may include purchasing, shipping, receiving and warehousing of raw materials.

Production Manager/Foreman: Supervises line work such as assembly, warehousing or shipping and receiving. Plans and assigns work, recommends tools and methods and assists in problem resolution.

Purchasing Manager: Plans, directs or coordinates the activities of buyers, purchasing officers and related workers involved in purchasing materials, products and services. Areas of responsibility may include selection of vendors, insuring quality of supplies and services and acceptability of prices.

Quality Control Manager: Areas of responsibility may include auditing and evaluating quality controls and insuring established standards of quality.

Group Leader: Directly supervises and coordinates the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators

Assembler, skilled: Assembles, adjusts, and fits parts of production or completes products using tools. Requires use of judgment to make decisions and may require measuring, calculating, reading or estimating. Often has specific qualifications and usually requires intellectual reasoning and problem-solving skills. It typically takes six months to a year or more to learn a skilled job.

Assembler, unskilled: Assembles, adjusts, and fits parts of production or completes products using tools. Involves simple tasks and doesn't usually require one to exercise judgment. It typically requires only a month or less to learn.

Buyer/Purchasing Agent: Purchases materials, supplies or services and negotiates prices. Also establishes and maintains relationship with vendors.

CNC Machinist: Operates computer numerical control machines to fabricate parts. The CNC machinist loads parts in the machine, cycles machine and detects malfunctions in machine operations, such as worn or damaged cutting tools. The position runs production lots, communicates with co-workers regarding productions runs, and maintains a safe, organized and clean work

environment.

CNC Programmer: Develops programs to control machining or processing of metal or plastic parts by automatic machine tools, equipment, or systems.

Cutting, Punching and Press Machine Operator: Sets up, operates or tends machines to saw, cut, shear, slit, punch, crimp, notch, bend or straighten metal or plastic material.

Drilling and/or Boring Machine Operator: Sets up, operates or tends drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces

Extruding and/or Drawing Machine Operator: Sets up, operates, or tends machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes

Forging Machine Operator: Sets up, operates, or tends forging machines to taper, shape, or form metal or plastic parts

General Laborer: Performs manual or physical duties as requested, requiring limited skill or training.

Grinding, Lapping, Polishing and Buffing Machine Tool Operator: Set up, operate or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone or polish metal or plastic work pieces.

Lathe and Turning Machine Tool Operator: Sets up, operates or tends lathe and turning machines to turn, bore, thread, form or face metal or plastic materials, such as wire, rod or bar stock.

Manual Machinist: Sets up and operates a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout and machining procedures.

Mold Maker: Sets up, operates or tends metal or plastic molding, casting or coremaking machines to mold or cast metal or thermoplastic parts or products.

Certified Painter: Has certified training and paints, and coats, often with machines, a wide range of products.

Painting/Spraying Machine Operator: Sets up, operates or tends machines to coat or paint any of a wide variety of products.

Plastic Processing Machine Operator: Sets up and operates production related plastic processing machinery to produce quality parts.

Production Control Worker: Coordinates and expedites the flow of work and materials within or between departments of an establishment according to production schedules. Duties include reviewing and distributing production, work and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs and production problems.

Printing Press Operator: Sets up and operates large, high volume commercial printing presses.

Print Binding/Finishing: Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

Quality Control Inspector/Tester: Inspects, tests, sorts, samples or weighs non agricultural raw materials or processed, machined, fabricated or assembled parts or products for defects, wear and deviations from specifications. May use precision measuring instruments and complex test equipment.

Sewing Machine Operator: Operates or tends sewing

Job Title Descriptions

machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products

Tool & Die Maker: Analyzes specifications, lays out metal stock, sets up and operates machine tools and fits and assembles parts to make and repair dies, cutting tools, jigs, fixtures, gauges, machinists' hand tools and die try outs.

Welder, Cutter, Solderer & Brazier: Uses hand-welding, flame-cutting, hand soldering or brazing equipment to weld or join metal components or to fill holes, indentations or seams of fabricated metal products.

Woodworking Specialist: Works in a woodworking shop engaged in tasks such as wood furniture manufacturing.

MAINTENANCE & REPAIR

Manager of Mechanics, Installers & Repairers: Supervises and coordinates the activities of mechanics, installers and repairers.

Maintenance Mechanic: Diagnoses malfunctions, orders replacement parts and insures maintenance, repair and smooth functioning of the machinery and equipment.

Maintenance & Repair Worker: Keeps machines, mechanical equipment or the structure of an establishment in repair.

General Millwright: Installs, dismantles, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.

CONSTRUCTION

Construction Manager: Directly supervises and coordinates activities of construction or extraction workers.

Bricklayer/Stonemason/Concrete Finisher: Uses bricks, concrete blocks, concrete, and natural and manmade stones to build walls, walkways, fences, and other masonry structures.

Carpenter: Constructs and repairs building frameworks and structures—such as stairways, doorframes, partitions, rafters, and bridge supports—made from wood and other materials. Also may install kitchen cabinets, siding, and drywall.

Construction Laborer: Performs tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.

Electrician: Installs, maintains and repairs electrical wiring, equipment and fixtures.

WAREHOUSING, TRANSPORTATION AND DISTRIBUTION

Warehousing, Transportation and Distribution Manager: Plans, directs or coordinates transportation, storage or distribution activities in accordance with governmental policies and regulations. Includes logistics managers.

Supervisor/Manager of Material Movers: Supervises and coordinates the activities of helpers, laborers or material movers.

Inventory Control Coordinator: Manages inventory and maintains levels required on a daily basis to meet distribution demands.

Driver, Truck Heavy and Tractor-Trailer: Drives a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock or materials in liquid, loose or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

Driver, Truck Light or Delivery Services: Drives a truck or van with a capacity of less than 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.

Driver/Sales Worker: Picks up and drops off packages and materials within a defined region or urban area. Most commonly they transport merchandise from a distribution center to businesses or households.

Heavy Equipment/Forklift Operator: Uses machinery to transport various objects, including goods around a warehouse and off of and onto trucks, railcars and other means of transportation. Also move materials at construction sites and in mines.

Inventory Control Coordinator: Analyzes and coordinates an organization's supply chain. Manages how a product is acquired, distributed, allocated and delivered. Also known as logistician.

Material Handler: Manually moves freight, stock or other materials or performs other unskilled general labor.

Picker and Packer: Packs by hand a wide variety of products and materials.

Shipping, Receiving & Traffic Clerk: Verifies and keeps records on incoming and outgoing shipments. Prepares items for shipment. Duties include assembling, addressing, stamping and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Quality Monitor: Verifies that materials and finished products meet quality standards before distribution.

Safety Technician: Ensures safety rules and regulations are communicated and enforced. Maintains documentation of procedures.

LEGAL

Attorney: Advises and represents individuals, businesses, and government agencies on legal issues and disputes. Prepares and evaluates contracts and other legal documents.

Paralegal: Researches law, investigates facts and prepares documents to assist attorneys.

Regulatory Compliance Analyst: Makes sure businesses operate within legal boundaries and comply with appropriate regulations and required documentation and record keeping.

Records Coordinator: Makes sure records are accurate and up to date and are stored, preserved and maintained as required.

MEDICAL

Certified Nurse Assistant: Helps provide basic care for patients in hospitals and residents of long-term care facilities.

Counselor/Human Service Worker: Provides client services, including support for families, in a wide variety of fields, such as psychology, rehabilitation, and social work.

Medical Assistant: Performs administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling

appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by physicians.

Medical Technician: Examines and analyzes body fluids, tissue and cells. May perform routine or complex tests and procedures. Interprets results and relays them to physicians.

Nurse, LPN: Provides basic nursing care. Works under the direction of registered nurses and doctors.

Nurse, Registered: Assesses patient health problems and needs, develops and implements nursing care plans and maintains medical records. Administers nursing care to ill, injured, convalescent or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Nurse Manager/Unit Director: Plans and implements the overall nursing policies, procedures and services for a unit and/or shift. Generally manages nurses and clinical technicians. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Nurse Practitioner: Diagnoses and treats acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

Occupational Therapist: Treats injured, ill, or disabled patients through the therapeutic use of everyday activities. Helps these patients develop, recover, and improve the skills needed for daily living and working.

Pharmacist: Dispenses drugs prescribed by physicians and other health practitioners and provides information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Physician Assistant: Practice medicine as part of a team with physicians, surgeons, and other healthcare workers. Examines, diagnoses and treats patients. Also known as PA.

Physical Therapist: Assesses, plans, organizes, and participates in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

Radiological Technologist and Technician: Takes X-rays and CAT scans or administers nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance.

HOUSEKEEPING

Housekeeper/Cleaner: Follows established procedures for cleaning and straightening rooms and disinfecting or sterilizing equipment and supplies.

Janitor: Performs cleaning and custodial activities in order to maintain the clean and orderly condition of the workplace.

**Compiled from various sources including the U.S. Department of Labor Bureau of Labor Statistics and the Society of Human Resources Managers.*

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