

2020 Compensation Survey [Salary + Benefits]

Instructions

Nonprofit New York's compensation survey is underway and we need your help!

The data we collect informs our salary and benefits report and is critical to assessing your organization's salary scales. It also helps your Board with its due diligence in setting executive compensation.

Depending on your organization size, the survey is expected to take 30-60 minutes to fill out. As thanks for completing this survey, you'll receive a FREE copy of the final report (a \$350 value!).

For your convenience, here is a PDF version of the survey if you need to print it out to prepare for your responses.

Eligibility

If you are a 501(c)3 nonprofit in New York City (the five boroughs, Westchester, and Long Island) with at least one paid staff then you are eligible to fill out this survey! If your organization has no paid staff (all volunteer run), then please do not respond to this survey.

Before starting, please read the following instructions carefully:

- We understand that organizations may define their staff roles differently than the job descriptions/titles that we have included here. We have tried to be as broad-ranging as possible, therefore please choose the position that closest fits the employee's major job responsibilities based on the description of the role. If there is no such function leave it blank.
- If you have multiple staff members with the same title/role but different salaries, please calculate the average in order to best respond to the question.
- Do not include fringe in the value you provide for each salary.
- To answer our questions on benefits, we recommend having the following items on hand: 1) Health insurance benefit summary(ies), 2) Health Insurance premium invoice, 3) Employer/Employee health insurance contribution, 4) Employee handbook

Confidentiality

All contact information is confidential and will not be disclosed in the analysis or report. Survey results will be reported in the aggregate and will not be attributed to individual organizations. We ask for your organization's name and the name of the person completing the survey in the event that we need clarification and so that we can share the report with you once it is completed.

If you have any questions, please contact our Research & Data Coordinator, Celine Yip at cyip@nonprofitnewyork.org.

Thank you for making our data as robust and useful as possible.

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Organization Demographics

* 1. Please provide your contact information so that we can send you the final report and follow up with any necessary questions:

Your Full Name:	<input type="text"/>
Organization	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

* 2. Please select your organization's NTEE category/primary activity:

* 3. Select your organization's annual expenses (i.e. operating budget size):

- ☐ Under \$125,000
- ☐ \$125,000 - \$249,999
- ☐ \$250,000 - \$499,999
- ☐ \$500,000 - \$749,999
- ☐ \$750,000 - \$999,999
- ☐ \$1 million - \$2,999,999
- ☐ \$3 million - \$4,999,999
- ☐ \$5 million - \$9,999,999
- ☐ \$10 million - \$19,999,999
- ☐ \$20 million - \$39,999,999
- ☐ \$40 million - \$59,999,999
- ☐ \$60 million - \$99,999,999
- ☐ Over \$100 million

4. Of all paid employees at your organization, how many are:

Full-time employees:

Part-time employees:

5. To your knowledge, of all of your full-time and part-time employees, how many of your employees identify as:

Note, if your employees have intersecting identities then put them down in both categories. For example, if your employee is a transgender person of color, then add 1 to the textbox 'People of color' and one to the textbox 'Transgender...'.

People of color:

Lesbian, gay, bisexual,
queer, heterosexual,
questioning, or self-
identified:

Transgender, genderqueer,
questioning, self-identified,
or gender nonconforming:

Cisgender female or
transgender female

6. Do you have a written personnel manual?

☐ Yes

☐ No

If yes, what year was it last updated?

7. Have you reduced staff hours due to the COVID-19 pandemic?

☐ Yes

☐ No

☐ Not yet, but we are considering it

8. Have you had to lay off or furlough any staff due to the pandemic?

☐ Yes, laid off

☐ Yes, furloughed

☐ Not yet, but we are considering it

☐ No

9. If so, how many staff have you had to:

Furlough:

Lay off:

10. As a result of the pandemic, have you re-done your organization chart or had to re-allocate duties/responsibilities?

☐

Yes

☐

No

☐

Not yet, but we are considering it

11. Has the COVID-19 pandemic caused you to take any other action(s) related to staffing? If yes, explain.

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Administrative and Operational Roles

Note any changes in salary that might have occurred as a result of the COVID-19 pandemic in the second text box.

Please enter the dollar amount for yearly wages (example: 40,000 means a person with this title receives \$40,000 per year that they work at your organization).

12. Enter the annual salary for the role of Receptionist:

Responsible for greeting visitors, answering phones, scheduling.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

13. Enter the annual salary for the role of Administrative Assistant:

Responsible for providing administrative and clerical support to senior leadership and may coordinate the work of other support staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

14. Enter the annual salary for the role of Executive Assistant:

Responsible for providing administrative and clerical support directly to the Executive Director/CEO/President and supporting board activities including but not limited to preparing Board meetings, minutes, and materials.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

15. Enter the annual salary for the role of Office Manager:

Responsible for organizing office operations and procedures, including but not limited to managing correspondence, basic bookkeeping, filing, requisition of supplies, office procedures, vendor contracts.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

16. Enter the annual salary for the role of Operations Manager:

Responsible for managing the resources necessary to achieve the organization's mission and is responsible for the day-to-day operations, this may include organizational strategies, HR, and financial support.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

17. Enter the annual salary for the role of Chief Operating Officer/Director of Operations:

Responsible for overseeing the administrative and operational aspects of the organization.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Advocacy Roles

18. Enter the annual salary for the role of Community Organizer:

Responsible for grassroots outreach efforts, advocacy campaigns, and recruiting and training volunteers to support the outreach efforts of the organization.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

19. Enter the annual salary for the role of Policy Analyst/Strategist:

Responsible for the strategy, research, and analysis of legislative and policy goals of the organization.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

20. Enter the annual salary for the role of Organizing Director:

Responsible for developing and managing grassroots organizing, engaging and collaborating with community leaders, and strategies for increasing awareness. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

21. Enter the annual salary for the role of Government Relations Director/Policy or Advocacy Director:

Responsible for developing, organizing, tracking, and directing the federal, state, and/or local advocacy efforts for the organization. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Communications/Marketing

22. Enter the annual salary for the role of Communications/Marketing Assistant/Associate:

Responsible for providing administrative support around the organization's communications, marketing, and/or public relations efforts. Supports the implementation of communications activities and brand management.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

23. Enter the annual salary for the role of Communications/Marketing Coordinator:

Responsible for coordinating the organization's communications, marketing, and/or public relations efforts, such as market research and analysis, content generation and marketing materials, social media, and brand management.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

24. Enter the annual salary for the role of Communications/Marketing/Public Relations Manager:

Responsible for managing and executing the organization's communications, marketing, and/or public relations efforts, such as content generation and marketing materials, social media, brand management, press releases and press relations. May supervise staff or volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

25. Enter the annual salary for the role of Creative/Graphic Design Manager:

Responsible for managing and executing creative and visually interesting promotional campaigns and materials to enhance the organization's image.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

26. Enter the annual salary for the role of Chief Communications/Marketing Officer/Director of Communications/Marketing:

Responsible for setting communications, marketing, and/or public relations strategies and developing, organizing, and directing the organization's efforts around branding, media, communication materials and publications, and overall messaging to external stakeholders. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Facilities Roles

27. Enter the annual salary for the role of Driver:

Responsible for driving trucks or cars for the purpose of picking up, delivering or transporting individuals and materials.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

28. Enter the annual salary for the role of Janitor or Custodian:

Responsible for the sanitary conditions and daily maintenance of the organization's space.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

29. Enter the annual salary for the role of Security Guard:

Responsible for monitoring and guarding the organization's space and preventing theft or harm.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

30. Enter the annual salary for the role of Maintenance Worker:

Responsible for the maintenance of the organization's buildings, grounds, and/or vehicles.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

31. Enter the annual salary for the role of Facilities Manager:

Responsible for managing the maintenance, repair, and cleaning of the organization's space.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Financial Management

32. Enter the annual salary for the role of Bookkeeper:

Responsible for maintaining books and records of business transactions and prepares monthly financial reports for the organization.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

33. Enter the annual salary for the role of Accountant:

Responsible for the organization's general accounting and monthly reconciliations.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

34. Enter the annual salary for the role of Accounting Manager:

Responsible for managing and maintaining accounting systems, procedures, and reports. May supervise other staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

35. Enter the annual salary for the role of Finance Manager:

Responsible for managing and executing financial strategies for the organizations, such as reviewing reports, monitoring accounts, preparing reports and financial forecasting. May supervise staff or volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

36. Enter the annual salary for the role of Comptroller:

Responsible for overseeing all finance, accounting and reporting activities. May supervise other staff and may report to the Board of Directors.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

37. Enter the annual salary for the role of Chief Finance Officer/Director of Finance:

Responsible for setting financial strategies and developing, organizing, and directing the organization's financials, budgeting and planning processes, annual audit, and financial policies and procedures. Likely supervises staff and may report to the Board of Directors.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Fundraising

38. Enter the annual salary for the role of Development Assistant/Associate:

Provides administrative support around the organization's fundraising efforts.

Pre-Outbreak Salary:

Post-Outbreak Salary

Do you outsource this
function and if so, how
much do you pay each
year?

39. Enter the annual salary for the role of Development Coordinator:

Responsible for coordinating fundraising activities and may be responsible for special events, direct mails, grant development, sponsorships, annual appeals, and reporting.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

40. Enter the annual salary for the role of Grant Writer:

Responsible for planning, researching, and writing grants and reports for funding from government, foundation, and/or corporate sources.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

41. Enter the annual salary for the role of Grant Manager:

Responsible for managing the overall grant efforts for the organization, this includes research, writing, designing, implementing, reporting and making sure the organization complies with grant requirements.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

42. Enter the annual salary for the role of Special Events Manager:

Responsible for planning and managing the organization's fundraising events.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

43. Enter the annual salary for the role of Development Manager:

Responsible for managing and executing the organization's fundraising efforts, grant development, annual appeals, reporting, campaigns, and donor relations. May supervise staff or volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

44. Enter the annual salary for the role of Director of Individual Giving:

Responsible for developing, organizing, and directing the organization's program around individual giving and/or planned giving. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

45. Enter the annual salary for the role of Director of Institutional Giving:

Responsible for developing, organizing, and directing the organization's program around corporate relations, institutional relations, grants, and sponsorships. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

46. Enter the annual salary for the role of Chief Development Officer/Director of Development:

Responsible for setting fundraising strategies and developing, organizing, and directing the organization's fundraising efforts, such as fundraising campaigns, major gifts, special events, capital campaigns, and donor relations. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Human Resources

47. Enter the annual salary for the role of Human Resources Assistant/Associate:

Responsible for providing administrative support around the organization's human resource efforts and payroll.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

48. Enter the annual salary for the role of Human Resources Coordinator:

Responsible for coordinating human resource activities and for one or more of the organization's human resource functions, including but not limited to maintaining employee records, payroll, updating policies and procedures, and coordinating recruiting, hiring and performance reviews.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

49. Enter the annual salary for the role of Human Resources Manager:

Responsible for managing and executing plan for one or more of the organization's human resource activities, including but not limited to staffing plans, benefits, compensation, performance reviews, human resource policies and procedures, coordinating training and professional development opportunities. May supervise staff or volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

50. Enter the annual salary for the role of Chief Human Resources Officer/Director of Human Resources:

Responsible for setting HR strategies and developing, organizing, and directing human resources activities for the organization, including but not limited to staffing plans, performance reviews, human resources policies and procedures, compensation, benefits, training and professional development. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Leadership

51. Enter the annual salary for the role of Deputy Director/Vice President:

Responsible for administering programs and operations of the organization; supports the Executive Director with executing the organization's vision and strategic plan. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

52. Enter the annual salary for the role of Chief Executive Officer/Executive Director/President:

*Responsible for overseeing the financial, operational, and programmatic work of the organization and for the strategic direction.
Reports to the Board of Directors.*

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

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Legal

53. Enter the annual salary for the role of Legal Assistant:

Responsible for providing administrative support to legal team and assisting lawyers with screening client calls, typing business correspondence and taking meeting minutes.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

54. Enter the annual salary for the role of Paralegal or Law Clerk:

Responsible for conducting research and interviews, drafting legal documents, maintaining files and dockets for the organization's advocacy and legal services.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

55. Enter the annual salary for the role of Attorney:

Responsible for providing legal counsel and guidance to the organization or legal services to the organization's constituents.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

56. Enter the annual salary for the role of Senior Attorney:

Responsible for providing legal counsel and guidance to the organization or legal services to the organization's constituents.

Supervises the work of other attorneys.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

57. Enter the annual salary for the role of Chief Legal Services Officer/Director of Legal Services:

Responsible for developing, organizing, and directing the activities of the organization's legal department, including but not limited to providing legal advice and interpretation, managing legal team, track policy developments, and may represent the organization in legal matters. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

58. Enter the annual salary for the role of General Counsel:

Responsible for advising the organization on legal matters and legal implications concerning internal and external policies.

Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Measurement & Evaluation

59. Enter the annual salary for the role of Research/Evaluation Assistant/Associate:

Responsible for providing administrative support around the organization's research and evaluation efforts.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

60. Enter the annual salary for the role of Research/Evaluation Coordinator:

Responsible for coordinating the organization's research and evaluation processes and ensuring data collection processes are in place for analysis.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

61. Enter the annual salary for the role of Research/Evaluation Manager:

Responsible for managing, monitoring, and analyzing the organization's research and evaluation processes, such as collecting and disseminating data on programs, reviewing data, outcomes, surveys, and trends. May supervise staff or volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

62. Enter the annual salary for the role of Strategic Initiatives Manager:

Responsible for managing, monitoring, and analyzing the organization's strategic vision and programmatic goals.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

63. Enter the annual salary for the role of Research/Evaluation Director:

Responsible for setting the evaluation strategies and developing, organizing, and directing the organization's use of research and evaluation in order to determine impact of programs and services and monitoring progress to goals. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

64. Enter the annual salary for the role of Director of Strategic Initiatives:

Responsible for developing and organizing the strategic vision and goals of the organization's programmatic and operational work. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Technology

65. Enter the annual salary for the role of Website Manager/Coordinator:

Responsible for publishing content on the organization's website, designing layout, and updating themes and functionality to increase online presence.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

66. Enter the annual salary for the role of Database Manager:

Responsible for planning, organizing, and implementing database designs and monitoring database performance.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

67. Enter the annual salary for the role of Network Administrator:

Responsible for maintaining, repairing, and upgrading the organization's network and computer systems.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

68. Enter the annual salary for the role of Chief Information Technology Officer/Director of Technology:

Responsible for setting information technology strategies and developing, organizing and directing the organization's information management systems and programs, including but not limited to system security, database administration, infrastructure support, and website development. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

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Programs

General

69. Enter the annual salary for the role of Programs Assistant:

Responsible for providing administrative and logistical support to the organization's programmatic work and department.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

70. Enter the annual salary for the role of Programs Coordinator:

Responsible for coordinating and supporting the planning and execution of the organization's programs and new initiatives.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

71. Enter the annual salary for the role of Volunteer Coordinator:

Responsible for coordinating volunteers that support the organization's programs and services by maintaining schedules and supporting recruitment and engagement efforts.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

72. Enter the annual salary for the role of Volunteer Manager:

Responsible for managing and supervising volunteers that support the organization's programs and services through recruitment, engagement and retention efforts. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

73. Enter the annual salary for the role of Programs Manager:

Responsible for managing and executing the organization's programs and new initiatives, measuring and monitoring program success, training and communicating with staff. May supervise staff and volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

74. Enter the annual salary for the role of Project Manager:

Responsible for overseeing the planning, implementation, and tracking of specific short-term projects with an end and specified deliverables.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

75. Enter the annual salary for the role of Chief Programs Officer/Director of Programs:

Responsible for setting program strategies and developing, organizing, and directing programs and program implementation, partnerships, new initiatives, and department budget. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Culture/Arts

76. Enter the annual salary for the role of Curator:

Responsible for planning, displaying and managing artistic and cultural collections at an exhibit or museum.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

77. Enter the annual salary for the role of Teaching Artist:

Responsible for designing and teaching art classes in their preferred medium.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

78. Enter the annual salary for the role of Musical Performer:

Responsible for performing and at times composing select musical pieces.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

79. Enter the annual salary for the role of Actor/Actress:

Responsible for performing select scenes.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

80. Enter the annual salary for the role of Dancer:

Responsible for performing select choreography and at times choreographing select pieces.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

81. Enter the annual salary for the role of Sales Manager:

Responsible for planning and coordinating the ticket sales for the organization.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

82. Enter the annual salary for the role of Exhibits Manager:

Responsible for planning and managing the organization's exhibits or artifacts. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

83. Enter the annual salary for the role of Production Manager:

Responsible for planning and managing the technical operations of a theater, radio, or video. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

84. Enter the annual salary for the role of Stage or Lighting Technician:

Responsible for planning and managing the technical operations of a theater, radio, or video. May supervise staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

85. Enter the annual salary for the role of Artistic Director:

Responsible for setting the creative and artistic direction for the organization's programs. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Direct Service

86. Enter the annual salary for the role of Case Manager:

Responsible for providing case management support and referral services to constituents.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

87. Enter the annual salary for the role of Clergy:

Responsible for conducting religious worship and at times providing spiritual and moral guidance to members.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

88. Enter the annual salary for the role of Direct Care Worker:

Responsible for providing one-on-one assistance and support to clients and/or patients.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

89. Enter the annual salary for the role of Counselor:

Responsible for providing emotional and psychological support and offering guidance to the organization's constituents. They often work towards addressing substance abuse, trauma, depression, relationships.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

90. Enter the annual salary for the role of Therapist:

Responsible for providing assessment, counseling, therapy and support to the organization's constituents.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

91. Enter the annual salary for the role of Psychiatrist:

Responsible for prescribing, directing, or administering psychotherapeutic treatments or medications.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

92. Enter the annual salary for the role of Job Coach:

Responsible for training and coaching clients/constituents as potential employees to perform specific job tasks and helping with interpersonal skills.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

93. Enter the annual salary for the role of Social Worker:

Responsible for providing support services for constituents, which may include conflict resolution and counseling services.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

94. Enter the annual salary for the role of Director of Social Work:

Responsible for setting programmatic strategies and developing, monitoring, and directing clinical service activities. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Education

95. Enter the annual salary for the role of Teaching Assistant:

Responsible for coordinating daily classroom activities in a hand-on learning environment.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

96. Enter the annual salary for the role of Teacher (Childcare):

Responsible for educating students and managing their educational needs and daily classroom activities.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

97. Enter the annual salary for the role of Teacher (Elementary and/or High School):

Responsible for educating students and managing their educational needs and curriculum development.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

98. Enter the annual salary for the role of Librarian:

Responsible for selecting, developing, and classifying library resources.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

99. Enter the annual salary for the role of Guidance Counselor:

Responsible for supporting students with coursework or emotional needs, developing skills, or preparing for continuing education or careers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this
function and if so, how
much do you pay each
year?

100. Enter the annual salary for the role of Director of Education:

Responsible for setting and directing strategies and developing and overseeing all aspects of education programs. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

101. Enter the annual salary for the role of Principal:

Responsible for developing and directing strategies around the organization's educational programs, activities, curriculum, etc. Supervises teachers and other school personnel.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Food Services

102. Enter the annual salary for the role of Cook:

Responsible for reviewing menus and preparing, seasoning, and cooking food.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

103. Enter the annual salary for the role of Food Services Manager:

Responsible for managing and coordinating activities around preparing and serving food, purchasing supplies, selecting menus, and ordering food. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Housing

104. Enter the annual salary for the role of Shelter Manager:

Responsible for planning and managing residential treatment facilities or shelters and its daily operations.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

105. Enter the annual salary for the role of Housing Specialist:

Responsible for assisting individuals and families with finding affordable housing.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

106. Enter the annual salary for the role of Director of Resident Services:

Responsible for planning, directing and managing the organization's residential programs and services. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Medical Services

107. Enter the annual salary for the role of Medical Assistant:

Responsible for maintaining patient records and preparing patients for examination and physical tests.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

108. Enter the annual salary for the role of Community Health Worker:

Responsible for outreach services, community education, advocating for the needs of the community, and serving as liaison between health and human services and the community.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

109. Enter the annual salary for the role of Nurse Practitioner:

Responsible for performing physical examinations on patients and promoting good health and disease prevention techniques.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

110. Enter the annual salary for the role of Registered Nurse:

Responsible for providing and coordinating patient care.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

111. Enter the annual salary for the role of Nutritionist:

Responsible for managing nutritional programs that assist in promoting health and the control of disease and may counsel individuals.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

112. Enter the annual salary for the role of Clinical Manager:

Responsible for planning and managing the nursing and patient activities, such as patient care and resource managements.

May supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

113. Enter the annual salary for the role of Physician:

Responsible for examining patients, taking medical histories, prescribing medications, and ordering tests.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

114. Enter the annual salary for the role of Clinical Director:

Responsible for developing, organizing, and directing the medical and health services of the organization. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Membership

115. Enter the annual salary for the role of Membership/Outreach Coordinator:

Responsible for coordinating and supporting the organization's membership activities, including outreach, engagement, retention, and answering questions related to member services.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

116. Enter the annual salary for the role of Membership/Outreach Manager:

Responsible for managing and executing the organization's membership activities, including outreach, engagement, retention, and managing member services. May supervise staff or volunteers.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

117. Enter the annual salary for the role of Director of Membership:

Responsible for setting membership strategies and developing, organizing, and directing the organization's membership activities and services. Likely supervises staff.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Philanthropy

118. Enter the annual salary for the role of Program Officer:

Responsible for overseeing program development, seeking grants and proposals, managing projects and relationships with grantees.

Pre-Outbreak Salary:

Post-Outbreak Salary:

Do you outsource this function and if so, how much do you pay each year?

Other

119. If there are other program-related job titles that are missing, please indicate the title and respective salary:

Job Title:

Salary:

Job Title:

Salary:

Job Title:

Salary:

Job Title:

Salary:

2020 Compensation Survey [Salary + Benefits]

General Benefits

Please fill out these questions about your organization's benefit offerings.

* 120. How many hours are in your work week for full-time employees?

Please write the number of hours (e.g. 20 means 20 hours)

121. What is your minimum number of hours worked per week to be eligible for benefits?

Please write the number of hours (e.g. 20 means 20 hours)

* 122. What is your waiting period for benefits?

Please write the number of days (e.g. 30 means 30 days)

NOTE: 0 means employees are eligible for benefits starting from date of hire

123. Does your organization use a Professional Employer Organization (PEO)?

☐ Yes

☐ No

If yes, please specify:

2020 Compensation Survey [Salary + Benefits]

Paid Time Off

* 124. Does the organization have a PTO policy (Paid Time Off, also known as a time bank) — a combination of paid sick, vacation, personal, etc. leave — as opposed to distinct amounts of vacation, sick, personal, etc. days?

A PTO generally does not include holidays. The concept is that employees can use their time as they see fit and as your personnel manual allows. In other words, employees don't have to call in sick if they want a day off, and absences can be planned for.

- ☐ Yes
- ☐ No
- ☐ Other

2020 Compensation Survey [Salary + Benefits]

(Continued) Paid Time Off

* 125. What does the PTO include (check all that apply)?

- ☐ Sick Days
- ☐ Vacation
- ☐ Personal
- ☐ Bereavement
- ☐ Floating Holidays
- ☐ Other (please specify)

126. What is the minimum number of PTO days an employee receives per year:

Please write the number of days (i.e. 30 means 30 days)

127. What is the maximum number of PTO days an employee is allowed per year:

Please write the number of days (i.e. 30 means 30 days)

* 128. What is the PTO formula?

For example: For every 80 hours worked, an employee earns 3 hours of PTO

129. Does the organization allow for rollover of accrued PTO days?

- ☐ Yes
- ☐ No
- ☐ No policy on this

If yes, maximum number of PTO days allowed to rollover:

2020 Compensation Survey [Salary + Benefits]

Medical, Safe, & Sick Time

130. How is sick leave accrued based on length of employment?

For example, employees earn 2 hours of sick leave per 60 hours worked.

131. Does the organization allow rollover of accrued sick days?

- ☐ Yes
- ☐ No
- ☐ No policy on this

If yes, specify the maximum number of sick days allowed to rollover:

132. Does the organization have a cap on the number of days for any medical leave (e.g., family leave or a serious medical reason) with a guaranteed return to employment?

- ☐ Yes
- ☐ No

If yes, specify the cap on number of days:

* 133. Does the organization have a sick day pool whereby employees can contribute their unused sick days for the use of other employees?

- ☐ Yes
- ☐ No

If yes, describe the sick day pool policy:

2020 Compensation Survey [Salary + Benefits]

Family Leave Time

* 134. Alongside paid family leave, does your organization offer unpaid family leave?

- ☐ Only paid
- ☐ Paid and unpaid
- ☐ Other (please specify)

135. Describe your formula for calculating family leave days:

For example: an employee who has worked 26 consecutive weeks is entitled to up to 10 weeks paid family leave at 55% of their average weekly wage

136. Can family leave be combined with any other paid leave (sick, vacation, etc.)?

- ☐ Yes
- ☐ No

If yes, describe how it can be combined:

2020 Compensation Survey [Salary + Benefits]

Vacation

* 137. Does your organization offer vacation days to employees?

☐ Yes

☐ No

2020 Compensation Survey [Salary + Benefits]

(Continued) Vacation

138. For new employees, how many days do they need to work before beginning to use vacation?

139. If a formula is used for vacation days accrual, describe the vacation formula:

For example: for every 40 hours worked an employee earns 1 hour of paid vacation time

140. If paid vacation is not dependent on length of employment, specify the number of days given for employees per year:

141. What is the maximum number of vacation days employees can have in a year?

142. In what year of employment are employees eligible for their maximum vacation:

* 143. Does the organization allow rollover of accrued vacation days?

- ☐ Yes
- ☐ No (rollover not allowed)
- ☐ No policy on this

If yes, specify the maximum number of days that can be rolled over:

144. Is there a time limit that rolled-over vacation must be used within?

- ☐ Yes
- ☐ No
- ☐ No policy on this

If yes, specify number of months accrued vacation must be used within:

2020 Compensation Survey [Salary + Benefits]

Other Time Off

145. If offered, input the number of paid bereavement/funeral leave days offered to employees per year:

146. Is bereavement/funeral leave limited to certain relatives of the employee's?

☐ Yes

☐ No

If yes, describe the bereavement/funeral policy:

147. If offered, input the number of:

Paid personal days offered
per year

Unused paid personal
days that carry over to the
following year

148. If offered, input the number of paid holidays offered to employees per year (not including vacation):

* 149. Does the organization have a policy for religious holidays?

☐ Yes

☐ No

If yes, describe the policy:

2020 Compensation Survey [Salary + Benefits]

Health Insurance

* 150. Does the organization provide health insurance coverage for employees?

☐ Yes

☐ No

2020 Compensation Survey [Salary + Benefits]

(Continued) Health Insurance

* 151. Please select your organization's health insurance provider (Check all that apply):

- ☐ Aetna
- ☐ Cigna
- ☐ Emblem
- ☐ Empire BC/BS
- ☐ HealthFirst
- ☐ HealthPass
- ☐ HealthyNY
- ☐ Oscar
- ☐ Oxford/UnitedHealthcare
- ☐ Other (please specify)

* 152. Type(s) of health insurance offered:

- ☐ EPO/HMO (offer only in network coverage only)
- ☐ PPO/POS (offer both in and out of network coverage)
- ☐ Other (please specify)

* 153. What types of coverage are offered for eligible employees? Check all that apply:

- ☐ Single/Individual
- ☐ Employee & Spouse
- ☐ Parent & Child
- ☐ Family

154. If coverage is available to spouses, what spouses are eligible:

- ☐ Same Gender Spouse
- ☐ Opposite Gender Spouse
- ☐ All genders are eligible

155. Does the organization offer any of the following benefits to employees? Check all that apply:

- ☐ Dental
- ☐ Vision
- ☐ Life Insurance
- ☐ Short Term Disability
- ☐ Long Term Disability
- ☐ Accident
- ☐ Critical Illness
- ☐ Long Term Care
- ☐ Other (please specify)

156. Please provide monthly premium information on your health insurance plans in dollar amounts (but without the dollar sign):

(Base Plan) Single

(Base Plan) Employee &
Spouse

(Base Plan) Parent & Child

(Base Plan) Family

(Buy-Up Plan) Single

(Buy-Up Plan) Employee &
Spouse

(Buy-Up Plan) Parent &
Child

(Buy-Up Plan) Family

157. Please provide employer contributions toward the cost of health insurance (**in percentages**):

For example, writing 20 means that the employer contribution is 20% of the total cost.

(Base Plan) Single	<input type="text"/>
(Base Plan) Employee & Spouse	<input type="text"/>
(Base Plan) Parent & Child	<input type="text"/>
(Base Plan) Family	<input type="text"/>
(Buy-Up Plan) Single	<input type="text"/>
(Buy-Up Plan) Employee & Spouse	<input type="text"/>
(Buy-Up Plan) Parent & Child	<input type="text"/>
(Buy-Up Plan) Family	<input type="text"/>

158. Is your plan a Qualified High Deductible Health Plan (Health Savings Account/HSA compatible)?

- ☐ Yes
- ☐ No

159. If yes, does the organization offer an Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) and how much does the organization fund?

- ☐ Yes, we offer an HSA
- ☐ Yes, we offer an HRA
- ☐ No, we do not offer HSA or HRA
- ☐ Other (please specify)

160. Specify the dollar amount for the HSA and/or HRA:

Single	<input type="text"/>
Family	<input type="text"/>

161. What is your Primary Care Copay? Indicate amount:

Please write the amount in dollar amount per visit (i.e. 25 means \$25 per visit)

162. What is your Specialist Copay? Indicate amount:

Please write the amount in dollar amount per visit (i.e. 25 means \$25 per visit)

163. What is your in network individual deductible? Indicate amount:

Please write the amount in dollars (i.e. 5,000 means \$5,000 per year)

164. Does the organization offer a waiver credit if an employee waives benefits?

☐ Yes

☐ No

165. If yes, how much is the waiver credit?

Please write the amount in dollars (i.e. 5,000 means \$5,000 per year)

* 166. Does the organization have a Section 125 Cafeteria (pre-tax) plan?

(A Section 125 Cafeteria plan allows employees to contribute a certain amount of their pre-taxed income to an account; the account is then used to substitute certain benefits, most commonly healthcare benefits.)

☐ Yes

☐ No

167. Section 125 Cafeteria Plan is for:

☐ Health Insurance Premium

☐ Flexible Spending Accounts Transit/Parking

☐ Dependent Care

☐ Unreimbursed Medical Expenses

☐ Child Care

☐ Other (please specify)

2020 Compensation Survey [Salary + Benefits]

Retirement

* 168. Does the organization have a Retirement Savings Plan?

☐ Yes

☐ No

2020 Compensation Survey [Salary + Benefits]

Retirement: 403(b)/TDA

* 169. Is the Retirement Savings Plan a 403(b)/tax-deferred annuity (TDA)?

☐ Yes

☐ No

2020 Compensation Survey [Salary + Benefits]

(Continued) Retirement: 403(b)/TDA

* 170. Does the organization make employer contributions to the 403(b)/TDA plan?

☐ Yes

☐ No

If yes, what is the 403(b)/TDA contribution formula:

171. What is the waiting period for employer contributions for 403(b)/TDA?

Please write the number of months (i.e. 3 means 3 months)

172. How long before employee is 100% vested in 403(b)/TDA?

Please write the number of years (i.e. 2 means 2 years)

2020 Compensation Survey [Salary + Benefits]

Retirement: 401(k)

* 173. Is the Retirement Savings Plan a 401(k)?

☐ Yes

☐ No

2020 Compensation Survey [Salary + Benefits]

(Continued) Retirement: 401(k)

* 174. Does the organization make employer contributions to the 401(k) plan?

☐ Yes

☐ No

If yes, what is the 401(k) contribution formula:

175. What is the waiting period for employer contributions for 401(k)?

Please write the number of months (i.e. 3 means 3 months)

176. How long before employee is 100% vested in 401(k)?

Please write the number of years (i.e. 2 means 2 years)

2020 Compensation Survey [Salary + Benefits]

Retirement: Defined Contribution

* 177. Is the Retirement Savings Plan a Defined Contribution plan?

☐ Yes

☐ No

2020 Compensation Survey [Salary + Benefits]

(Continued) Retirement: Defined Contribution

* 178. Does the organization make employer contributions to the Defined Contribution plan?

☐ Yes

☐ No

If yes, what is the Defined Contribution plan formula:

179. What is the waiting period for employer contributions for Defined Contribution plan?

Please write the number of months (i.e. 3 means 3 months)

180. How long before employee is 100% vested in Defined Contribution plan?

Please write the number of years (i.e. 2 means 2 years)

2020 Compensation Survey [Salary + Benefits]

Retirement: Other

181. If your organization offers any retirement plans other than 403(b)/TDA, 401(k), or Defined Contribution, please describe:

2020 Compensation Survey [Salary + Benefits]

Sabbatical/Leave of Absence

* 182. Separate from family or medical leave, does the organization offer:

- ☐ Sabbatical
- ☐ Leave of Absence
- ☐ Both
- ☐ Neither

2020 Compensation Survey [Salary + Benefits]

(Continued) Sabbatical/Leave of Absence

* 183. Is the sabbatical or leave of absence paid or unpaid?

- ☐ Paid, full salary
- ☐ Unpaid
- ☐ Paid, as a percentage of their salary
- ☐ Other (please specify)

184. Number of years of service required for sabbatical/leave of absence:

* 185. Does the organization continue payment for health insurance while employee on sabbatical/leave?

- ☐ Yes
- ☐ No
- ☐ Other (please specify)

186. If yes, specify the length of time for continuing health insurance payment while on sabbatical/leave (in years):

2020 Compensation Survey [Salary + Benefits]

Miscellaneous Benefits

187. Does the organization cover any of the following fees? Even if it's partial coverage, please select any fees your organization covers for employees.

☐ Professional Development/Training Fees

☐ Licensing Fees

☐ Conference Fees

☐ Research Articles

☐ Job Equipment

☐ Cell Phone Stipend

☐ Food costs (includes catered meals)

☐ Fitness Center fees

☐ Wellness fees (e.g. massage, yoga)

☐ Other Membership Programs

☐ Other (please specify)

* 188. Does the organization provide full pay for jury duty absence?

☐ Yes

☐ No

If yes, number of days paid per year:

* 189. Does the organization offer a transit commuter benefit (e.g. TransitChek)?

☐ Yes

☐ No

If yes, who pays for the transit commuter benefit?

* 190. Does the organization allow employees to telecommute?

- ☐ Yes
- ☐ No
- ☐ No policy on this

If yes, describe the policy

* 191. Does the organization offer flextime?

- ☐ Yes
- ☐ No
- ☐ No policy on this

If yes, describe the policy:

* 192. Does your organization close between Christmas and New Year's?

- ☐ Yes
- ☐ No
- ☐ No policy on this

* 193. Does the organization have summer hours?

- ☐ Yes
- ☐ No
- ☐ No policy on this

If yes, describe the policy:

* 194. Does the organization offer an education assistance/tuition reimbursement program?

☐ Yes

☐ No

If yes, describe the policy:

* 195. Does the organization offer student loan assistance?

☐ Yes

☐ No

If yes, describe the policy:

* 196. Does the organization offer cash incentives (e.g. bonuses)

☐ Yes

☐ No

If yes, describe the policy:

* 197. Does the organization provide additional benefits for executives beyond those for other employees?

☐ Yes

☐ No

If yes, describe the policy:

* 198. Does the organization offer post-retirement benefits to former employees?

☐ Yes

☐ No

If yes, describe the policy:

* 199. Does the organization offer severance pay?

☐ Yes

☐ No

If yes, for whom and under what circumstances?

200. If employee is separates from organization, will they receive cash equivalent of remaining time-off? If so, what type of time-off can employees receive payout for?

☐ Vacation

☐ Personal

☐ Holiday

☐ Sick days

☐ Other (please specify)

201. If your organization offers this benefit, describe your payout policy:

202. If there other benefits not covered in this survey that you offer to employees, please describe: