

WAGE & BENEFIT REPORT FOR LINCOLN COUNTY, NEBRASKA

Final Report to the
North Platte Area Chamber &
Development Corporation

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I. Introduction

The Center for Rural Research and Development (CRRD) at the University of Nebraska at Kearney (UNK) administered a wage and benefit survey to a sample of businesses in Lincoln County, NE between July 11 and July 31, 2013. The wage and benefit survey was sponsored by the North Platte Area Chamber & Development Corporation. The purpose of this report is to summarize the findings from the survey and provide local economic development officials and human resource managers information regarding wages and benefits offered by businesses in Lincoln County, NE. The first section of the report presents business characteristics information on the sample of businesses including the sample of businesses by average annual sales, number of employees, and occupational employment. The second section presents entry-level and average wages of the sample of businesses by Standard Occupational Classification (SOC) codes, and the third section summarizes the various benefits offered by the sample of businesses.

II. Business Characteristics

Fifty businesses in Lincoln County, NE participated in the wage and benefit survey. The survey was directly emailed to over 300 business owners and/or human resource managers in Lincoln County using a list provided by the North Platte Area Chamber & Development Corporation. Tables 1-10 summarize various business characteristics of the sample of businesses. Please note that some of the businesses responding to the survey did not answer all the questions; therefore, the total number of responses for each question will not always equal 50.

A. General Information

Table 1 shows the number of years the sample of businesses have been located in Lincoln County, NE. Forty percent of the sample of businesses has been located in the area for 16 – 35 years. Only 7 percent have been in the area for five years or less and 14 percent have been in the area for more than 75 years.

Table 1: Years in Lincoln County, NE

Number of Years	Sample	%
5 or less	3	7
6 - 15	7	16
16 - 25	9	20
26 - 35	9	20
36 - 45	4	9
46 - 55	2	5
56 - 65	2	5
66 - 75	2	5
More than 75	6	14
Total	44	100

Table 2 presents employment characteristics information on the sample of businesses. The first panel indicates that 72 percent of employees are hired in full-time positions. The second panel indicates that the businesses employ approximately an equal number of men and women, and the third panel shows that 92 percent of the sample of businesses is non-union.

Table 2: Employment Characteristics

Employee Type^a	%
Part-time	28
Full-time	72
Employee Gender^b	%
Male	48
Female	52
Union Status^a	%
Union	8
Non-union	92

^aBased on sample of 50 businesses.

^bBased on sample of 44 businesses.

B. Annual Sales, Employment, & Shifts

Table 3 shows that 32 percent of the sample of businesses has average annual sales between \$1 million and \$2.5 million. Only four businesses had average annual sales of \$10 million or more whereas 34 percent of the sample had average annual sales of \$1 million or less.

Table 3: Sample Businesses by Average Annual Sales

Average Annual Sales	Sample	%
\$500,000 or less	6	16
\$500,001 - \$1 million	7	18
\$1 million - \$2.5 million	12	32
\$2.5 million - \$5 million	5	13
\$5 million - \$10 million	4	11
\$10 million or more	4	11
Total	38	100

Table 4 shows the sample of businesses by number of employees. The majority (76 percent) of the sample of businesses have 25 employees or fewer. Only three businesses in the sample have more than 100 employees.

Table 4: Sample Businesses by Total Employment

Number of Employees	Sample	%
10 or less	21	42
11 - 25	17	34
26 - 50	5	10
51-100	4	8
More than 100	3	6
Total	50	100

Table 5 shows the sample of businesses by occupation employment. The occupations that a larger number of businesses reported employment in are management (18 businesses); business and financial operations (12 businesses); installation, maintenance, and repair (11 businesses); and sales and office and administrative support (10 businesses each). Only two businesses reported employment in transportation and material moving occupations.

Table 5: Sample Businesses by Occupation Employment

Occupation	Number of Businesses Reporting Employment
Management Occupations (11)	18
Business and Financial Operations Occupations (13)	12
Computer and Mathematical Occupations (15)	2
Architecture and Engineering Occupations (17)	2
Life, Physical, and Social Science Occupations (19)	1
Community and Social Services Occupations (21)	2
Education, Training, and Library Occupations (25)	4
Arts, Design, Entertainment, Sports, and Media Occupations (27)	2
Health-care Practitioners and Technical Occupations (29)	7
Health-care Support Occupations (31)	3
Protective Service Occupations (33)	2
Food Preparation and Serving Related Occupations (35)	1
Building and Grounds Cleaning and Maintenance Occupations (37)	4
Personal Care and Service Occupations (39)	3
Sales and Related Occupations (41)	10
Office and Administrative Support Occupations (43)	10
Construction and Extraction Occupations (47)	4
Installation, Maintenance, and Repair Occupations (49)	11
Production Occupations (51)	2
Transportation and Material Moving Occupations (53)	2
Legal Occupations (23)	3

As shown in Table 6, the majority (72 percent) of businesses operate one shift in a 24 hour time period. Two businesses reported offering shift premiums and, on average, across the sample of businesses 28 percent of employees work overtime.

Table 6: Shifts Operated in 24 Hour Period

Number of Shifts	Sample	%
1	31	72
2	6	14
3	6	14
Total	43	100

C. Employee Issues & Substance Abuse Testing Practices

In general, problems with turnover, tardiness, and absenteeism are not high among the sample of businesses. Table 7 presents the percent of businesses reporting these employee issues by rating (e.g., low, moderate, or high). The majority of businesses rate turnover, tardiness, and absenteeism as low.

Table 7: Percent of Businesses Reporting Employee Issues

Rating	Turnover	Tardiness	Absenteeism
Low	73	82	80
Moderate	20	18	20
High	7	0	0

Based on sample of 44 businesses.

Substance abuse testing practices vary among the sample of businesses. Table 8 shows the percent of businesses reporting the practice used. Thirty two percent of businesses report that no substance abuse testing is used whereas 39 percent require pre-employment testing. Of the businesses requiring pre-employment testing, 47 percent reported that less than five percent fail the drug test given by the company.

Table 8: Percent of Businesses Reporting Substance Abuse Testing Practices

Testing Practice	%
Pre-Employment	39
Random	30
Post-Accident	30
Return-to-Work	5
Cause/Suspicion	52
None	32

Based on sample of 44 businesses.

Multiple testing practices exist at many of the businesses.

D. Recruitment Methods & Hiring and Firing Decisions

A variety of recruitment methods are used by the sample of businesses including word of mouth, newspaper ads, Nebraska Workforce Development, the company’s website, and Internet sites. Table 9 shows the percent of businesses reporting the usefulness of these five recruitment methods. The most useful recruitment method is word of mouth; however, 68 percent and 55 percent of businesses reported that newspaper ads and the company’s website, respectively, are “good”, “very good”, or “excellent” in terms of a useful recruitment method.

Table 9: Percent of Businesses Reporting Usefulness of Recruitment Methods

Ranking	Word of Mouth	Newspaper Ads	Nebraska Workforce Development	Company Website	Internet Sites
Excellent	23	7	17	10	3
Very Good	37	17	14	13	13
Good	33	44	21	33	34
Fair	5	20	31	23	29
Poor	2	12	17	23	21

Based on sample of 38 - 43 businesses.

Given business conditions, the sample of businesses appears to be somewhat optimistic about the next 12 months. Table 10 shows the hiring and firing decisions of businesses during the past 12 months, as well as, expected hiring and firing decisions during the next 12 months. Although during the past 12 months, 23 percent of businesses decreased their workforce, over the next 12 months only 5 percent expect to do so. Moreover, 30 percent of businesses expect to increase their workforce over the next 12 months.

Table 10: Hiring and Firing Decisions

Workforce Decisions	Past 12 Months	Next 12 months
Increase	30	30
Decrease	23	5
No change	48	66

Based on sample of 44 businesses.

III. Wages

Employers reported entry-level and mean wages and salaries of their employees by SOC codes. Table 11 summarizes the weighted average wage for entry level positions and for positions overall and Table 12 presents analogous information for salary positions. The “mean” wage or salary represents the average pay rate of all workers in a particular job title. Please note that for many of the SOC codes very few businesses (e.g., less than three) reported wage and/or salary information; therefore, this information should be used with caution.

Based on the hourly wage information, dental hygienists receive the highest hourly entry-level wage at \$25.50 per hour, whereas maids and housekeeping cleaners receive the lowest hourly entry-level wage at the federal minimum wage rate of \$7.25 per hour. Dental hygienists also receive the highest hourly mean wage at \$30 per hour. Cashiers receive the lowest hourly mean wage at \$7.58 per hour.

Based on the salary information, dentists earn the highest entry-level salary at \$100,000 per year, whereas first-line supervisors of mechanics, installers, and repairers earn the lowest entry-level salary at \$15,435 per year. Across all workers in a particular job title, civil engineers earn the highest salary at \$90,000 per year. (Note that no mean salary information was reported for dentists.) Bill and account collectors earn the lowest mean salary at \$25,470 per year.

Table 11: Hourly Wages by SOC Classification

Hourly Workers Job Classification	Starting/Entry				Mean Wage		
	SOC Number	Weighted Average Wage	Total Number of Employees Reported	Number of Businesses Reporting	Weighted Average Wage	Total Number of Employees Reported	Number of Businesses Reporting
General and Operations Managers	11-1021	\$12.54	6	5	\$18.75	4	3
Marketing and Sales Managers	11-2020	\$8.33	3	2	\$25.00	2	1
Public Relations and Fundraising Managers	11-2031	\$7.50	2	1	\$25.00	2	1
Administrative Services Managers	11-3011	\$10.73	5	4	\$20.00	2	2
Financial Managers	11-3031	\$10.75	2	2	\$20.00	2	2
Paralegals and Legal Assistants	23-2011	\$12.00	4	1	\$15.00	4	1
Registered Nurses	29-1111	\$20.65	20	3	\$25.07	16	2
Dental Hygienists	29-2021	\$25.50	4	2	\$30.00	2	1
Emergency Medical Technicians and Paramedics	29-2041	\$13.00	n/a	1	\$14.00	n/a	1
Licensed Practical and Licensed Vocational Nurses	29-2061	\$16.25	20	1	\$18.99	20	1
Medical Records and Health Information Technicians	29-2071	\$10.00	2	1	\$13.08	2	1
Dental Assistants	31-9091	\$7.50	3	1	\$15.00	3	1
First-Line Supervisors of Fire Fighting and Prevention Workers	33-1021	\$22.99	3	1	\$25.65	3	1
Detectives and Criminal Investigators	33-3021	\$18.63	11	1	\$20.45	11	1
Police and Sheriff's Patrol Officers	33-3051	\$17.09	20	1	\$18.77	20	1
Animal Control Workers	33-9011	\$12.83	2	1	\$14.26	2	1
Maids and Housekeeping Cleaners	37-2012	\$7.25	25	1	\$8.00	25	1
Grounds Maintenance Workers	37-3010	\$8.00	6	1	\$9.00	6	1
First-Line Supervisors of Sales Workers	41-1010	\$9.60	10	3	\$10.83	9	2
Cashiers	41-2011	\$7.26	56	2	\$7.58	56	2
Retail Salespersons	41-2031	\$9.00	1	1	n/a	n/a	n/a
First-Line Supervisors of Office and Administrative Support Workers	43-1011	\$16.00	2	2	\$17.25	2	2
Financial Clerks	43-3000	\$12.00	1	1	\$15.00	1	1
Bookkeeping, Accounting, and Auditing Clerks	43-3031	\$10.40	5	2	\$12.00	1	1
Customer Service Representatives	43-4051	\$11.95	3	1	\$13.55	3	1
First-Line Supervisors of Construction Trades and Extraction Workers	47-1011	\$12.20	1	1	\$8.50	1	1
Electricians	47-2111	\$10.00	5	1	\$15.00	5	1
Pipelayers, Plumbers, Pipefitters, and Steamfitters	47-2150	\$15.50	n/a	1	\$20.00	n/a	1
Helpers--Pipefitters, Plumbers, Pipefitters, and Steamfitters	47-3015	\$9.50	n/a	1	\$14.00	n/a	1
Electrical and Electronic Equipment Mechanics, Installers, and Repairers	49-2000	\$10.00	10	3	\$15.00	5	1
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	49-9021	\$10.00	14	1	n/a	n/a	n/a
Maintenance and Repair Workers, General	49-9042	\$10.06	9	2	\$11.12	9	2
First-Line Supervisors of Production and Operating Workers	51-1011	\$18.63	11	1	\$20.10	11	1
Miscellaneous Assemblers and Fabricators	51-2090	\$10.00	52	1	\$12.61	52	1
Heavy and Tractor-Trailer Truck Drivers	53-3032	\$10.00	1	1	\$11.70	1	1

Table 12: Salaries by SOC Classification

Salary Workers Job Classification	SOC Number	Weighted Average Salary	Starting/Entry		Mean Salary		
			Total Number of Employees Reported	Number of Businesses Reporting	Weighted Average Salary	Total Number of Employees Reported	Number of Businesses Reporting
General and Operations Managers	11-1021	\$43,556	9	6	\$73,400	5	4
Marketing and Sales Managers	11-2020	\$37,500	2	2	\$53,500	2	2
Administrative Services Managers	11-3011	\$45,000	1	1	\$55,000	1	1
Financial Managers	11-3031	\$55,000	2	2	\$64,000	1	1
Chief Executives	11-1011	\$50,000	4	3	\$67,000	3	2
Managers, All Other	11-9199	\$30,833	6	2	\$38,333	6	2
Civil Engineers	17-2051	\$75,000	2	1	\$90,000	2	1
Paralegals and Legal Assistants	23-2011	\$30,000	4	1	\$33,000	4	1
Lawyers	23-1011	\$34,909	11	2	\$51,091	11	2
Producers and Directors	27-2012	\$30,000	3	1	n/a	n/a	n/a
Registered Nurses	29-1111	\$54,000	2	1	\$62,000	2	1
Therapists	29-1120	\$30,000	1	1	\$36,000	1	1
Therapists	29-1120	\$70,000	5	1	\$81,000	5	1
Dentists	29-2010	\$100,000	1	1	n/a	n/a	n/a
First-Line Supervisors of Fire Fighting and Prevention Workers	33-1021	\$56,661	1	1	\$63,137	1	1
Maids and Housekeeping Cleaners	37-2012	\$24,000	2	1	\$26,000	2	1
First-Line Supervisors of Building & Grounds Cleaning and Maintenance Workers	37-1010	\$30,000	1	1	\$34,000	1	1
First-Line Supervisors of Sales Workers	41-1010	\$24,750	4	2	\$46,250	4	2
Advertising Sales Agents	41-3011	\$20,000	3	1	\$45,000	3	1
Bill and Account Collectors	43-3011	\$21,757	1	1	\$25,470	1	1
Customer Service Representatives	43-4051	\$35,791	2	1	\$46,812	2	1
First-Line Supervisors of Construction Trades and Extraction Workers	47-1011	\$46,000	2	1	\$46,000	2	1
First-Line Supervisors of Mechanics, Installers, and Repairers	49-1011	\$15,435	14	3	\$28,005	9	2
Helpers--Installation, Maintenance, and Repair Workers	49-9098	\$25,000	15	1	\$30,000	15	1

IV. Benefits

Tables 13-19 summarize the insurance coverage, paid and unpaid leave, pensions plans, and other benefits offered by the sample of businesses.

A. Insurance

Table 13 shows the various insurance offered to employees and dependents. Twenty-six percent of the businesses pay 100 percent, or all, of life insurance premiums and eight percent do likewise for dependents. Health insurance is the next most often type of insurance that the business pays 100 percent of the premium for its employees.

Table 13: Percent of Businesses Offering Insurance and Paying Premiums

Insurance Type	Employee			Dependent		
	Percent of Premium Paid by Company:			Percent of Premium Paid by Company:		
	All	Partial	None	All	Partial	None
Health	20	54	16	4	44	38
Dental	8	38	38	2	30	50
Vision	4	28	50	0	24	56
Life	26	16	38	8	10	58
Accident	14	12	52	4	10	58
Long Term Disability	14	6	58	2	0	68
Short Term Disability	14	6	52	0	0	70

Based on sample of 50 businesses.

B. Paid and Unpaid Leave

Table 14 shows the number of businesses offering paid holidays, unpaid holidays, vacation after one year of employment, and sick days after one year of employment. Thirty-eight percent of businesses offer five to six days of paid holidays, 20 percent offer seven to eight days, and 18 percent offer nine to ten days. Only three businesses in the sample offer no paid holidays. The majority of businesses (76 percent) offer no unpaid holidays whereas ten percent offer one to two unpaid holidays. After one year of employment, 44 percent of businesses offer five to six days of annual vacation, and 16 percent offer five to six days and 16 percent offer 11 to 12 days of sick leave.

Table 14: Number of Holiday and Vacation Days

Days	Paid Holidays		Unpaid Holidays		Annual Vacation Days after 1 Year		Annual Sick Days after 1 Year	
	Sample	%	Sample	%	Sample	%	Sample	%
None	3	6	38	76	3	6	17	34
1 - 2	1	2	5	10	0	0	1	2
3 - 4	3	6	1	2	1	2	4	8
5 - 6	19	38	4	8	22	44	8	16
7 - 8	10	20	1	2	2	4	6	12
9 - 10	9	18	1	2	7	14	1	2
11 - 12	3	6	0	0	5	10	8	16
13 - 14	1	2	0	0	4	8	1	2
More than 14	1	2	0	0	6	12	4	8
Total	50	100	50	100	50	100	50	100

Table 15 shows the percent of businesses offering other paid leave. Fifty percent of businesses offer paid jury duty and 50 percent of businesses offer paid bereavement.

Table 15: Percent of Businesses Offering Other Paid Leave

Other Paid Leave	%
Paid jury duty	50
Personal paid time-off	40
Time-off to vote	26
Court appearances	16
Maternity/paternity	30
Bereavement	50
Birthdays	4
Military duty	20

Based on sample of 50 businesses.

C. Pension Plans & Other Benefits

There are several pension plans offered by the sample of businesses. Table 16 shows the percent of businesses offering pension plans by type of pension plan. Fifty-eight percent of businesses offer 401K or 403K plans and eight percent offer traditional pension plans. Also, for all business in the sample but one, the employer matches employee contributions for these plans. Thirty-eight percent of businesses offer “other” pension plans which include: simplified employee pension individual retirement arrangements (SEP IRA), IRAs, 457 plans, employee directed contributions, police officer pension plans, and 27th payroll retirement checks.

Table 16: Percent of Businesses Offering Employee Pension Plans

Employee Pension Plan	%
Traditional pension plan	8
401K or 403K	58
Profit-sharing	2
Employee stock ownership plans	0
Other	38

Based on sample of 50 businesses.

The other benefits offered by the sample of businesses are presented in Table 17. Only four percent offer child care assistance. Also, 57 percent of reporting businesses offer incentives or bonuses.

Table 17: Percent of Businesses Offering Other Benefits

Other Benefit	%
Career development	26
Tuition payment	36
Child care assistance	4
None	40

Based on sample of 50 businesses.

D. Value of Benefits

Tables 18 and 19 present the value of benefits per employee as a percent of annual wages and as an average value. Thirty percent of businesses report that the value of the benefits package offered by the business is five percent or less of annual wages. In terms of an average value, 43 percent report that the value of the benefits package offered is \$1,000 or less.

Table 18: Value of Benefits per Employee as Percent of Annual Wages

Percent of Annual Wage	Sample	%
5% or less	13	30
6% - 10%	7	16
11% - 15%	5	11
16% - 20%	5	11
21% - 25%	4	9
26% - 30%	3	7
31% - 40%	3	7
41% - 50%	3	7
More than 50%	1	2
Total	44	100

Table 19: Average Value of Benefits Package per Employee

Value	Sample	%
\$1,000 or less	18	43
\$1,001 - \$5,000	7	17
\$5,001 - \$10,000	9	21
\$10,001 - \$15,000	3	7
\$15,001 - \$20,000	1	2
More than \$20,000	4	10
Total	42	100

V. Appendix

Default Question Block

Please Enter Your User name:



Center for Rural Research and Development

Thank you for taking the time to participate in this survey. The purpose of this survey is to conduct a wage and benefit analysis of North Platte area businesses. As an executive, your participation is crucial for the success of this project. Please fill out this survey to the best of your abilities.

Number of Employees:

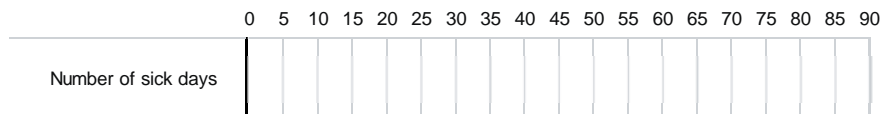
Percent of employees working part-time:

	0	10	20	30	40	50	60	70	80	90	100
Percent of Part-time employees											

Average annual sales (Round to nearest thousand dollars. Please avoid using commas, dollar signs-\$, and other symbols):

Is your workforce represented by a union?

- Yes
- No

Number of paid holidays:**Number of unpaid holidays:****Number of annual vacations days after 1 year:****Number of annual sick days after 1 year:****Other paid leave (please check all that apply)**

- Paid jury duty
- Personal paid time-off
- Time-off to vote
- Court appearances
- Maternity/paternity
- Bereavement
- Birthdays
- Military duty
- None

For each of the following insurance types, please indicate the offerings/package for both employees and dependents .

	Employee			Dependent		
	100% of Premium Paid by Company	Partial Premium Paid by Company	0% of Premium Paid by Company	100% of Premium Paid by Company	Partial Premium Paid by Company	0% of Premium Paid by Company
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long Term Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short Term Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have employee pension plans?

Traditional pension plan	401K or 403K	Profit-sharing	Employee stock ownership plans	Other, please describe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What type of employer match is offered with your traditional pension plan?

- Percent of match-employee contribution
- No employer match

What type of employer match is offered with your 401K or 403K plan?

- Percent of match-employee contribution
- No employer match

Which of the following benefits does your company offer?

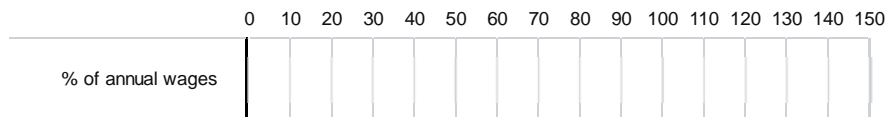
- Career development
- Tuition payment
- Child care assistance
- None
- Other

Does your company offer incentives or bonuses?

- No
- Yes (please specify)

Please estimate the average value of benefits package per employee? (Round to nearest hundred dollars and avoid using commas, dollar signs-\$, and other symbols):

On average, what is the value of a benefit package (per employee) as a percent of annual wages?



How many years has your company been in the North Platte area?

What is the percent of male employees and the percent of female employees at this company?

	%	
	Male	Female
Percent male, percent female employees at company?		

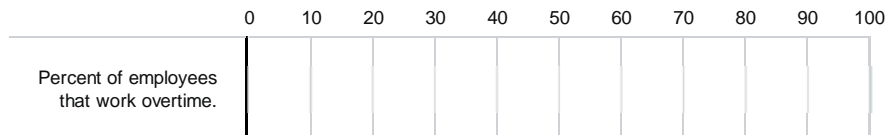
Please indicate the number of shifts operated in a 24 hour period at this company? (i.e. 2 shifts =7 am to 7 pm AND 7 pm to 7 am)

- One (1)
- Two (2)
- Three (3)
- Other (please describe):

Does your company offer shift premiums/differential?

- Yes (What is the premium/differential amount?)
- No

What percentage of employees work overtime?



How would you describe your rate of turnover?

- Low
- Moderate
- High

How would you describe the rate of tardiness?

- Low
- Moderate
- High

How would you describe the rate of absenteeism?

- Low
- Moderate
- High

How would you rate the usefulness of the various recruitment methods listed below:

	Rate Usefulness				
	Excellent	Very Good	Good	Fair	Poor
Word of mouth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspaper ads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nebraska Workforce Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company web site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employment agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Over the past 12 months, did your company increase or decrease employment (FTE-Full Time Equivalent)?

- Increase
- Decrease
- no change in employment

Over the next 12 months, how does your company project employment (FTE-Full Time Equivalent)?

- Increasing
- Decreasing
- Stay the same

Which of the following best describes your substance abuse testing practices?

- Pre - Employment
- Random
- Post-Accident
- Return-to-Work
- Cause/Suspicion
- None

If pre-employment, approximately what percent of individuals fail the drug test given by your company?

- None
- Less than 5%
- 5% to 9%
- 10% or More

For the next question, please indicate which occupational categories best describe each employee/position type at your company. Once you have selected all of the occupational categories that best describe your employees, a follow-up question will provide a table requesting information about starting and average wages/salary for each employee/position type. There will be an "other" option to provide information about employees that do not fit in the categories provided.

Which occupational category best describes your employment?

- Management Occupations (11)
- Business and Financial Operations Occupations (13)
- Computer and Mathematical Occupations (15)
- Architecture and Engineering Occupations (17)
- Life, Physical, and Social Science Occupations (19)
- Community and Social Services Occupations (21)
- Legal Occupations (23)
- Education, Training, and Library Occupations (25)
- Arts, Design, Entertainment, Sports, and Media Occupations (27)
- Health-care Practitioners and Technical Occupations (29)
- Health-care Support Occupations (31)
- Protective Service Occupations (33)
- Food Preparation and Serving Related Occupations (35)
- Building and Grounds Cleaning and Maintenance Occupations (37)
- Personal Care and Service Occupations (39)
- Sales and Related Occupations (41)
- Office and Administrative Support Occupations (43)
- Construction and Extraction Occupations (47)
- Installation, Maintenance, and Repair Occupations (49)
- Production Occupations (51)
- Transportation and Material Moving Occupations (53)

Only fill out the line with your corresponding types of employees. If you do not see the correct classification, you may click on the reference link to the Bureau of Labor Statistics for help with you correct classification. You may also use the "other" box to describe employee types you feel do not fit in the SOC categories listed.

Note: If an employee's duties span multiple classifications, please enter the wage/salary information in the category in which they spend the most time.

Management Occupations 11 - **Hourly** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
General and Operations Managers	11-1021				
Marketing and Sales Managers	11-2020				
Public Relations Managers	11-2031				
Administrative Services Managers	11-3011				
Financial Managers	11-3031				
Other					
Other					

Management Occupations 11 - **Salaried** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Chief Executives	11-1011				
General and Operations Managers	11-1021				
Marketing and Sales Managers	11-2020				
Public Relations Managers	11-2031				
Administrative Services Managers	11-3011				
Financial Managers	11-3031				
Human Resources Managers	11-3040				
Computer and Information Systems Management	11-3051				
Education Administrators	11-9030				
Engineering Managers	11-9041				
Medical and Health Services Managers	11-9111				
Managers, All Other	11-9199				
Other					
Other					

Business and Financial Operations Occupations 13 - **Hourly** Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Compliance Officers	13-1041				
Employment, Recruitment, and Placement Specialists	13-1071				
Accountants and Auditors	13-2011				
Personal Financial Advisors	13-2052				
Other					
Other					

Business and Financial Operations Occupations 13 - Salaried Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Buyers and Purchasing Agents	13-1020				
Cost Estimators	13-1051				
Training and Development Specialists	13-1073				
Accountants and Auditors	13-2011				
Credit Analysts	13-2041				
Personal Financial Advisors	13-2052				
Loan Counselors and Officers	13-2070				
Financial Specialists, All Other	13-2099				
Other					
Other					

Computer and Mathematical Occupations 15 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Computer programmers SOC	15-1021				
Computer Support Specialists	15-1041				
Computer System Analysts	15-1051				
Network Systems and Data Communications Analysts	15-1081				
Computer Specialists, All Other	15-1099				
Other					
Other					

Computer and Mathematical Occupations 15 - Salaried Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Computer Programmers	15-1021				
Computer Support Specialists	15-1041				
Computer System Analysts	15-1051				
Other					
Other					

Architecture and Engineering Occupations 17 - Hourly Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Civil Engineers	17-2051				
Electrical and Electronics Engineers	17-2070				
Drafters	17-3010				
Electrical and Electronic Engineering Technicians	17-3023				
Other					
Other					

Architecture and Engineering Occupations 17 - Salaried Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Civil Engineers	17-2051				
Electrical and Electronics Engineers	17-2051				
Other					
Other					

Life, Physical, and Social Science Occupations 19 - Hourly Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Environmental Science and Protection Technicians	19-4091				
Other					
Other					

Life, Physical, and Social Science Occupations 19 - **Salaried** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Psychologists	19-3030				
Urban and Regional Planners	19-3051				
Other					
Other					

Community and Social Services Occupations 21 - **Hourly** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Rehabilitation Counselors	21-1015				
Social Workers, All Others	21-1029				
Health Educators	21-1091				
Other					
Other					

Community and Social Services Occupations 21 - **Salaried** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Social Workers, All Others	21-1029				
Other					
Other					

Legal Occupations 23 - **Hourly** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Paralegals and Legal Assistants	23-2011				
Other					
Other					

Legal Occupations 23 - **Salaried** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Lawyers	23-1011				
Paralegals and Legal Assistants	23-2011				
Other					
Other					

Education, Training, and Library Occupations 25 - **Hourly** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Preschool and Kindergarten Teachers	25-2010				
Elementary and Middle School Teachers	25-2020				
Secondary School Teachers	25-2030				
Special Education Teachers	25-2050				
Other					
Other					

Education, Training, and Library Occupations 25 - **Salaried** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Post-Secondary Teachers	25-1000				
Librarians	25-4021				
Elementary and Middle School Teachers	25-2020				
Secondary School Teachers	25-2030				
Special Education Teachers	25-2050				
Other					
Other					

Arts, Design, Entertainment, Sports, and Media Occupations 27 - Hourly Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Floral Designers	27-1023				
Other					
Other					

Arts, Design, Entertainment, Sports, and Media Occupations 27 - Salaried Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Producers and Directors	27-2012				
Public Relations Specialists	27-3031				
Other					
Other					

Health-care Practitioners and Technical Occupations 29 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Dietitians and Nutritionists	29-1031				
Registered Nurses	29-1111				
Therapists	29-1120				
Clinical Laboratory Technologists and Technicians	29-2010				
Medical and Clinical Laboratory Technologists	29-2011				
Dental Hygienists	29-2021				
Emergency Medical Technicians and Paramedics	29-2041				
Licensed Practical and Vocational Nurses	29-2061				
Medical Records and Health Information Technicians	29-2071				
Other					
Other					

Healthcare Practitioners and Technical Occupations 29 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Physicians and Surgeons	29-1060				
Registered Nurses	29-1111				
Therapists	29-1120				
Dentists	29-2010				
Licensed Practical and Vocational Nurses	29-2061				
Other					
Other					

Healthcare Support Occupations 31 - **Hourly** Workers Job Classification

	Bureau of Labor Statistics (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Nursing, Psychiatric and Home Health Aides	31-1010				
Occupational and Physical Therapist Assistants and Aides	31-2000				
Dental Assistants	31-9091				
Medical Transcriptionists	31-9094				
Other					
Other					

Healthcare Support Occupations 31 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Other					
Other					

Protective Service Occupations 33 - **Hourly** Workers Job Classification

	Bureau of Labor Statistics (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	33-1021				
Fire Fighters	33-2010				
Detectives and Criminal Investigators	33-3021				
Police and Sheriffs Patrol Officers	33-3051				
Animal Control Workers	33-9011				
Lifeguards, Ski Patrol & Other Recreational Protective Service Workers	33-9092				
Protective Service Workers, All Other	33-9099				
Other					
Other					

Protective Service Occupations 33 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	33-1021				
Correctional Officers and Jailers	33-3012				
Police and Sheriffs Patrol Officers	33-3051				
Other					
Other					

Food Preparation and Serving Related Occupations 35 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers, Food Preparation and Serving Workers	35-1010				
Cooks	35-2010				
Food Preparation Workers	35-2021				
Counter Attendants, Cafeteria, Food Concession and Coffee Shop	35-3022				
Waiters and Waitresses	35-3031				
Hosts and Hostesses, Restaurant, Lounge and Coffee Shop	35-9031				
Other					
Other					

Food Preparation and Serving Related Occupations 35 - Salaried Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Other					
Other					

Building and Grounds Cleaning and Maintenance Occupations 37 - Hourly Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers, Building and Grounds Cleaning and Maintenance Workers	37-1010				
First-Line Supervisors/Manager of Landscaping, Lawn Service and Groundskeeping Workers	37-1012				
Janitors, Cleaners	37-2011				
Maids and Housekeeping Cleaners	37-2012				
Grounds Maintenance Workers	37-3010				
Landscaping and Grounds keeping Workers	37-3011				
Tree Trimmers and Pruners	37-3013				
Other					
Other					

Building and Grounds Cleaning and Maintenance Occupations 37 - **Salaried** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Supervisors/Managers, Building and Grounds Cleaning and Maintenance Workers	37-1010				
Janitors, Cleaners	37-2011				
Maids and Housekeeping Cleaners	37-2012				
Other					
Other					

Personal Care and Service Occupations 39 - **Hourly** Workers Job Classification

	<u>Bureau of Labor Statistics</u> (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Non-Farm Animal Caretakers	39-2021				
Child Care Workers	39-9011				
Recreation Workers	39-9032				
Other					
Other					

Personal Care and Service Occupations 39 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Other					
Other					

Sales and Related Occupations 41 - **Hourly** Workers Job Classification

	Bureau of Labor Statistics (Reference)				
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	Total Number of Employees
Supervisors/Managers, Sales Workers	41-1010				
Cashiers	41-2011				
Retail Salespersons	41-2031				
Other					
Other					

Sales and Related Occupations 41 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	Total Number of Employees
Supervisors/Managers, Sales Workers	41-1010				
Retail Salespersons	41-2031				
Advertising Sales Agents	41-3011				
Other					
Other					

Office and Administrative Support Occupations 43 - **Hourly** Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers of Office and Administrative Support Workers	43-1011				
Financial Clerks	43-3000				
Bill and Account Collectors	43-3011				
Bookkeeping, Accounting and Auditing Clerks	43-3031				
Payroll and Timekeeping Clerks	43-3051				
Tellers	43-3071				
Customer Service Representatives	43-4051				
File Clerks	43-4071				
Library Assistants, Clerical	43-4121				
Loan Interviewers and Clerks	43-4131				
Human Resources Assistants	43-4161				
Receptionists and Information Clerks	43-4171				
Dispatchers	43-5030				
Meter Readers, Utilities	43-5041				
Shipping, Receiving, and Traffic Clerks	43-5071				
Executive Secretaries and Administrative Assistants	43-6011				
Legal Secretaries	43-6012				
Medical Secretaries	43-6014				
Secretaries, except legal, medical and executive	43-6014				
Data Entry and Information Processing Clerks	43-9020				
Insurance Claims and Policy Processing Clerks	43-9041				
Office Clerks, General	43-9061				
Other					
Other					

Office and Administrative Support Occupations 43 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Supervisors/Managers of Office and Administrative Support Workers	43-1011				
Bookkeeping, Accounting and Auditing Clerks	43-3031				
Customer Service Representatives	43-4051				
Receptionists and Information Clerks	43-4171				
Executive Secretaries and Administrative Assistants	43-6011				
Legal Secretaries	43-6012				
Computer Operators	43-9011				
Office Clerks, General	43-9061				
Other					
Other					

Construction and Extraction Occupations 47 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers of Construction Trades and Extraction Workers	47-1011				
Carpenters	47-2031				
Construction Laborers	47-2061				
Electricians	47-2111				
Pipe layers, Plumbers, Pipe fitters and Steam fitters	47-2150				
Helpers-Pipe Layers, Plumbers, Pipe fitters and Steam fitters	47-3015				
Construction and Building Inspectors	47-4011				
Highway Maintenance Workers	47-40551				
Other					
Other					

Construction and Extraction Occupations 47 - Salaried Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Supervisors/Managers of Construction Trades and Extraction Workers	47-1011				
Pipe layers, Plumbers, Pipe fitters and Steam fitters	47-2150				
Other					
Other					

Installation, Maintenance, and Repair Occupations 49 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers of Mechanics, Installers and Repairers	49-1011				
Electrical and Electronic Equipment Mechanics, Installers and Repairers	49-2000				
Telecommunication Equipment Installers and Repairers, Except Line Installers	49-2022				
Bus and Truck Mechanics and Diesel Engine Specialists	49-3031				
Heating, Air Conditioning and Refrigeration Mechanics and Installers	49-9021				
Maintenance and Repair Workers, General	49-9042				
Millwrights	49-9044				
Electrical Power-Line Installers and Repair Workers	49-9051				
Helpers-Installation, Maintenance and Repair Workers	49-9098				
Other					
Other					

Installation, Maintenance, and Repair Occupations 49 - Salaried Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Supervisors/Managers of Mechanics, Installers and Repairers	49-1011				
Bus and Repair Workers, General	49-3031				
Supervisors/Managers of Production and Operating Workers	49-9042				
Other					
Other					

Production Occupations 51 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers of Production and Operating Workers	51-1011				
Miscellaneous Assemblers and Fabricators	51-2090				
Printers	51-5020				
Laundry and Dry-Cleaning Workers	51-6011				
Water and Liquid Waste Treatment Plant and System Operators	51-8031				
Other					
Other					

Production Occupations 51 - Salaried Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Supervisors/Managers of Production and Operating Workers	51-1011				
Other					
Other					

Transportation and Material Moving Occupations 53 - Hourly Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Wage	Mean Wage	Highest/Max Wage	
Supervisors/Managers of Transportation and Material Moving Machine and Vehicle Operators	53-1031				
Bus Drivers, Transit and Intercity	53-3021				
Driver/Sales Workers and Truck Drivers	53-3030				
Truck Drivers, Heavy and Tractor-Trailer	53-3032				
Traffic Technicians	53-6041				
Industrial Truck and Tractor Operators	53-7051				
Laborers and Material Movers	53-7060				
Refuse and Recyclable Material Collectors	53-7081				
Other					
Other					

Transportation and Material Moving Occupations 53 - **Salaried** Workers Job Classification

	Bureau of Labor Statistics (Reference)				Total Number of Employees
	SOC Number	Average Starting/Entry Annual Salary	Mean Salary	Highest/Max Wage	
Other					
Other					