

# National Compensation Survey Employment Cost Index Month Year Update

## Schedule # - 999999

{Index benefits summary only – Gov.}

Thank you for your assistance with the Employment Cost Index. Your summary of benefits report is enclosed. **Please update the plan information and costs within one week of receiving this package.** Include any scheduled changes effective before the reference date of MONTH 12, YEAR. If there are significant changes, we may need to follow up with you to get more details.

There are several reporting options available:

- Secure file transfer over the internet – <https://www.BLSCompdata.bls.gov>
- Email to [BLSCompdata@bls.gov](mailto:BLSCompdata@bls.gov)
- Fax the completed form to 999-999-9999
- Mail a printed report or the completed form

Data can be reported in any standard format, but be sure to include your schedule number, 999999, on any reports or emails. **If you have any questions, please contact: XXXX XXXXXXX at 999-999-8888.**

Please correct name, title, or address, as needed.

Prepared by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Respondent Name

Respondent Title

Company Name

Company Name 2

Address1

Address2

City, State Zip

As entered by the regional office

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks.

The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data.

The BLS publishes statistical tabulations from this survey that may reveal the information reported by individual State and local governments. Upon your request, however, the BLS will hold the information provided on this survey form in confidence.

*This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.*

O.M.B. # 1220-0164  
Expires 4/30/15

We estimate that it will take an average of 20.19 minutes to complete this form, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding this estimate or any other aspect of this survey; including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0164), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

**(NOTE: This is a computer-generated form that provides prior benefits data to, and requests updated benefits data from survey respondents)**

Summary of Benefits example – update

U. S. DEPARTMENT OF LABOR      BUREAU OF LABOR STATISTICS      SO-1003G

**Establishment = Any Company Schedule Number = XXXXXXXX**

Mr. Xxxx Xxxxx, City Director of HR  
(TEL.) Number

Ben #	Plan description	Expected to change
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**BENEFIT DESCRIPTIONS COVER THE FOLLOWING OCCUPATIONS**

**XXXX City Engineer  
XXXX City Engineering Specialist  
XXXX Asst Research**

**01      WORK SCHEDULE – Full-time and part-time  
Full-time 8.00 hours/day    40.00/weekly hours    52.0 annual weeks**

**Part-time 5.00 hours/day    25.00/weekly hours    52.0 annual weeks**

**01      1.5X after 40 hours/wk,  
2.0X on Sundays**

**02      VACATION  
After 6 months = 1 week  
After 1 year    = 2 weeks  
After 5 years    = 3 weeks  
After 10 years = 4 weeks (max.)**

Summary of Benefits example – update

U. S. DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS  
**Establishment = Any Company Schedule Number = XXXXXXXX**

Ben #	Plan description	Expected to change
03	<u>HOLIDAYS</u> <b>8 paid holidays a year.</b> <b>New Year’s Day</b> <b>Labor Day</b> <b>President’s Day</b> <b>Veteran’s Day</b> <b>Memorial Day</b> <b>Thanksgiving</b> <b>July 4<sup>th</sup></b> <b>Christmas</b>	
04	<u>SICK LEAVE</u> <b>5 days/year. No carry over.</b>	
05	<u>OTHER LEAVE</u> <b>Auxiliary Leave</b> <b>Funeral leave: 3 days. Immediate family.</b>  <b>Personal leave: 2 days/year.</b> <b>Jury duty: As needed. Unpaid</b>	
07	<u>NONPRODUCTION BONUS</u> <b>Year end bonus</b> <b>Year-end bonus: 1 weeks pay.</b>	12/01/12
10	<u>LIFE INSURANCE</u> <b>All: \$10,000 Life &amp; AD&amp;D. 50% employer paid.</b> <b>Total cost: Life = \$.70/\$1,000/month</b> <b>AD&amp;D = \$.07/\$1,000/month</b> <b>Optional plan 100% employee paid.</b>	09/01/11
11	<u>HEALTH BENEFITS</u> <b>Blue Cross/Blue Shield</b> <b>Eligibilit 3 month LOS, Full-Time</b> <b>y=</b>	09/31/11
	<b>2011        HEALTH PROVISIONS                      EMPLOYER</b> <b>(70%)</b>	<b>EMPLOYEE (30%)</b>

**Total cost: Single =  
\$272.34/month  
Family =  
\$558.16/month**

**12**

SHORT TERM DISABILITY INSURANCE

**Optional plan. 100% employee paid.**

**10/01/11**

Summary of Benefits example – update

U. S. DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS

Establishment = Any Company Schedule Number = XXXXXX

BEN #	PLAN DISCRPTION	EXPECTED TO CHANGE
23	<p><b>PLEASE PROVIDE 2011 RATE</b>  <u>LONG TERM DISABILITY PAY</u>  <b>Full-time: Benefit = 60% of salary up to \$4,000/month until retirement age.</b>  <b>2011 TOTAL COST = \$.70/\$100 of payroll</b>  <b>Company pays 50%</b>  <b>Employee pays 50%</b></p>	03/01/12
13	<p><u>STATE PUBLIC EE's DEFINED BENEFIT PENSION PLAN</u>  <b>Pension plan: Pays 2.0%X years of service</b>  <b>2011 Fiscal Year: Co. Cost = \$ 189,359.00</b>  <b>Co. gross payroll = \$2,310,922.00</b>  <b>Eligibility: Must work over 1,000 hrs/year.</b></p>	
20	<p><b>PLEASE PROVIDE 2004RATE.</b>  <u>STATE UNEMPLOYMENT INSURANCE</u>  <b>2011 rate = 2.4%</b></p>	01/01/12
21	<p><u>WORKER'S COMPENSATION</u>  <b>2011 Rates</b>  <b>Office 8810 = \$.27/\$100.00</b>  <b>Sales workers 8742 = \$.89/\$100.00</b>  <b>Experience Modifier = 1.15</b>  <b>Premium Discount = 9.0%</b></p>	07/01/11
22	<p><b><u>THERE ARE NO PROVISIONS FOR THE FOLLOWING BENEFITS:</u></b>  <b>Defined Contribution Plan</b></p>	