

Bureau of Labor Statistics

U.S. Department of Labor

[Month Year] Update
OMB No. 1220-0164
Expiration Date: 5/31/2024

We estimate that it will take an average of 20 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 at 815_PRA_Public@bls.gov. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. Section 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. 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.

Benefits for: Company Name and Physical Address

Links to Benefit Information Used:
Holidays

Benefits Overview

Health Insurance information

Pay Tables

Hello [Respondent]

Please review the data below and update benefit information for: [Month Year]

If you have any questions, please contact me at: [BLS Field Economist Email Address, and Telephone Number]

We are collecting benefit information on the following occupations:

Selected Job	FT/PT	Wage Type	FLSA	Union Status	Hrs/Dy	Hrs/Wk	Wks/Yr
Salesperson	FT	Incentive	Exempt	Non-union	8	40	52
Clerical	FT	Time	Non-exempt	Non-union	8	40	52
Warehouse Supervisor	FT	Time	Exempt	Non-union	8	40	52
-	-						
-	-						
-	-						
-	-						
-	-						

Benefits Reported:

OVERTI	ME PREMIUM PAY	Last Date Reported:	March 1, 2023
		Date to Review Provisions:	March 2024
	(Y/N) Have there been any changes to this policy since	data was previously reported?	
Please pro	the <u>Current Update</u> fields below to refresh previously re wide estimated overtime usage for the OT eligible occupa additional data to report, please indicate in the <u>Additiona</u>	tions below.	data.
Previously	Reported Data	Current Update	
Premium:	Reporting Example: Premium Paid per OT Event (1.5x weekly after 40 hours) Daily After: Hours 1.5 Weekly After: 40 Hours Weekends: Holidays: Other:	Reporting Example: (Premium Paid per OT Daily After: Weekly After: Weekends: Holidays: Other:	Hours Hours
	Annual Overtime Usage per Occupation (Hours)	Est. Annual Usage per Occup	oation for 2020
FT FT		/A N/A	
FT		N/A N/A	
Additiona	I Comments:		

LEAVE BENEFITS: VACATION	Last Date Reported:	March 1, 2023
	Date to Review Provisions:	March 2024
(Y/N) Have there been any changes to this po	licy since data was previously reported?	
Please use the <u>Current Update</u> fields below to refresh pre If there is additional data to report, please indicate in the		ing data.
Vacation Plan for Full-Time		
Previously Reported Data	Current Update	
Employees Eligible for Paid Vacation Leave:	Yes	
Days Until Eligible for Paid Vacation Leave:	1 Year	
Is this a Consolidated Leave Plan?	No	
If yes, what leave is included?		
Accrual Per Pay Period: Reporting Example: (Hrs. Earned per Required Tir Vacation Hours Earned Required Tir 40 80	me Employed) The image of the Employed are a separately and the Employed	Year(s)
120	5 years Hours	Year(s)
Pay Is Based On: (Base Pay, Avg Hrly Rate, Avg Hrly Rate+Shift):	Base Pay	
Additional Comments:		

LEAVE BENEFITS:	HOLIDAYS		Last Date Reported:	March 1, 2023
		Da	te Expected to Change:	
(Y/N) Have	there been any changes to this po	olicy since data	was previously reported?	
	<u>Update</u> fields below to refresh pr ta to report, please indicate in the	•	·	ing data.
Previously Reported Da	ata		Current Update	
Employees Eligible for F	Paid Holiday Leave	Some		
Days Until Eligible for H	oliday Leave:	Immediate		
s the Workplace Open	on Holidays?	Some		
Estimate percent of em	ployees working holidays:	Need Data		
Are Employees Paid Ho	liday Overtime if they work?	Yes		
f Yes, What is The Over	time Rate?	1.5		
f no, pay Is Based On:(Ba	se Pay, Avg Hrly Rate, Avg Hrly Rate+Shift):			
Number of Paid Holiday	/ S:			
f Other, please list:	New Year's Day Martin Luther King Day President's Day Good Friday Memorial Day Juneteenth July 4th Labor Day Columbus Day Election Day Veteran's Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day Employee Birthday Floating Holiday Easter	Open* Open* Open* Closed Closed		
Additional Comments:	Store is closed for these paid ho Warehouse receive 1.5 x pay if t Salespeople do not receive paid	hey work on: N	Леmorial Day, Labor day, 4	Ith of July.

LEAVE B	BENEFITS: SICK LEAVE		Last Date Reported:	March 1, 2023
		Date	e to Review Provisions:	March 2024
	(Y/N) Have there been any changes to this po	olicy since data	was previously reported?	
	e the Current Update fields below to refresh pre additional data to report, please indicate in the	•	·	ng data.
IJ Wiere is t	additional data to report, pieuse maicate in the	Additional Co.	mments peia.	
Previously	Reported Data		Current Update	_
Employees	s Eligible for Unpaid Sick Leave	Salespeople		
Employees	s Eligible for Paid Sick Leave	All others		
Days Until	Eligible for Paid Sick Leave:	Immeditate		
Maximum	Days of Paid Sick Leave Per Year:	3		
Accrual Po	-	Time Worked) d Work Time Hrs Worked	Reporting Example: (Hrs. Earned per I	Required Time Worked) Hrs Worked
Pay Is Base	ed On: (Base Pay, Avg Hrly Rate, Avg Hrly Rate+Shift):	Base		
Is this a Co	onsolidated Leave Plan?	No		
If yes, who	at leave is included?	N/A		
Unusad Sid	ok Laguar (Cash In as Carry Over)	No		
	ck Leave: (Cash In or Carry Over) ver, how much?	INU		
ij curry cv	ret, now mach:			
Estimated	Annual Sick Leave Usage per Occupation (Hou	rs)		
FT	Salesperson	N/A		
FT	Clerical	3		
FT	Warehouse Supervisor	3		
-	-			
-	-			
-	-			
-	-			
-	-			
Additiona	l Comments: Estimated all Clerical and Wareh	nouse Sunerviso	ors use all 3 days	
		·	,	

LEAVE B	ENEFITS: PERSONAL LEAVE	Last Date Reported:	March 1, 2023
		Date to Review Provisions:	March 2024
	(Y/N) Have there been any changes to this po	licy since data was previously reported?	
	the <u>Current Update</u> fields below to refresh pre additional data to report, please indicate in the		ing data.
	Reported Data	Current Update	
Number of	Days Provided:	Need Data	
Is this part	of a Consolidated Leave Plan?	Need Data	
Pay Is Base	d On: (Base Pay, Avg Hrly Rate, Avg Hrly Rate+Shift):	Need Data	
Employees	eligible for paid personal leave:		
FT	Salesperson	Need Data	
FT	Clerical	Need Data	
FT	Warehouse Supervisor	Need Data	
-	-		
-	-		
-	-		
-	-		
-	-		
Additional	Comments: Can employees use vacation for p	personal days?	

NON-	PRODUCT	ION I	BONUS		Last Date Reported:	March 1, 2023
				Da	te Expected to Change:	March 2024
	(Y/N)	Have t	there been any changes to this p	oolicy since data	was previously reported?	
	· · · · · · · · · · · · · · · · · · ·		<u>Ipdate</u> fields below to refresh p a to report, please indicate in th	-		ing data.
Previo	usly Reporte	ed Dat	ta		Current Update	
Type o	f Bonus (i.e.	Christn	nas, Hiring, Retention)	Christmas		
Employ	yees Eligible	for Bo	onus:	Yes		
Days U	ntil Eligible	for Bo	nus:	Immediate		
Benefit	Payout Dat	te:		1-Dec		
Provisi	ons:					
Flat Am	ount, Multipl	le of Ed	arnings, Number of Days, Varies:	Flat Amount		
Annual	Non-Produc	ction B	Sonus per Occupation		Annual NP Bonus per Occ	upation for 2023
FT	Salesp	erson		\$250		
FT	Clerica	al		\$250		
FT	Wareh	ouse :	Supervisor	\$250		
-	-					
_	-					
-	-					
-	-					
-	-					
_	•		onus amounts are not available,	, please provide		
			Company-Wide Expenditure		NPB Expenditure for 202	<u> 23</u>
ı		•	th / Quarter / Annual):		Time Frame:	
		•	ny-Wide Expenditure:		Co-Wide Expenditure:	
		-	ny-Wide Employment:		Co-Wide Employment:	
	Co	ompar	ny-Wide Gross Payroll:		Co-Wide Gross Payroll:	
Additio	onal Comme	ents:				
			1			

LIFE I	NSURANCE		Last Date Reported: _	March 1, 2023
		Da	ate Expected to Change:	March 2024
	(Y/N) Have there been any changes to this p	olicy since data	was previously reported?	
	use the <u>Current Update</u> fields below to refresh pi is additional data to report, please indicate in the		· ·	ing data.
LIFE IN	SURANCE PLAN CARRIER:	Need Data		
	ne company contribute to the premium? (Y/N): swer is no, no additional information needed for this plan.	Yes		
Previo	usly Reported Data		Current Update	
Policy I	Date:	Need Data		
	f Insurance:			
Life Only	r, AD&D Only, Life & AD&D, Dependent Life:	Life only		
Plan Be				
Flat An	nount, Multiple of Earnings, Varies:	Flat Amount		
Amo	punt: Reporting Example:1x Annual Salary to Next Highest Thousa			
		\$30,000		
What i	s the Benefit Maximum?	\$30,000		
	employee required to contribute?	No		
	ee Life offered?	Need Data		
	yees Eligible for Life Insurance:	Yes		
	ntil Eligible for Life Insurance:	60 days		
-	_			
	yees Participating in Plan (Count or Percent for each		Please specify whether reported p	articipation is count or percent.
FT	Salesperson	100%		
FT	Clerical	100%		
FT	Warehouse Supervisor	100%		
-	-			
-	-			
-	-			
-	-			
-	-	-		
Compa	nny Cost per \$1000		Company Cost per \$10	00 for 2024
	Life Rate per \$1000 per month:	\$5.40	Rate per \$1000 / mo:	
	AD&D Rate per \$1000 per month:	N/A	Rate per \$1000 / mo:	
	· ·		· –	

Co-Wide Expenditure for 2020
Time Frame:
Co-Wide Expenditure:
Co-Wide Gross Payroll:

HEALTH INSURANCE Last Date Reported: March 1, 2023 **Date Expected to Change:** March 2024 (Y/N) Have there been any changes to this policy since data was previously reported? Please use the <u>Current Update</u> fields below to refresh previously reported data or to provide missing data. If there is additional data to report, please indicate in the Additional Comments field. If you can provide a copy of the current benefit guide with employer and employee premiums for health/dental/vision or HSA plans, there is no need to duplicate the premium information on this page. **MEDICAL PLAN CARRIER:** BC/BS **MEDICAL PLAN TIERS:** 1 Υ Does the company contribute to the premium? (Y/N): If the answer is no, no additional information needed for this plan. **Previously Reported Data Current Update Fill in Plan Tier Name Policy Date:** 1/1/2023 **Insurance Coverage:** Medical/Prescription Does this plan pay benefits after services are rendered? Yes Are there any restrictions on choice of plan providers? No Does the employer pay any portion of claims for benefits? No No Does the employer have a stop loss insurance policy? Which employees are eligible for this plan? All FT How many days before eligible for this plan: 60 Employees Participating in Plan (Count or Percent for each Occupation): Please specify whether reported participation is count or percent. Salesperson FT 100% Clerical 50% FT 75% Warehouse Supervisor **Current Update FY24 Previous Premiums:** Coverage **Employer Employee Employer Employee Options Premiums Premiums Premiums Premiums** (monthly) (monthly) (monthly) (monthly) Single: \$24.50 \$397.79 Individual + Spouse: \$184.27 \$397.79 Individual + Children: \$397.79 \$292.40 \$305.76 Family: \$397.79

If premiums are not available, please provide a company-wide expenditure	€.
Previous Health Insurance Expenditure Time Frame (Month / Quarter / Annual):	Health Insurance Expenditure for 2023 Time Frame:
Company-Wide Expenditure:	Co-Wide Expenditure:
Total Number of Eligible Employees:	Tot. # Elig Employees:
Additional Comments:	

LONG-TERM DISABILITY INSURANCE **Last Date Reported:** March 1, 2023 **Date to Review Provisions:** March 2024 (Y/N) Have there been any changes to this policy since data was previously reported? Please use the <u>Current Update</u> fields below to refresh previously reported data or to provide missing data. If there is additional data to report, please indicate in the Additional Comments field. **Previously Reported Data Current Update** Long-Term Disability Plan: (Paid, Unpaid, or No Plan) Paid Days Until Eligible for Long-Term Disability: 365 Insurance Carrier: Need Data **Policy Date:** 1/1/2023 **Long-Term Disability Plan Formula:** Percent of Earnings: 66% Maximum monthly amount: \$5,000 Employee Contribution to Plan: No **Employees Participating in Plan** (Count or Percent for each Occupation): Please specify whether reported participation is count or percent. Salesperson Clerical 100 100 Warehouse Supervisor Company Cost per \$100 Company Cost per \$100 for 2021 Rate per \$100 per employee: \$0.47 Rate per \$100 / EE: **Additional Comments:**

RETIREN	1ENT:	DEFINED CONTRIBUTION		Last Date Reported:	
			Da	ate Expected to Change:	March 2024
	(Y/N) Have	e there been any changes to this po	olicy since data	was previously reported?	
		t Update fields below to refresh pre ata to report, please indicate in the	•	•	ı data.
Previously	Reported D	Pata		Current Update	
Plan Descri	iption Title:	:	401(k)		
Days Until I	Eligible to P	articipate in Plan:	365		
Plan Type					
	Share, ESOP,	MPP, Svgs & Thrift, SEP, SIMPLE)	401(k)		
Must emplo	yee contribu	ite to receive employer contribution?	Yes		
Are any emp	oloyee contri	butions tax-deferred?	Yes		
Employoos	Darticinati	ng in Plan (Count or Percent for each	Occupation		
FT	Salesperso	_	Need Data	Please specify whether reported partic	cipation is count or percent.
FT	Clerical		Need Data		
FT	Warehous	se Supervisor	Need Data		
_	-	·			
-	_				
-	_				
-	-				
-	-				
Previous E	mployer Co	ntribution to Plan:	Need Data		
If participa	tion is not a	ıvailable, please provide a company	-wide expendit	ure.	
		Expenditure Cost:		Expenditure Cost:	
		Number of Employees:		Number of Employees:	
		Gross Payroll:		Gross Payroll:	
Additional	Commonts				_
Additional	Comments				

WORKER'S COMPENSATION Last Date Reported: Date Expected to Change: March 2024 (Y/N) Have there been any changes to this policy since data was previously reported? Please use the <u>Current Update</u> fields below to refresh previously reported data or to provide missing data. If there is additional data to report, please indicate in the Additional Comments field. **Previously Reported Data Current Update Plan Carrier: Need Data Need Data Policy Date: Current Update FY24** WC Code **Worker's Comp Code** Cost per \$100 Cost per \$100 (if available) Need Data Salesperson **Need Data** Need Data Clerical **Need Data** Need Data Warehouse Supervisor Need Data Experience Modifier in decimal (if applicable): Need Data Experience Modifier 2024: Premium Discount in decimal (if applicable): Need Data Premium Discount 2024: If rates per \$100 per occupation are not available, please provide an expenditure below. **Worker's Compensation Expenditure Expenditure for 2023** Time Frame (Month / Quarter / Annual): Time Frame: WC Expenditure: Worker's Comp Expenditure: **Total Employees: Total Employees:** Gross Payroll: **Gross Payroll: Additional Comments:**

OTHER BENEFITS	Last Date Reported:	March 1, 2023			
	Date Expected to Change:	March 2024			
(Y/N) Have there been any changes to the benefits offered below since data was previously reported?					

Please use the <u>Current Update</u> fields below to refresh previously reported data or to provide missing data. If there is additional data to report, please indicate in the <u>Additional Comments</u> field.

	All salespeison whitehouse superior							
			ع	ou '	asi asi	3627		
Previously Reported Data (Please insert "y" for any benefits offered.)	All	ے	alespers	gerical y	arenu			
Paid Personal Leave							· · · · ·	· i
Paid Funeral Leave								
Paid Military Leave								
Paid Jury Duty								
Paid Family Leave								
Unpaid Family Leave								
Child Care Assistance								
Flexible Workplace								
Flexible Work Schedule								
Subsidized Commuting								
Wellness Programs								
Employee Assistance Program	Υ							
Health Savings Account (HSA)								
Flexible Benefits								
Health Flexible Spending Account	Υ							
Dependent Care Flex Spending Account	Υ							
Cash/Defer'd Arrangement; no ER Contribution								
Payroll Deduction IRA; no ER Contribution								
Financial Planning								
Student Loan Repayment								
Long-term Care Insurance								
Retiree Health - Under age 65								
Retiree Health - Age 65 and Over								
Domestic Partner Health Same Sex								
Domestic Partner Health Opposite Sex								
Domestic Partner DB Survivor Same Sex								
Domestic Partner DB Survivor Opposite Sex								

Additional Comments:		