

Special HR Survey • August 2007

Please respond to this survey by August 8, 2007;
a report will be issued by August 13, 2007.



At their meeting on July 25, 2007, the Federation's HR MIN members okayed the Federation conducting a short survey to collect and then report to participating agencies information regarding two separate topics not covered in the Annual Salary & Fringe Benefits Survey: *Workplace Wellness Initiatives* and *Pay Budgets*.

Federation staff will compile the results and issue a summary to the Executive Directors and HR Directors of the agencies that participate. Agency-specific data will be kept confidential. Your responses can be provided online, via fax or email. Contact me if you have any questions. Thank you!

—Rose Homa, Member Services and Operations Manager

If questions, call
(517) 485-8552
or email:
rose@michfed.org

Fax responses to:
(517) 485-6680
or email to
rose@michfed.org

Or complete online
at www.michfed.org;
click on Surveys

Person completing form: _____ Email: _____

Title: _____ Agency: _____

PART A: Use and Strength of Workplace Wellness Initiatives

- How many employees does your organization have? (Count full-time and part-time together)
 - Under 50
 - 51-100
 - 101-500
 - 501-1,000
 - 1,000+
- How would you describe your agency's workplace wellness program:
 - Non-existent and we have no plans to establish one
 - Non-existent but we are considering establishing one
 - Just getting started
 - In place since _____ (year)
- What is the approximate annual budget of your current wellness initiative?
 - Under \$500
 - \$501-\$1,000
 - \$1,001-\$2,500
 - \$2,501-\$5,000
 - \$5,000+
- Within what department is your wellness initiative located?
 - Human Resources
 - Marketing
 - Benefits
 - Safety
 - Other (please explain):
- Which statement(s) best describe the reason your organization started a wellness initiative? (Check all that apply)
 - To improve teamwork/morale
 - To improve health and well-being of our employees
 - To respond to our employees' requests
 - To contain costs
 - Other (please explain):
- Overall, how have participation levels within your wellness initiatives changed over the last year?
 - Remained about the same
 - Increased
 - Decreased
 - N/A, we are just getting started
- Support for your organization's wellness initiatives is demonstrated by which of the following: (Check all that apply)
 - Our CEO and senior management believe in the value of worksite wellness
 - A statement concerning employee health/well-being has been incorporated into the company's vision/mission statement
 - The organization has formally appointed an individual(s) and/or committee to lead the wellness initiative
 - Our CEO and senior level management regularly take part in wellness initiatives offered
 - Other (please explain):
- To address the health needs and interests of your employees, which of the following has your organization offered in the last year: (Check all that apply)
 - Physical activity
 - Smoking cessation
 - Nutrition/weight loss and management
 - Disease management
 - Other (please explain):
- Which of the following communications does your organization regularly and continuously provide to employees: (Check all that apply)
 - Written information concerning upcoming wellness events and activities
 - Written notice of changes in policy and benefit options
 - A wellness newsletter or articles in employee newsletter
 - Program updates to the CEO and senior level management
 - Other (please explain):
- Which of the following opportunities does your organization provide for employees: (Check all that apply)
 - In-house fitness/exercise room
 - Fitness support group
 - Flexible time to participate in our health/promotion activities
 - Reimbursement for health club memberships and/or other wellness initiatives
 - Incentives to increase participation in our wellness initiatives
 - Other (please explain):
- Which of the following policies and practices does your organization have in place: (Check all that apply)
 - Smoke-free workplace/tobacco restrictions
 - Active wellness committee
 - Seatbelt/safe driving practices
 - Healthy food options (i.e., vending machine, cafeteria)
 - Other (please explain):

PART B: Pay Budgets

RELATED TO YOUR AGENCY'S FY 2007 EMPLOYEE COMPENSATION BUDGET

1. What overall percentage increase had you PLANNED for staff SALARY increases in FY 2007? (Do not include fringe benefits/payroll taxes.)
_____ %

2. What overall percentage increase did you IMPLEMENT for staff SALARY increases in FY 2007? (Do not include fringe benefits/payroll taxes.)

For the entire agency Salaries line item: _____ %
Executive staff overall: _____ %
Other exempt staff overall: _____ %
Non-exempt staff overall: _____ %

3. What overall percentage increase did you APPLY to SALARY RANGES in FY 2007?

Executive staff overall: _____ %
Other exempt staff overall: _____ %
Non-exempt staff overall: _____ %

4. What types of ENHANCEMENTS did you implement for the first time in FY 2007 for EMPLOYEE BENEFITS? (Check all that apply)
 - Added health insurance options, explain:

 - Added employee assistance program
 - Established employee wellness plan
 - Offered supplemental insurances
 - Increased employer contribution to retirement plan
 - Increased paid leave time
 - Other, explain:

5. What types of ENHANCEMENTS did you implement for the first time in FY 2007 for EMPLOYEE ACCOMMODATIONS other than salary and fringe benefits? (Check all that apply)
 - Mileage reimbursement rate increase to \$._____/mile
 - Added or increased tuition reimbursement
 - Established stipend for on-call 24/7 duty
 - Reimbursement for professional licensure fees
[check here if your agency had already been paying for professional licensure fees]
 - Covered additional staff training expenses related to professional licensure
 - Offered flexible work schedules
 - Other, explain:

6. What types of REDUCTIONS did you implement in FY 2007 in EMPLOYEE BENEFITS and/or ACCOMMODATIONS? (Check all that apply)
 - Increased employee-paid % of health ins. premium
 - Increased health insurance co-pays
 - Reduced health insurance coverage
 - Reduced employer-paid retirement contributions
 - Eliminated: _____
 - Eliminated: _____
 - Other, explain:

RELATED TO YOUR AGENCY'S FY 2008 EMPLOYEE COMPENSATION BUDGET:

1. What overall percentage increases are you PLANNING to BUDGET for staff SALARY increases in FY 2008? (Do not include fringe benefits/payroll taxes.)

For the entire agency Salaries line item: _____ %
Executive staff overall: _____ %
Other exempt staff overall: _____ %
Non-exempt staff overall: _____ %

2. What overall percentage increase are you PLANNING to APPLY to SALARY RANGES in FY 2008?

Executive staff overall: _____ %
Other exempt staff overall: _____ %
Non-exempt staff overall: _____ %

3. What types of ENHANCEMENTS do you hope to implement for the first time in FY 2008 for EMPLOYEE BENEFITS? (Check all that apply)
 - Added health insurance options, explain:

 - Added employee assistance program
 - Established employee wellness plan
 - Offered supplemental insurances
 - Increased employer contribution to retirement plan
 - Increased paid leave time
 - Other, explain:

4. What types of ENHANCEMENTS do you hope to implement for the first time in FY 2008 for EMPLOYEE ACCOMMODATIONS other than salary and fringe benefits? (Check all that apply)
 - Mileage reimbursement rate increase to \$._____/mile
 - Add or increase tuition reimbursement
 - Establish stipend for on-call 24/7 duty
 - Reimburse for professional licensure fees
 - Cover additional staff training expenses related to professional licensure
 - Offered flexible work schedules
 - Other, explain:

5. What types of REDUCTIONS do you believe you will have to implement in FY 2008 in EMPLOYEE BENEFITS and/or ACCOMMODATIONS? (Check all that apply)
 - Increase employee-paid % of health ins. premium
 - Increase health insurance co-pays
 - Reduce health insurance coverage
 - Reduce employer-paid retirement contributions
 - Eliminate: _____
 - Eliminate: _____
 - Other, explain:

6. Describe here other CONTROLLABLE FACTORS that influence the percentage of SALARY increases your agency pays its employees: