

2022 Western & Central Wisconsin Wage Survey

Chippewa Falls, Eau Claire, La Crosse, Marshfield, Menomonie, Portage County, Rice Lake, Wausau, & Wisconsin Rapids Chambers
Chippewa Valley, La Crosse, Wausau, & Winona SHRM Chapters
Distributed March 21, **Due May 6**, Results available by mid-July

INSTRUCTIONS – PLEASE READ CAREFULLY!!

WAGE SURVEY FORMS: We collect data on about 150 job titles – they are in alphabetical order and include a short job description for each title.

DATA IS REPORTED BY MAJOR INDUSTRY GROUP – Manufacturing, Healthcare, Financial Institutions, Government, and General Business (for all others).

- A. DUE DATE:** Survey **DUE DATE** is no later than **MAY 6, 2022** for **confidential data entry**. Please return to Kelsy Schultz at the Eau Claire Area Chamber of Commerce (contact information at end of these instructions).
- B. DATA-COLLECTION DETAILS:** The survey includes descriptions on 150 common jobs in our geographic area. Please do the following:

Complete the survey based on **your actual pay rates as of APRIL 1, 2022**.

- 1. It is UNLIKELY that you will be able to match all your jobs to these survey descriptions. If you have a job that doesn't fit, DO NOT REPORT IT.** We are reporting on common jobs, and due to time, cost, and relevance constraints, we can't report on every job title or description that exists in our reporting area.
- 2. We added a Deposit Operations Specialist position** (financial institutions only), **split the General Office Worker into 2 levels**, and eliminated the Mail Clerk job.
- 3. The survey covers REGULAR employees only** – not temporary or contract workers. It DOES include full-time and part-time employees.
- 4. USE HOURLY RATES ONLY.** Easy for hourly employees. For salaried employees, calculate an hourly rate by dividing their annual salary by the 2,080 hours normally worked in a year for full-timers (40 hours X 52 weeks - or other appropriate hours worked per year). **For jobs with base pay and commissions, add them together and divide by 2,080 hours to calculate an hourly rate of pay.**
- 5. Only report job information for our geographic areas** in Western & Central Wisconsin (areas surrounding Chippewa Falls, Eau Claire, La Crosse, Marshfield, Menomonie, Portage County, Rice Lake, Wausau, & Wisconsin Rapids). **DO NOT report wage data for employees that work outside of this area.**

C. THE FORMS – DETAILS AND DEFINITIONS

1. The **COVER SHEET/ORDER FORM** asks for Organization name and contact person in case we need to call and clarify information, and to verify your participation so you receive the discounted participant price. This sheet also acts as an INVOICE if you would like to order your copy now. This page will be separated from the detailed wage information as soon as it is received at the Eau Claire Chamber office, so the data entry person has no idea whose information they are entering. **CONFIDENTIALITY** is absolutely assured.
2. The **SURVEY FORMS are in Excel®** and have a drop-down box for each job description definition. Please check them **carefully** and **match the JOB DESCRIPTION to your jobs** – do **not** go strictly on job titles!
3. **PAY DATA:** In order to get *statistically accurate information*, we need to collect **individual pay rates for each employee**. We can then provide you with 25th, 50th, and 75th percentile statistics, as well as true weighted averages (not just averages of averages). In the **Excel® electronic form: insert** as many lines as you need to report data for EACH employee in EACH job title. DO NOT INCLUDE employee names – just the rates of pay for each person in each job.
4. **Degree of Match:** Indicate “degree of match” – how closely your job description matches the one we provided. This helps us refine future job descriptions.
5. **Pay Range:** If you have established a formal pay range for this position, please indicate the range minimum, midpoint, and maximum. **If you do not have an established pay range for a position, leave it blank.**
6. **Union/Non-union:** Check whether this job is union or non-union.
7. **Exempt/Non-exempt:** Check whether this job is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). The FLSA *requires* that employees in NON-EXEMPT jobs be paid 1.5X overtime for hours worked over 40 in a week (usually paid hourly). Employees in EXEMPT positions are NOT *required* to be paid overtime (usually paid a salary).
8. **Bonus/Incentive Eligibility:** Indicate if the position is **eligible** for an annual bonus AND/OR a production incentive (usually paid monthly or quarterly). This is just eligibility – NOT whether anyone actually received additional compensation. You could check one, both, or neither of these boxes for any given position. Annual bonuses are typically discretionary cash profit sharing (NOT a contribution to a qualified retirement plan), are based on total company performance, and are paid out at the end of a year. Production incentives are typically based on work actually produced by an individual or group, compared to an established goal. This includes gainsharing and goal-sharing types of plans.

Any questions on using the Excel® electronic forms **or how to transmit files securely**, please contact Kelsy Schultz at the Eau Claire Chamber at schultz@eauclairechamber.org or 715-834-1204.