

Town Demographics

The Aim Salary Survey gathers information on the annual compensation of municipal employees. The survey results are used by fellow municipal officials to create budgets and it provides Aim with valuable information throughout the year for research, policy and media relations purposes. Municipalities responding to this survey will receive a copy of the publication immediately upon its completion. Thank you in advance for your participation!

Please note: The survey is set up to automatically save your responses. However, you must use the same computer each time you login for your responses to be saved and retrieved. Technical glitches do sometimes occur with this system. Aim recommends completing the survey in one sitting to ensure responses are submitted accurately.

* 1. Please answer the following. The name and title entered should be for the person completing the survey.

Name & Title:

Municipality:

Address:

Address 2:

City/Town:

State:

ZIP:

Population:

Email Address:

Phone Number:

* 2. In what county is your municipality?

* 3. Please check the appropriate box which describes your town.

- Town with Population Greater than 2,000
- Town with Population Less than 2,000

4. Check all that apply to indicate which utilities are municipally owned. For example, if your municipality owns a water utility, check that box. Or, if your municipality does not own the gas utility, leave that box unchecked.

- Water Utility
- Sewer Utility
- Electric Utility
- Gas Utility

* 5. Please select the total number of council members (including council president).

- 3
- 5
- 7
- 9

6. Number of Full Time Employees by Department

Please enter the number of **FULL TIME** employees (full time employees work 37.5 hours or greater weekly) in the space provided.

Police, Uniform (Excluding Reserves)	
Police, Civilian (Excluding Reserves)	
Fire, Uniform (Excluding Reserves)	
Fire, Civilian (Excluding Reserves)	
Street Department	
Clerk-Treasurer / Finance and Accounting	
Sanitation / Trash	
Sewer / Wastewater	
Waterworks	
Parks / Recreation	
Engineering	
All Others	
Total Full Time Employees, Currently	
Total Number of Authorized Positions (Including Those That Are Not Filled)	

7. Number of Part Time, Seasonal or Contractual Employees by Department

Please enter the number of **PART TIME, SEASONAL, or CONTRACTUAL** employees (part-time = less than 37.5 hours weekly) in the space provided.

Police, Uniform (Excluding Reserves)	<input type="text"/>
Police, Civilian (Excluding Reserves)	<input type="text"/>
Fire, Uniform (Excluding Reserves)	<input type="text"/>
Fire, Civilian (Excluding Reserves)	<input type="text"/>
Street Department	<input type="text"/>
Clerk-Treasurer	<input type="text"/>
Sanitation / Trash	<input type="text"/>
Sewer / Wastewater	<input type="text"/>
Waterworks	<input type="text"/>
Parks / Recreation	<input type="text"/>
Engineering	<input type="text"/>
All Others	<input type="text"/>
Total Number of Part-Time/Seasonal/Contractual Employees	<input type="text"/>

8. Please list all the departments under collective bargaining.

9. Please list all departments that have a merit system.

Elected Officials

INSTRUCTIONS:

As you complete the survey, please enter the annual salary authorized for each elected position listed.

Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

10. Clerk-Treasurer

Current Annual Salary

11. Council President

Current Annual Salary

12. Council Member

Current Annual Salary

General Salaries

INSTRUCTIONS:

As you complete the survey, please enter the current salary authorized for each position listed. For purposes of this survey, "current" salary is defined as what an employee is presently being paid. If more than one person fills the same position, please take the average of their salaries for "current" salary. Do not include longevity pay in salary. If any positions are filled by the same person, show total salary under one job heading and reference the other position filled by the employee.

Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

13. Town Manager

Current Annual Salary

14. Town Marshall

Current Annual Salary

15. Check the box which best describes your Town Attorney.

- Full Time, Municipal Employee
- Part Time, Municipal Employee
- Retainer, Contractual Agreement
- Hourly, Contractual Agreement

16. Town Attorney (Municipal Employee)

Current Annual Salary

17. Street Superintendent

Current Annual Salary

18. Utilities Superintendent

Current Annual Salary

19. General Laborer

Current Annual Salary

Administrative Salaries

INSTRUCTIONS:

As you complete the survey, please enter the current salary authorized for each position listed. For purposes of this survey, "current" salary is defined as what an employee is presently being paid. If more than one person fills the same position, please take the average of their salaries for "current" salary. Do not include longevity pay in salary. If any positions are filled by the same person, show total salary under one job heading and reference the other position filled by the employee.

Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

20. Accounts Payable Clerk

Current Annual Salary

21. Payroll Clerk

Current Annual Salary

22. Administrative Assistant

Current Annual Salary

23. GIS Technician

Current Annual Salary

24. Police / Fire Dispatcher

Current Annual Salary

25. Construction Inspector

Current Annual Salary

Specialized Fields

INSTRUCTIONS:

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Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

26. Deputy Clerk-Treasurer

Current Annual Salary

27. Secretary / Receptionist

Current Annual Salary

28. Animal Control Officer

Current Annual Salary

29. Purchasing Clerk

Current Annual Salary

30. Data Analyst, Information Technology (IT)

Current Annual Salary

31. Systems Administrator, Information Technology (IT)

Current Annual Salary

32. Systems Analyst, Information Technology (IT)

Current Annual Salary

Department Heads

INSTRUCTIONS:

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Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

33. Building Commissioner / Zoning Administrator

Current Annual Salary

34. Town Engineer

Current Annual Salary

35. Purchasing Manager

Current Annual Salary

36. Parks / Recreation Superintendent

Current Annual Salary

37. Personnel / Human Resources Director

Current Annual Salary

38. Public Works Director

Current Annual Salary

39. Community Development / Planning Director

Current Annual Salary

40. Information Systems / Technology Manager

Current Annual Salary

41. Sanitation Superintendent

Current Annual Salary

42. Street Superintendent

Current Annual Salary

43. Utilities Superintendent

Current Annual Salary

Health Benefits & Leave Time

44. **Indicate the healthcare coverage provided.** Check all that apply. For example, if you offer "health insurance" for municipal employees, check that box. If you do not offer "health insurance," then leave the box blank.

	Health Insurance	Dental Insurance	Vision Insurance	Life Insurance	Long-Term Disability	Short-Term Disability	Wellness Program
Clerk-Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your municipality does not offer any insurance coverage, skip to question 51

45. **Is your municipality self insured or fully insured?**

- Self Insured
- Fully Insured

46. **What type of healthcare plan does your municipality provide?**

- PPO (Preferred Provider Organization)
- HDHP (High Deductible Health Plan) combined with a Health Savings Account (HSA)
- HRA (Health Reimbursement Arrangement)
- Municipality offers multiple plans

47. **What is the deductible and out of pocket maximums for your health plans?**

Note: The deductible is the amount an insured must pay before the insurance company begins to pay medical claims. The "out of pocket max" is the amount an insured must pay out in a year, before the insurance company will begin paying 100% of the medical claims.

Deductible for Individual	<input type="text"/>
Deductible for Family	<input type="text"/>
Out of Pocket Max for Individual	<input type="text"/>
Out of Pocket Max for Family	<input type="text"/>

48. If your municipality has a HDHP combined with a HSA, how much does your municipality contribute to the employee's HSA? If the municipality does not offer a HDHP, please skip this question.

Individual, No Dependents

Individual and Spouse

Individual and Child(ren)

Individual and Family

49. What are the monthly premium rates by tier for fully insured health plans or the monthly COBRA rates by tier for self-funded plans?

Individual/Single Premium

Employee and Spouse
Premium

Employee and Children
Premium

Employee and Family
Premium

50. What percentage does the employee contribute of the total healthcare coverage premium for a PPO? If the municipality does not offer a PPO, please skip this question.

Individual/Single Premium

Employee and Spouse
Premium

Employee and Children
Premium

Employee and Family
Premium

51. What percentage does the employee contribute of the total healthcare coverage premium for a HDHP or HRA? If the municipality does not offer a HDHP or HRA, please skip this question.

Individual/Single Premium

Employee and Spouse
Premium

Employee and Children
Premium

Employee and Family
Premium

52. Leave Time - Sick Days

What is the maximum number of sick days allowed per year with pay? Please enter the number of days by department. (If a department combines personal and sick days, then enter the total of personal days allowed in the next question.)

Police	<input type="text"/>
Fire	<input type="text"/>
Utility	<input type="text"/>
Other Municipal Employees	<input type="text"/>

53. Leave Time - Personal Days

What is the maximum number of personal days allowed per year with pay? Please enter the number of days by department. (If a department combines personal and sick days, sick days and enter the total of personal days allowed in the space provided.)

Police	<input type="text"/>
Fire	<input type="text"/>
Utility	<input type="text"/>
Other Municipal Employees	<input type="text"/>

54. Can non-disability, sick or personal days be carried over from one year to the next?

Check all apply, which can be carried over from one year to the next.

	Sick Days (Check if sick days carry over)	Personal Days (Check if personal days carry over)
Police	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Utility	<input type="checkbox"/>	<input type="checkbox"/>
Other Municipal Employees	<input type="checkbox"/>	<input type="checkbox"/>

55. Maximum Sick Days for Carryover

If you allow sick days to carry over from year to year, what is the maximum number of sick days which may be carried over? If there is no limit on the number of days, enter "unlimited."

Police	<input type="text"/>
Fire	<input type="text"/>
Utility	<input type="text"/>
Other Municipal Employees	<input type="text"/>

56. Maximum Personal Days for Carryover

If you allow personal days to carry over from year to year, what is the maximum number of personal days which may be carried over? If there is no limit on the number of days, enter "unlimited."

Police	<input type="text"/>
Fire	<input type="text"/>
Utility	<input type="text"/>
Other Municipal Employees	<input type="text"/>

57. Police Paid Vacation Days

How many paid vacation days per year are provided? Please note if vacation days are specific to "duty days" versus "calendar days." If not noted, we will assume "calendar days."

Police - After 1 Year	<input type="text"/>
Police - After 5 Years	<input type="text"/>
Police - After 10 Years	<input type="text"/>
Police - After 15 Years	<input type="text"/>
Police - After 20 Years	<input type="text"/>

58. Fire Paid Vacation Days

How many paid vacation days per year are provided? Please note if vacation days are specific for "duty days" versus "calendar days." If not noted, we will assume "calendar days."

Fire - After 1 Year	<input type="text"/>
Fire - After 5 Years	<input type="text"/>
Fire - After 10 Years	<input type="text"/>
Fire - After 15 Years	<input type="text"/>
Fire - After 20 Years	<input type="text"/>

59. Utility Paid Vacation Days

How many paid vacation days per year are provided?

Utility - After 1 Year	<input type="text"/>
Utility - After 5 Years	<input type="text"/>
Utility - After 10 Years	<input type="text"/>
Utility - After 15 Years	<input type="text"/>
Utility - After 20 Years	<input type="text"/>

60. Other Municipal Employees Paid Vacation Days

How many paid vacation days per year are provided?

Other - After 1 Year

Other - After 5 Years

Other - After 10 Years

Other - After 15 Years

Other - After 20 Years

61. Holiday Pay

How many holidays per year are paid holidays (whether worked or not)?

Police

Fire

Utility

Other Municipal Employees

Aim Town Salary Survey 2018

Department Allowances - Police, Fire, Utilities, Other

62. **Indicate any department allowance that applies.** For example, if you offer "shift premium" for police, check that box. If you do not offer "shift premium" for police, then leave the box blank.

	Shift Premium	Take Home Auto	Longevity Pay	Clothing/Uniform Allowance
Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Municipal Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

63. For each department applicable, please enter the amount per person per year that you allow for a **clothing/uniform allowance**. If you do not give any clothing/uniform allowances, then leave the box blank.

Police	<input style="width: 100%;" type="text"/>
Fire	<input style="width: 100%;" type="text"/>
Utility	<input style="width: 100%;" type="text"/>
Other Departments	<input style="width: 100%;" type="text"/>

64. For each department applicable, please enter the **mileage reimbursement rate for personal vehicles**. If you provide the federal mileage reimbursement rate, please indicate that you follow the rate. If you do not provide reimbursement, then leave the box blank.

Police	<input style="width: 100%;" type="text"/>
Fire	<input style="width: 100%;" type="text"/>
Utility	<input style="width: 100%;" type="text"/>
Other Departments	<input style="width: 100%;" type="text"/>

65. Please enter the **Police Department Longevity Pay** (salary per year with years of service). If you do not provide longevity pay, then leave the box blank.

10 Years of Service	<input style="width: 100%;" type="text"/>
15 Years of Service	<input style="width: 100%;" type="text"/>
20 Years of Service	<input style="width: 100%;" type="text"/>

66. Please enter the **Fire Department Longevity Pay** (salary per year with years of service). If you do not provide longevity pay, then leave the box blank.

10 Years of Service

15 Years of Service

20 Years of Service

67. Please enter the **Utility Department Longevity Pay** (salary per year with years of service). If you do not provide longevity pay, then leave the box blank.

10 Years of Service

15 Years of Service

20 Years of Service

68. Please enter the **Longevity Pay for Other Departments** (salary per year with years of service). If you do not provide longevity pay, then leave the box blank.

10 Years of Service

15 Years of Service

20 Years of Service

Police Salaries

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69. Police Chief

Current Annual Salary

70. Assistant (Deputy) Police Chief

Current Annual Salary

71. Sergeant

Current Annual Salary

72. Patrol 1st Class

Current Annual Salary

73. Probationary Patrolman

Current Annual Salary

74. Deputy Town Marshall

Current Annual Salary

75. Probation Department Employee

Current Annual Salary

Fire Department Salaries

INSTRUCTIONS:

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76. Does your town have a volunteer fire department?

- Yes
- No

77. Check all that apply to your volunteer fire department. Please skip if you do not have a volunteer fire department.

- Hourly Wage
- Clothing Reimbursement

78. Is your town part of a fire protection territory or district?

- Fire Protection Territory
- Fire Protection District
- None of the Above

79. Fire Chief

Current Annual Salary

80. Assistant (Deputy) Fire Chief

Current Annual Salary

81. Firefighter 1st Class

Current Annual Salary

82. Probation Firefighter

Current Annual Salary

Labor, Trades and Crafts

INSTRUCTIONS:

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83. Heavy Equipment Operator

Current Annual Salary

84. Caretaker Custodian / Janitor

Current Annual Salary

85. General Maintenance Laborer

Current Annual Salary

86. Mechanic

Current Annual Salary

87. Sanitation Driver

Current Annual Salary

88. Truck Driver

Current Annual Salary

89. Working Leader Foreman

Current Annual Salary

Municipal Utility Office

INSTRUCTIONS:

As you complete the survey, please enter the current salary authorized for each position listed. For purposes of this survey, "current" salary is defined as what an employee is presently being paid. If more than one person fills the same position, please take the average of their salaries for "current" salary. Do not include longevity pay in salary. If any positions are filled by the same person, show total salary under one job heading and reference the other position filled by the employee.

Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

90. Office Manager

Current Annual Salary

91. Cashier

Current Annual Salary

92. Billing / Account Clerk

Current Annual Salary

93. Clerical Receptionist

Current Annual Salary

94. Meter Reader

Current Annual Salary

Municipal Utilities - Waterworks Filtration Plant

INSTRUCTIONS:

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Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

95. Superintendent / Manager (Certified Only)

Current Annual Salary

96. Certified Operator (other than Superintendent or Manager)

Current Annual Salary

97. Non-Certified Equipment Operator

Current Annual Salary

98. General Maintenance Laborer

Current Annual Salary

Municipal Utility - Sewage Treatment Plant / Collection System

INSTRUCTIONS:

As you complete the survey, please enter the current salary authorized for each position listed. For purposes of this survey, "current" salary is defined as what an employee is presently being paid. If more than one person fills the same position, please take the average of their salaries for "current" salary. Do not include longevity pay in salary. If any positions are filled by the same person, show total salary under one job heading and reference the other position filled by the employee.

Please type PT after salary to indicate a part-time position or less than 37.5 hours per week, if applicable. All salaries should reflect 2018 salary numbers.

99. Superintendent / Manager (Certified Only)

Current Annual Salary

100. Certified Equipment Operator (other than Superintendent or Manager)

Current Annual Salary

101. Non-Certified Equipment Operator

Current Annual Salary

102. Lab Technician

Current Annual Salary

103. General Maintenance Laborer

Current Annual Salary

104. Are there any positions we missed?

Please write in any other positions and salaries in the space provided below.

105. Do you have any comments/suggestions for the future?

You did it! Thank you, your survey is complete. We appreciate your time and all you do. Results will be emailed to you at the end of May.

Please click "Done" to submit your survey.