Instructions

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 upon its completion.

Thank you in advance for your participation!

Common Questions

1. What do you mean by current salary?

The current salary should reflect the 2023 salary.

2. What if the position is part-time?

Please type "PT" after the salary to indicate a part-time position or less than 30 hours per week.

3. What if positions are filled by the same person?

Please show the total salary under one job title, preferably the primary position, and then reference the primary position when asked for salaries for other positions.

4. What should we do if we do not have a position listed on the salary survey?

Please leave the response space blank. We will assume you do not have this position in your municipality.

5. We have a position filled that is not listed on the salary survey. Where do we add it?

Please add the titles and salaries for any positions not listed on the survey on the last page. We will add a page of miscellaneous positions in the results.

6. Can I save the survey online and return to it later?

Yes! Survey Monkey will automatically save your survey. You do not need to push a "save" button. It does this automatically on the computer you are using. Therefore, to view your survey responses again, you must use the same computer. To go back to your survey, simply click on the survey link again and it will take you to the page where you were last!

* 1. Please answer the following for the person completing this survey.

Name:			
Title:			
Address:			
Address 2:			
Town:]	
State:	select state		•
ZIP:]	
Email Address:			
Phone Number:			

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.

* 2. What is the name of your town?

* 3. In what county is your municipality?

* 4. What is the population of your town?

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

Town with Population Greater than 2,000

 \bigcirc Town with Population Less than 2,000

6. 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

- * 7. Please select the total number of council members (including council president).
- 3
 5
 7
 9

8. Number of Full Time Employees by Department

Please enter the number of **FULL TIME** employees (full time employees work 30 hours or greater weekly) in the space provided.

Total Full Time Employees, Currently	
Total Number of Authorized Positions (Including Those That Are Not Filled)	
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	

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9. Number of Part Time, Seasonal or Contractual Employees by Department
Please enter the number of PART TIME, SEASONAL, or CONTRACTUAL employees (part-
time employees work less than 30 hours per week) in the space provided.

Total Number of Part- Time/Seasonal/Contractual Employees	
Police, Uniform (Excluding	
Reserves)	
Police, Civilian (Excluding Reserves)	
Fire, Uniform (Excluding Reserves)	
10001 (00)	
Fire, Civilian (Excluding Reserves)	
Street Department	
Clerk-Treasurer	
Sanitation / Trash	
Sewer / Wastewater	
Waterworks	
Parks / Recreation	
Engineering	
All Others	

10. Please list all the departments under collective bargaining.

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

Elected Officials

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

Indicate a position is part-time or less than 30 hours per week by typing "PT" after the salary.

If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

12. Clerk-Treasurer

13. Council President

14. Council Member

General Employees

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

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If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

15. Town Manager

16. Town Marshall

17. Which best describes your Town Attorney?

You may select more than one option.

Full Time, Municipal Employee

Part Time, Municipal Employee

Retainer, Contractual Agreement

Hourly, Contractual Agreement

18. Town Attorney (if they are a municipal employee)

19. Town Attorney Fee (if they are contracted)

Department Heads

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If your municipality does not have the position, please leave the response blank.

20. Town Engineer

21. Parks / Recreation Superintendent

22. Sanitation Superintendent

23. Street Superintendent

24. Utilities Superintendent

25. Personnel / Human Resources Director

26. Public Works Director

27. Community Development / Planning Director

28. Building Commissioner / Zoning Administrator

29. Information Systems / Technology Manager

Administrative Employees

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

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If your municipality does not have the position, please leave the response blank.

30. Deputy Clerk-Treasurer

31. Accounts Payable Clerk

32. Payroll Clerk

33. Purchasing Clerk

34. Administrative Assistant

35. Secretary / Receptionist

Specialized Fields

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

Indicate a position is part-time or less than 30 hours per week by typing "PT" after the salary.

If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

36. Animal Control Officer

37. Construction Inspector

38. Police / Fire Dispatcher

39. Data Analyst, Information Technology (IT)



40. Systems Administrator, Information Technology (IT)

41. Systems Analyst, Information Technology (IT)

42. GIS Technician

Police Department

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

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If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

43. Police Chief

44. Assistant (Deputy) Police Chief

45. Sergeant

46. Patrol 1st Class

47. Probationary Patrol Officer

48. Deputy Town Marshall

49. Probationary Department Employee

Fire Department

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

Indicate a position is part-time or less than 30 hours per week by typing "PT" after the salary.

If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

50. Does your town have a volunteer fire department?

- ◯ Yes
- 🔵 No

51. Check all that apply to your volunteer fire department.

Please skip if you do not have a volunteer fire department.

Hourly Wage

Clothing Reimbursement

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

Fire Protection Territory

Fire Protection District

) None of the Above

53. Fire Chief

54. Assistant (Deputy) Fire Chief

55. Firefighter 1st Class

56. Probationary Firefighter

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Labor, Trades, and Crafts

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

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If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

57. Heavy Equipment Operator

58. Caretaker Custodian / Janitor

59. General Maintenance Laborer

60. Mechanic

61. Sanitation Driver

62. Truck Driver

63. Working Leader Foreman

Municipal Utility Office

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

Indicate a position is part-time or less than 30 hours per week by typing "PT" after the salary.

If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

64. Office Manager

65. Cashier

66. Billing / Account Clerk

67. Secretary / Receptionist

68. Meter Reader

Waterworks Filtration Employees (Municipal Utility)

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

Indicate a position is part-time or less than 30 hours per week by typing "PT" after the salary.

If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

69. Superintendent / Manager (Certified Only)

70. Certified Operator (other than Superintendent or Manager)

71. Non-Certified Equipment Operator

72. General Maintenance Laborer

Sewage Treatment Plant / Collection System Employees (Municipal Utility)

Enter the current annual salary authorized for each elected position listed. All salaries should reflect 2023 salary numbers.

Indicate a position is part-time or less than 30 hours per week by typing "PT" after the salary.

If one person fills multiple positions, please enter the total salary under one job title, preferably the primary position, and then reference the primary position when asked for the salaries for other positions.

If your municipality does not have the position, please leave the response blank.

73. Superintendent / Manager (Certified Only)

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

75. Non-Certified Equipment Operator

76. Lab Technician

77. General Maintenance Laborer

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2023 Aim Town Salary Survey		
lealth Benefits		
78. Does your municipali If your answer is no, you wi		
○ No		
79. What healthcare bend Check all that apply.	efits do you offer the Clerk-Treasurer?	
Health Insurance	Long-Term Disability	
Dental Insurance	Short-Term Diabsility	
Vision Insurance	Wellness Program	
Life Insurance		
Check all that apply. Health Insurance Dental Insurance Vision Insurance Life Insurance 	efits do you offer Council Members?	
Check all that apply.	efits do you offer Municipal Employees?	
Health Insurance	Long-Term Disability	
Dental Insurance	Short-Term Diabsility	
Vision Insurance	Wellness Program	
Life Insurance		
82. Is your municipality s Self-Insured Fully-Insured 	self-insured or fully-insured?	

83. What type of healthcare plan does your municipality provide?

Select all the plans your municipality offers.

PPO (Preferred Provider Organization)

HDHP (High Deductible Health Plan) combined with a Health Savings Account (HSA)

HRA (Health Reimbursement Arrangement)

HMO (Health Maintenance Organization)

POS (Point of Service)

84. Does your municipality utilize spousal carve-out for health plan enrollment?

(A spousal carve-out means that a spouse is not eligible to participate on the plan if they are eligible for other employer-sponsored coverage.)

) Yes

🔿 No

85. Does your municipality offer an onsite or near site clinic?

- O Yes
- 🔿 No

86. If your municipality offers a wellness program, please select the components you offer.



Weight loss programs

87. Do you offer incentives for your wellness program? If so, what kind of incentives do you provide, i.e. gift cards, HSA contributions, premium credits, etc.

Health Benefits - PPO (Preferred Provider Organization)

The following questions are regarding a **PPO (Preferred Provider Organization) Plan**. If you do not offer this plan, please skip this section.

88. If you have a <u>PPO plan</u>, what is the deductible and out of pocket maximums for your the PPO plan?

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.

Individual Deductible	
Individual Out of Pocket Max	
Family Deductible	
Family Out of Pocket Max	

89. If you have a <u>PPO plan</u>, what are your monthly premium rates by tier for the PPO plan?

If your municipality does not offer a PPO, please skip this question.

Employee, No Dependents	
Employee and Spouse	
Employee and Child(ren)	
Employee and Family	

90. If you had an increase in premiums for a <u>PPO Plan</u>, what was the increase in premiums for 2023?

91. Do employees contribute a percentage or flat rate dollar amount of the total healthcare coverage premium for a <u>PPO</u>?

If your municipality does not offer a PPO, please skip this question.

O Percentage

🔵 Flat Rate Dollar Amount

Varies by Tier

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92. What percentage or dollar amount does the employee contribute of the total healthcare coverage premium for a <u>PPO</u>?

If your municipality does not offer a PPO, please skip this question.

Employee, No Dependents	
Employee and Spouse	
Employee and Child(ren)	
Employee and Family	

Health Benefits - HDHP (High Deductible Health Plan) & HRA (Health Reimbursement Arrangement)

The following questions are regarding a **HDHP (High Deductible Health Plan) or HRA (Health Reimbursement Arrangement)**. If you do not offer either of these plans, please skip this section.

93. If you have a <u>HDHP or HRA</u>, what is the deductible and out of pocket maximums for your HDHP or HRA?

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.

Individual Deductible	
Individual Out of Pocket Max	
Family Deductible	
Family Out of Pocket Max	

94. If you have a <u>HDHP or HRA</u>, what are your monthly premium rates by tier for the HDHP or HRA?

If your municipality does not offer a PPO, please skip this question.

Employee, No Dependents	
Employee and Spouse	
Employee and Child(ren)	
Employee and Family	

95. If you had an increase in premiums for a <u>HDHP or HRA</u>, what was the increase in premiums for 2023?

96. Do employees contribute a percentage or flat rate dollar amount of the total healthcare coverage premium for a <u>HDHP or HRA</u>?

If your municipality does not offer a HDHP or HRA, please skip this question.

Percentage

Flat Rate Dollar Amount

○ Varies by Tier

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97. What percentage or dollar amount does the employee contribute of the total healthcare coverage premium for a <u>HDHP or HRA</u>?

If your municipality does not offer a HDHP or HRA, please skip this question.

Employee, No Dependents	
Employee and Spouse	
Employee and Child(ren)	
Employee and Family	

98. If your municipality has a <u>HDHP combined with a HSA</u>, how much does your municipality contribute to the employee's HSA annually?

If your municipality does not offer a HDHP, please skip this question.

Employee, No Dependents

Employee and Spouse

Employee and Child(ren)

Employee and Family

	-	

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2023 Aim Town Salary Survey				
Leave Time				
Sick Days Personal / Vacation Day	e do you offer employees? 75 76 not distinguish between sick and personal days.			
Other (please specify)				
100. If you offer sick day year with pay?	rs, what is the <u>maximum number of sick days allowed</u> per			
Police				
Fire				
Utility				
Other Municipal Employees				
101. If you offer persona <u>allowed</u> per year with pa	l days, what is the <u>maximum number of personal days</u> y?			
Police				
Fire				
Utility				
Other Municipal Employees				
102. If you offer PTO (do not distinguish between types of time off), what is the maximum number of PTO days allowed per year with pay?				
Police				
Fire				
Utility				
Other Municipal Employees				

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· -		e carried over from one from one year to the next	
	Sick Days	Personal Days	PTO Days
Police			
Fire			
Utility			
Other Municipal Employees			
104. If you allow sic allowed for <u>Police D</u> If there is no limit on	Department?	-	r, what is the maximum
Sick Days			
Personal Days			
PTO Days			
105. If you allow sic allowed for the <u>Fire</u> If there is no limit on Sick Days Personal Days PTO Days	Department?	days to be carried over	r, what is the maximum
106. If you allow sic allowed for <u>Utility I</u> If there is no limit on	<u>Departments</u> ?		r, what is the maximum
Sick Days			
Personal Days			
PTO Days			
107. If you allow sic allowed for <u>Municir</u> If there is no limit on	oal Employees Not I		r, what is the maximum
Sick Days	5-7-		
Personal Days			

PTO Days

108. Police Paid Vacation/Personal Days

Police

Police

Police

Police

Police

How many paid vacation or personal 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."

- After 1 Year	
- After 5 Years	
- After 10 Years	
- After 15 Years	
- After 20 Years	

109. Fire Department Paid Vacation/Personal Days

How many paid vacation or personal 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."

Fire - After 1 Year	
Fire - After 5 Years	
Fire - After 10 Years	
Fire - After 15 Years	
Fire - After 20 Years	

110. Utility Departments Paid Vacation/Personal Days

How many paid vacation or personal 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."

Utility - After 5 Years

Utility - After 10 Years

Utility - After 15 Years

Utility - After 20 Years

1	

111. Municipal Employee Paid Vacation/Personal Days

How many paid vacation or personal 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	

112. Holidays

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

Police

Fire

Utility

Other Municipal Employees

2023 Aim Town Salary Survey					
Department Allowances					
113. Indicate any department allowance that applies.					
	Shift Premium	Take Home Auto	Longevity Pay	Clothing/Uniform Allowance	
Police					
Fire					
Utility					
Other Municipal Employees					

114. 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, leave the box blank.

Police	
Fire	
Utility	
Other Departments	

115. For each department applicable, please enter the **mileage reimbursement rate for personal vehicles**. If you provide the federal mileage reimbursement rate, please write "federal rate." If you do not provide reimbursement, leave the box blank.

Police _____

Utility

Other Departments

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2023 Aim Town Salary Survey
Longevity Pay
116. Please enter the Police Department Longevity Pay (additional salary amount per year with years of service). If you do not provide longevity pay, leave the box blank.
10 Years of Service
15 Years of Service
20 Years of Service
 117. Please enter the Fire Department Longevity Pay (additional salary amount per year with years of service). If you do not provide longevity pay, leave the box blank. 10 Years of Service
15 Years of Service
20 Years of Service
118. Please enter the Utility Department Longevity Pay (additional salary amount per year with years of service). If you do not provide longevity pay, leave the box blank.
10 Years of Service
15 Years of Service
20 Years of Service
 119. Please enter the Longevity Pay for Other Departments (additional salary amount per year with years of service). If you do not provide longevity pay, leave the box blank. 10 Years of Service 15 Years of Service 20 Years of Service

Thank you!

120. Are there any positions we missed?

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

121. Do you have any comments or suggestions for future surveys?

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.