

ASRWWA Wage & Benefit Survey FAQ

Q1: In the section on basic information, does the “number of connections” refer to connections or customers?

A1: Connections.

Q2: In the section on insurance and retirement, what is the difference between the two % columns?

A2: Both columns relate to what the employer pays, not what the employee pays. One column asks for the % the employer pays for an individual policy, and the other asks for the % the employer pays for a family policy. These % questions should only be filled out for items for which YES is circled. Otherwise, leave it blank.

Q3: In the section on insurance and retirement, I don’t understand what the retirement plan question is asking me to do.

A3: For most retirement plans, the employer pays in a specific % of salary. If that is your situation, please state the plan type and the %. In some cases, there may be an amount of money specified that the employer needs to pay, rather than a %. If that is the case, please fill in the amount line instead of the %. If your plan does not fit easily into either of these categories, please give a short description on the bottom of the page.

Q4: My utility has no employees because we contract out all the operations. Should I just toss the survey you sent?

A4: Please don’t toss the survey. If you know how much the contracted individuals are paid, please list the information on the Salary Page under the correct job description and note that the individual is contracted. We can still use the data.

Q5: Our utility uses job titles that are not on your Salary Page. Should I write our job titles on the page and use them instead of yours?

A5: Instead of writing in your titles, please see the Job Descriptions page. Find the position that has responsibilities closest to the job you are entering, and use that for your job title. We prefer for you to use the titles provided on the survey so we can include your employee information with those from other utilities having similar responsibilities.

See other side for additional questions related to entering salaries

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Q6: I am a very small system with few employees. I am the superintendent, operator, meter reader, laborer and everything else in the field. I have one office person who does everything. How do I enter this?

A6: Please number the employees. Put the person's salary in the highest ranking category that they have. Then put the corresponding number in all the other boxes they work. Only list the salary and the number of hours once. For example, suppose your title is superintendent and you earn \$25 per hour. Here is what your entry would look like in the 2 columns that are for Average Hours per Week and Current Wage:

Job Title	Average Hours per Week	Current Wage
Superintendent (1)	30	\$25/hr
Operator		(1)
Laborer		(1)
Office Manager (2)	20	\$12
Billing Clerk/Admin		(2)
Meter Reader		(1)

Q7: I do not understand why I need to put an average number of hours per week for a salaried employee.

A7: The only way we can compare hourly and salaried employees doing the same job is if we have this information. It is difficult to calculate, but just give your best estimate of how many hours they work. If you confer with the employee, he/she can probably tell you.