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2005/2006 MTAS Salary and Fringe Benefit Survey

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Municipal Technical Advisory Service

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2005/2006 SALARY SURVEY DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form, contact Richard L. Stokes at (615) 532-6827.

NAME: _____ TITLE: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE: _____ FAX: _____

STEP 1: Place a check by the category or position title that you would like to include in your report.

ELECTIVE	ADMINISTRATIVE	PROFESSIONAL	CLERICAL	TECHNICAL	PUBLIC SAFETY	LABOR
Aldersperson	Admin. Assistant	Accountant	Account Clerk	Bldg. Inspector	Asst. Fire Chief	Anim. Cont. Off.
Judge	Asst. City Mgr.	City Engineer	Admin. Secretary	Chief Mechanic	Asst. Police Chief	Bldg. Maint.
Mayor	City Attorney	City Planner	Clerk-Typist	Laboratory Tech.	Detective	Elec. Serviceman
Vice Mayor	City Clerk	Dir. Golf	Exec. Secretary	Mechanic	Dir. of Pub. Safety	Elec. Svc. Fmn.
	City Court Clerk	Finance Director	Secretary I	Ut. Dist./Coll. Sup.	Dispatcher	Gas Foreman
	City Manager	Head Librarian	Sr. Account Clerk	Water Pl. Oper. II	Fire Captain	Gas Serviceman
	City Recorder	Info. Systems Dir.		Water Pl. Oper. III	Fire Chief	Hvy. Equip. Oper.
		Parks Director		Water Pl. Oper. IV	Fire Driver	Lg. Equip. Oper.
		Personnel Director		WWtr Pl. Oper. II	Fire Fighter	Meter Reader
		Public Info. Off.		WWtr Pl. Oper. III	Fire Lieutenant	Sanit. Foreman
		Public Works Dir.		WWtr Pl. Oper. IV	Fire Marshal	Sanit. Worker
		Purchasing Agent			Police Captain	Street Foreman
		Risk Manager			Police Chief	Street Worker
		Utilities Manager			Police Lieutenant	Utility Worker
		WWater Plant Mgr.			Police Officer	
					Police Sergeant	

STEP 2: Make selections below to focus the results of your report. (*Population groups are defined at the bottom of this page.*)

1. Population Group (*circle one or more*):

Group II

Group IV

Group VI

OR

Population Range Between [] and []

2. Grand Division (*circle one or more*):

Middle

All

GROUP II (15,000-99,999)

GROUP III (8,000-14,999)

GROUP V (2,000-3,999)

GROUP VI (less than 2,000)

2005/2006 BENEFIT SURVEY DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database.

Should you have any questions about how to use the form, contact Richard L. Stokes at (615) 532-6827.

NAME: _____ TITLE: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE: _____ FAX: _____

STEP 1: Choose benefits information by *Category*. Place a check by the category you would like to include in your report.

CATEGORY	BENEFITS INCLUDED IN CATEGORY
☐ Staff and Hours	Total # Emp, Dept Total, Personnel Costs, Hours, Fire Cycle, Police, Shifts, Weekends, Holidays, Lunch, Paid Breaks, Policy, Probation
☐ Part Time	Prorated, Hours Part time, Hours Full Time
☐ Salary Insurance	Longevity, Percent COLA, Uniforms, Allowance, Uniforms-Supv, Pay days, Wages, Second Job Coverage, Percent Premium, Deductible, Deduct Amount, Pre-certification, Elected Officials, Percent Premium, Family Coverage, Percent Premium, Waiting, Major Medical, Maximum Amt, Alternate Cov, Dental Insurance, Life Insurance Coverage, Health, Percent Premium, Added Coverage, Disability Insurance
☐ Holidays	Total # Days, New Year's Eve, New Year's Day, Memorial Day, Martin Luther King Day, Columbus Day, Washington Birthday, President's Day, Fourth of July, Labor Day, Good Friday, Thanksgiving, Day after Thanksgiving, Veterans' Day, Christmas Eve, Christmas Day, Employee Birthday, Other Days, Holiday Pay, Cash-in
☐ Leave	Vacation Leave, Carryover—Vacation Leave, Cash-in—Vacation Leave, Vacation Wait, Sick Leave, # Sick Days, Public Safety Waiting, Wait Length, Carryover—Sick Leave, Cash-in—Sick Leave, Leave Abuse
☐ Other	Use Sick Leave, Use Vacation Leave, Use Leave-without-pay, Jury Duty, Jury Check
☐ Retirement	Retirement Program, TCRS, Early Retirement, Vesting, # Years, Insurance over 65, Percent Premium, Retirement Credit, # Days Credit
☐ Benefits	Percent Payroll, Tuition Reimbursement, Physical Exam, Drug Testing, Worker Comp, Travel, Parking, Counseling, Credit Union, Savings, Deferred Comp, Bond Insurance, Christmas Bonus, Separation Pay, EAP, Well Program, Child Care, Mileage, Food, Tools, Awards
☐ ALL Benefits Categories	If you choose this category, you must also select a limiter of either population or grand division as outlined in Step 2 below.

STEP 2: Make selections below to focus the results of your report. (*Population groups are defined at the bottom of this page.*)

1. Population Group (*circle one or more*):

Group I

Group II

Group III

Group IV

Group V

Group VI

OR

Population Range Between [] and []

2. Grand Division (circle one or more):

East

Middle

West

All

GROUP I (more than 100,000)

GROUP II (15,000-99,999)

GROUP III (8,000-14,999)

GROUP IV (4,000-7,999)

GROUP V (2,000-3,999)

GROUP VI (less than 2,000)