

3 FAH-2 H-200 Appendix D Survey Company Data

Pg _____ of _____

Company Code _____ Post _____ Date of Interview _____
Company Representative(s) _____
Address _____

Type of Company _____

Number of Employees - Country-wide _____
Immediate Vicinity _____

Any local differences in Compensation _____

Date of Last Increase _____ Type _____ Amount _____

Date of Next Increase _____ Type _____ Amount _____
(Merit, Cola, General, Negotiated, Other)

Standard Hours in Full Time Workweek _____

Pay Structure - Percentage difference between minimum and maximum rates? _____

Varies by grade level? _____

How move thru? (merit, longevity) _____

How long to reach top? (years) _____

Premium Pay - Define employee group: _____

How is the hourly pay rate for premium pay calculated? _____

If other than basic pay, please explain _____

Work

Week _____ Rest Day A _____ Rest Day B _____

Overtime _____

Holiday _____

Night
Differential _____

Specific
Day Differential _____

Premium Rules - briefly describe in an attachment

Salary Data

Pg. ___ of ___

Company Code: _____ Post: _____ Date of Interview: _____ Rates stated in local currency _____

Survey Job Titles and Grades	Post Language Level	Co. Postitions:	Title, Grade/Class Identifier	Company Language	No. Hrs. Workweek	Current Basic Pay Rates
1. Janitor/ Laborer FSN-1						Min: _____ Max: _____ Single: _____
2. Guard FSN-2						Min: _____ Max: _____ Single: _____
3. Mail Clerk FSN-3						Min: _____ Max: _____ Single: _____
4. Driver FSN-3						Min: _____ Max: _____ Single: _____
5. Mechanic (Trades) FSN-4						Min: _____ Max: _____ Single: _____
6. Secretary (Entry) FSN-5						Min: _____ Max: _____ Single: _____
7. Secretary FSN-6						Min: _____ Max: _____ Single: _____
8. Executive Secretary FSN-7						Min: _____ Max: _____ Single: _____
9. Buyer (Clerk) FSN-5						Min: _____ Max: _____ Single: _____
10. Buyer (FSN-9)						Min: _____ Max: _____ Single: _____

Company Code: _____ Post: ___ Date of Interview: _____ Rates stated in local currency _____

Survey Job Titles and Grades	Post Language Level	Co. Postitions:	Title, Grade/Class Identifier	Company Language	No. Hrs. Workweek	Current Basic Pay Rates
11. Accounting Clerk FSN-6						Min: _____ Max: _____ Single: _____
12. Accounting Clerk FSN-7						Min: _____ Max: _____ Single: _____
13. Chartered Accountant FSN-10						Min: _____ Max: _____ Single: _____
14. Finance Administrator FSN-12						Min: _____ Max: _____ Single: _____
15. System Analyst FSN-9						Min: _____ Max: _____ Single: _____
16. Computer Administrator FSN-11						Min: _____ Max: _____ Single: _____
17. Engineer FSN-11						Min: _____ Max: _____ Single: _____
18. Personnel Administrator FSN-11						Min: _____ Max: _____ Single: _____
19.						Min: _____ Max: _____ Single: _____

Company Code: _____ Post: ___ Date of Interview: _____ Rates stated in local currency _____

Survey Job Titles and Grades	Post Language Level	Co. Positions:	Title, Grade/Class Identifier	Company Language	No. Hrs. Workweek	Current Basic Pay Rates
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20.						Min: _____
						Max: _____
						Single: _____

21.						Min: _____
						Max: _____
						Single: _____

22.						Min: _____
						Max: _____
						Single: _____

23.						Min: _____
						Max: _____
						Single: _____

* A = actual or average

S = single

M = midpoint of range

Benefit Data

Page _____ of _____

Co. Code _____ Post: _____ Date: _____

Description of Plan and Employee Eligibility Requirements:	Annual Company Cost or Annual Savings for Employee, Utilization	Adjustments (Annual Basis)
1. Holidays		
2. Annual Leave		
3. Special Leave		
4. Family Allowance		
5. Education Benefit		
6. Transportation Benefit		
7. Housing Benefit		
8. Bonus		
9. Loans		
10. Social Programs		
11. Meal Benefit		
12. Discounts		
13. Payments In Kind		
14. Life Insurance		
15. Medical Insurance		
16. Clothing Benefit		
17. FB Total		
18. Other		

Benefit Questions

1. Paid Holidays

Number of paid official or religious holidays given employees each year.

If a holiday falls on a non-workday, is an alternate day off granted? Does the national government on a somewhat regular basis, grant additional public holidays? If so, how many a year?

2. Annual Leave

Number of paid vacation leave days granted each year.

Is such leave computed in work days or calendar days? Does the amount of leave thus granted vary by length of service and/or category of position? Give details of the leave plan.

Does the company grant any kind of leave bonus? If so, to which categories? (Report this under #8 as a bonus.) Does the company provide pay in advance for the amount of leave taken?

How earned? How used? Accumulation? (esp. the first year) Carryover? Cash out?

3a. Special Leave

What is the maximum number of such leave days annually granted? What is the average amount of such leave taken each year?

How many days of special leave are normally granted for:

Employee's marriage, birth of child (paternity leave) Death in family (define family), Military Leave, Other (specify, e.g., moving, birthday, exams, etc.)

3b. Other Leave

Number of days given per year for sickness and maternity leave.

What is required before such leave is granted? Is there a maximum amount of sick/maternity leave which will be granted in any one year? per event? Is unused sick leave cumulative? Limits?

After a female employee returns to work, is "nursing time" granted each day? How much and for how long a period?

How earned, used, integrated with Social Security, carryover?

4-7, 16. Family, Education, Transportation, Housing and Clothing Benefits

For family, education, transportation, housing or clothing if a cash allowance is provided, what is the payment percentage or amount? If allowances vary by groups of employees, please indicate the differences. Is it paid in advance?

If a benefit is provided in kind, what is the market value or savings to the employee?

Does the company provide cars for official business to any category of employees and allow employees to keep the car for personal use? Identify the employee category.

Does this include petrol, insurance, tax, servicing etc? What is the annual average pre-tax value to the employee? If an allowance is provided, please show amount paid and categories to which it is paid.

8. Bonus

Bonuses (given for any reason, including annual, religious, holiday, production, attendance, distribution of "gratuities", profit-sharing, etc.)

What type of bonus? What amounts were paid and to which groups of employee? What is the average amount received per year per employee?

For a profit sharing bonus, has it been paid over the past three years (if amount has varied during that period give details) and, if so, what is the three year average?

9. Loans

How does the plan operate; is it available to all employees? What type of loans are made, for how long a period?

Provide details on the current outstanding balance of the fund, the amount of savings in interest to the employee borrower over what interest he/she would pay for a similar loan at a commercial bank, and the number of employees in the company or in those groups which have access to the fund.

With specific reference to housing loans: To what group of employees are such loans made? What is the rate of interest on such loans? For what period of time? Maximum amount?

10. Social Programs

Does the employer provide recreational facilities, vacation facilities, club facilities, club memberships, regular company parties, toys to employees' children, etc. for all employees or for certain groups of employees? If so, what is the annual cost to the employer or average annual value to employee of such programs?

11. Meal Benefit

If an allowance is provided, what is the percentage or fixed amount paid? Does it vary by position?

If a free or discounted meal is provided, what is the average daily value to employee based on cost of similar meal(s) obtained at a commercial facility? Does the savings vary by groups of employees in the company?

Type—allowance, actual meal, coupon

Does company provide beverages (coffee, tea, etc.) and snacks during the working day? If yes, what is average usage per employee. Is there a charge to the employee? How much? Please give an estimate of cost of such beverages if bought in the vicinity.

12. Discounts

What type of discount is granted? Does it vary by products? Does it vary by groups of employees? What is the estimated annual savings per employee, on an average, through such discounts?

If the company has a commissary for its employees, are all employees able to purchase items there? If not, which groups of employees have access to the commissary and which do not? Or are some groups of employees able to purchase some items not available to others? If so, explain. What is the estimated annual savings per employee, on an average, through use of the commissary?

13. Payments in Kind

On a regular basis do all employees, certain groups of employees, or any individual employee receive payments-in-kind such as gifts of company products, monthly boxes of food, bolts of cloth, company services, etc.

What is the estimated average value per year to the employees to whom such payments-in-kind are made?

14. Life Insurance

What is the cost to the employer, to the employee of such benefit?

What are the benefits of such insurance? Do all employee groups (e.g. production workers, clerical, professional, supervisory) receive the same coverage? Eligibility? What is the insuring entity (Company)?

Does the accident portion cover both on- and off-the-job injuries or death?

Are employee dependents included in the policy? To what extent?

How is benefit paid - lump sum or periodic payments? Additional for accidental death? Vary by length of service? Any after Retirement? Amount?

15. Medical Insurance

(See 3 FAH-2 H-215 D) for in-depth survey)

What are the benefits of the plan (is a copy available to interviewer)?

Who pays the insurance premium or costs of the plan? Is it administered by the company or by an insurance firm? What are the average costs per year per employee for such coverage? Does it cover all employees? Does it cover dependents as well as the employee (explain)? Does the company have health care at work site?

1 Eligibility? Deductable? Coinsurance?—per each type of benefit? Maximum?—per person, event, year, lifetime? Dental? Optical? Mental Health? Disability

Who's covered? Eligibility? Covered earnings? Definition of long term Disability? Amounts payable? Lump sum or periodic? Any employee contributions?

18. Other

a. Death/Funeral Benefits

How much is paid and to whom? Is the payment in addition to any similar sum paid under national social security? Do such payments vary by groups of employees? Are they paid on dependent's deaths? Is there a maximum amount which the company will pay? Does the company provide wreaths, coffins, shrouds in addition to money payment or in place thereof?

b. Tax Benefits

Tax payments (does not refer to tax deductions from employee salary) Does the company, as an added benefit, pay the individual employee's annual income tax, or employee portion of social security, or any other tax payments?

c. Savings Plan

Savings plans (whereby the company either matches amounts saved by the individual employee or pays a preferential interest rate on such accounts).

What are the provisions of the plan? At what point may the employee withdraw his/her savings? Is the plan open to all employees? What is the cost of such plan to the employer?

d. Retirement/Severance—Social Security, Supplements, Provident Funds

(See 3 FAH-2 H-215 D) for in-depth survey)

Are all or only some of the company employees under this plan?

What benefits does it provide (e.g. retirement pension, plus work accident payments, unemployment payments, mother or child allowances, death or funeral payments, etc.) and what percent of annual salary is the employer's contribution and the employee's contribution? Can contributions be identified for each separate benefit (e.g. 10% for retirement, 10% for unemployment)? Does the company subscribe to all portions of the plan? If not, why not?

What are the eligibility requirements, the manner of computation, and the organization (company funds, bank, insurance company, etc.) administering the plan? Does the plan apply equally to all employees? What is the cost in percent of salary or monetary amount per year to the company for such retirement plan? What amount does the employee contribute to the plan?

Covered earnings—define average
Type—defined benefit or contribution
Age/Service requirements—normal, early
Formula for benefit—normal, early (with reductions?)
Disability Death Benefit—survivors, eligibility, formula
Vesting/Eligibility
Any COLA adjustment
Maximum?

e. Separation Notice

Amount of Notice? Does it vary by category of employee? Formula for payment in lieu?

f. Seniority/Attendance/Benefits

Amount? How often paid? What qualifies employee for benefit?

g. Any Other

Provide details on and annual cost to employer or average annual value to the employee of such benefits.

Note: The use of company vehicles for business purposes only, the payment of per diem while on official travel, and the shipment of employees family and household goods to a new work site would not be considered under this heading. Similarly airline, steamship, or railroad tickets issued on a space available basis only would not be included.

The value of special types of awards would be included. Other allowances could be for cost-of-living, children, representational, utilities, etc.