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September 18, 2017

Re: RESULTS – Town of Warner, NH Total Compensation Survey

Dear Survey Participant:

We are pleased to present your copy of the 2017 Town of Warner, NH Total Compensation Survey. The survey report provides information on base pay data and administrative practices for select positions as reported by thirteen of the Granite State's finest employers.

The analysis of the data collected is displayed for each of the survey jobs where sufficient data was reported. To ensure confidentiality of all data, a minimum number of five cases are required for the information about the position to be provided.

On behalf of our client, thank you for participating in this survey. If you have questions or need assistance in the interpretation of the data contained therein, please call our offices at 207-885-9333 or contact us via our website at www.ThorntonAndAssociates.net

Sincerely,

A handwritten signature in black ink that reads "Gary R. Thornton". The signature is written in a cursive style with a large, prominent initial "G".

Gary R. Thornton
Survey Administrator

INCLUDEPICTURE "http://www.warner.nh.us/warner-seal.png" * MERGEFORMATINET INCLUDEPICTURE "http://www.warner.nh.us/warner-seal.png" *



MERGEFORMATINET

RESULTS

Total Compensation Survey

September 2017

Survey Administered by:



Thornton & Associates

PO Box 1207

Scarborough, ME 04070

207-885-9333

SURVEY PARTICIPANTS

City of Concord

Town of Bow
Town of Bradford
Town of Dunbarton
Town of Henniker
Town of Hillsborough
Town of Hopkinton
Town of New London
Town of Newbury
Town of Sunapee
Town of Sutton
Town of Warner
Town of Webster

SURVEY DEFINITIONS

REPORT TABLE DEFINITIONS:

	1	2	3	4	5	6	7	8	9	10	11	12	13		
			Job Match			25th	Avg Pd Rate	Wght Avg Rate	50th	75th	Highest Pd	Lowest Pd	Pay	Range	
	Org	EE	-	=	+	%tile			%tile	%tile	Rate	Rate	Avg Min	Avg Max	
Job Title	Count	Count	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Secretary I	xxx	x,xxx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	
Secretary II	xxx	x,xxx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	
Secretary III	xxx	x,xxx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	
Admin Asst 1	xxx	x,xxx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	xx.xx	

1. **Organization Count** - The number of organizations that reported data for the variable.
2. **Employee Count** - The number of employees for which the data are reported for the variable.
3. **Job Match** - The job match as reported by participants was less than The Town of Warner's job descriptor.
4. **Job Match =** The job match as reported by participants was equal to The Town of Warner's job descriptor.
5. **Job Match +** The job match as reported by participants was greater than The Town of Warner's job descriptor.
6. **25th Percentile** - That data point that is higher than 25% of all other data in the sample when ranked from low to high. Also known as the first quartile.
7. **Average Paid Rate** - The sum of all data reported divided by the number of cases in the sample. Also called the mean.
8. **Weighted Average** - Base salary statistics calculated using individual rates reported for each employee across all organizations.
9. **50th Percentile** - That data point that is higher than 50% of all other data in the sample when ranked from low to high. Also known as the median.
10. **75th Percentile** - That data point that is higher than 75% of all other data in the sample when ranked from low to high. Also known as the third quartile.
11. **Highest Paid** - Highest paid rate reported for the position.
12. **Lowest Paid** - Lowest paid rate reported for the position.
13. **Pay Range** - The minimum and maximum of the formal salary range reported by firms with a formal salary structure for the job. Data for firms that reported a broadband for the job are excluded from range calculations.

NED – Not Enough Data Reported.

RESULTS ALL PARTICIPANTS														All rates displayed based on 2080 hours		Not all Organizations reported pay ranges	
* Note 9 participants reported that Town Clerk and Tax Collector were combined positions																	
Job Title	# of Organizations	# of Employees	-	Job Match =	+	25th %ile	Average Paid Rate	Weighted Average	50th %ile	75th %ile	Highest Paid	Lowest Paid	Pay Range Minimum Maximum				
ADMINISTRATION																	
Town Administrator	11	11.0	0	7	4	\$33.07	\$43.46	\$43.46	\$44.25	\$45.41	\$81.71	\$25.90	\$28.70	\$44.54			
Selectmen's Secretary	13	14.0	0	8	5	\$17.81	\$20.21	\$19.99	\$19.59	\$21.62	\$30.65	\$15.42	\$16.94	\$22.64			
Tax Collector *	10	9.5	1	1	8	\$26.49	\$28.84	\$28.90	\$27.50	\$30.50	\$37.81	\$21.57	\$25.24	\$34.90			
Town Clerk *	11	10.5	0	4	7	\$26.73	\$30.41	\$30.55	\$27.67	\$30.08	\$52.78	\$21.60	\$26.11	\$35.40			
Deputy Town Clerk	11	11.0	0	10	1	\$15.58	\$19.23	\$19.23	\$17.14	\$20.94	\$35.56	\$12.75	\$17.74	\$24.41			
Assessing Clerk	7	6.5	0	2	5	\$19.13	\$21.04	\$20.44	\$20.06	\$21.52	\$28.83	\$17.10	\$18.15	\$24.81			
Land Use Secretary	7	6.5	0	4	3	\$17.39	\$19.85	\$19.16	\$19.23	\$20.37	\$28.83	\$15.35	\$16.28	\$22.86			
Bookkeeper	11	11.0	1	5	5	\$21.70	\$26.59	\$26.59	\$25.76	\$29.78	\$40.45	\$17.98	\$24.43	\$34.26			
Custodian	10	14.0	1	9	0	\$13.64	\$15.82	\$15.09	\$17.20	\$17.45	\$18.36	\$10.94	\$12.54	\$17.10			
PUBLIC WORKS																	
DPW Director	10	10.0	0	10	0	\$30.98	\$37.56	\$37.56	\$36.56	\$39.88	\$58.27	\$25.45	\$32.90	\$45.43			
Highway Foreman	11	11.0	0	9	2	\$23.85	\$26.69	\$26.69	\$26.20	\$28.02	\$36.34	\$21.53	\$22.52	\$30.83			
Heavy Equipment Operator	10	25.0	0	9	1	\$19.17	\$21.12	\$21.33	\$20.44	\$23.11	\$25.88	\$16.48	\$17.43	\$23.64			
Driver/Laborer	9	40.0	0	9	0	\$16.11	\$16.96	\$17.78	\$17.58	\$18.44	\$23.24	\$12.98	\$14.98	\$20.16			
Facilities Supervisor	6	6.0	0	5	1	\$20.80	\$22.92	\$22.92	\$22.76	\$24.20	\$27.19	\$19.95	\$20.61	\$28.64			
Maintenance Worker/Laborer	6	17.0	0	6	0	\$16.68	\$17.56	\$18.72	\$17.72	\$18.46	\$21.05	\$14.65	\$13.81	\$19.71			
TRANSFER STATION																	
Foreman	9	9.0	0	8	1	\$20.85	\$22.26	\$22.26	\$21.14	\$24.17	\$28.26	\$19.00	\$18.88	\$25.23			
Attendant	9	21.0	0	8	1	\$15.43	\$17.04	\$16.32	\$16.33	\$18.16	\$21.67	\$12.20	\$14.98	\$20.16			

RESULTS ALL PARTICIPANTS														All rates displayed based on 2080 hours		Not all Organizations reported pay ranges	
Job Title	# of Organizations	# of Employees	-	Job Match =	+	25th %ile	Average Paid Rate	Weighted Average	50th %ile	75th %ile	Highest Paid	Lowest Paid	Pay Range Minimum Maximum				
POLICE DEPARTMENT																	
Police Chief	12	12.0	0	11	1	\$36.21	\$40.48	\$40.48	\$40.00	\$42.35	\$58.27	\$31.50	\$34.03	\$46.57			
Secretary	12	12.0	0	12	0	\$18.50	\$19.55	\$19.55	\$19.36	\$20.18	\$26.50	\$15.77	\$16.53	\$22.48			
Sergeant	12	21.0	0	11	1	\$27.06	\$29.11	\$31.46	\$28.72	\$30.64	\$38.78	\$24.31	\$24.90	\$33.40			
Patrol Officer	12	82.0	0	12	0	\$22.63	\$22.98	\$24.26	\$22.94	\$23.66	\$32.21	\$18.33	\$21.27	\$27.82			
Patrol Officer/Prosecutor	NED	NED	NED	NED	NED	NED	NED	NED	NED	NED	NED	NED	NED	NED			
FIRE DEPARTMENT																	
Fire Chief	6	6.0	1	4	1	\$24.70	\$33.70	\$33.70	\$30.41	\$37.75	\$58.27	\$20.14	\$31.62	\$43.56			
LIBRARY																	
Library Director	8	8.0	0	8	0	\$26.61	\$31.00	\$31.00	\$30.58	\$33.82	\$47.82	\$19.89	\$29.51	\$41.90			
Assistant Library Director	6	7.0	0	6	0	\$18.12	\$21.76	\$20.69	\$19.48	\$20.89	\$38.29	\$14.28	\$21.80	\$31.30			

ADMINISTRATIVE & EMPLOYEE BENEFIT PRACTICES

#1 Statistics are for traditional vacation, holiday, sick programs and do not include those reporting earned time programs.

Actual Number of Paid Holidays			
		<u>Full-Time</u>	<u>Part-Time</u>
FT Survey Participants (13)	Highest	12	12
PT Survey Participants (7)	Lowest	8	8
	Median	10	10

#2

Actual Number of Personal Days			
		<u>Full-Time</u>	<u>Part-Time</u>
Survey Participants (5)	Highest	4	NED
	Lowest	1	NED
	Median	2	NED

#3

Actual Number of Sick Days			
		<u>Full-Time</u>	<u>Part-Time</u>
Survey Participants (11)	Highest	30	NED
	Lowest	6	NED
	Median	12	NED

#4

Paid Time Off/Vacation				
Survey Participants (12)		<u>Full-Time</u>		
<u>Days</u>	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>	
Days for 0-05 Years of Service	15	10	10	
Days for 6-10 Years of Service	15	15	15	
Days for 11-15 Years of Service	20	15	20	
Days for 16-20 Years of Service	25	18	20	
Days for 20 + Years of Service	25	18	20	
Survey Participants (6)		<u>Part-Time</u>		
<i>(pro rated based on schedule hours)</i>				
<u>Days</u>	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>	
Days for 0-05 Years of Service	10	5	6	
Days for 6-10 Years of Service	15	8	11	
Days for 11-15 Years of Service	20	8	15	
Days for 16-20 Years of Service	20	9	17	
Days for 20 + Years of Service	25	9	17	

<i>Organizations that permit carryover of vacation time = 9</i>			
	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Carryover hours permitted	576	40	160

<i>Organizations that permit cash out of unused vacation time = 3</i>			
	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Maximum (hours) cash out allowed	240	80	144

<i>Organizations that permit carryover of sick time = 8</i>			
	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Carryover hours permitted	720	48	240

<i>Organizations that permit cash out of unused sick time = 2</i>			
	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Maximum (hours) cash out allowed	48	48	48

#5

Pension/Retirement	NHRS	Survey Participants (12)	
	Employer Contribution - %		
	<u>Highest</u>	<u>Lowest</u>	
	8.74-15.92%	0.0%	
	Defined Contribution Plan	Survey Participants (3)	
	Employer Contribution - %		
	<u>Highest</u>	<u>Lowest</u>	
	11.0%	5.0%	

#6

Group Life Insurance		Survey Participants (9)		
		Employer Contribution		
	<u>Participant Count</u>	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Fixed Amount	4	100%	0%	100%
% of Salary	5	100%	100%	100%

#7

Disability Income Protection				
	<u>Participant Count</u>	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Short Term	8			
Employer Contribution		100%	100%	100%
Benefit Amount		66.7%	50%	66.7%
Elimination Period		30 days	4 days	8 days
Long Term	5			
Employer Contribution		100%	100%	100%
Benefit Amount		66.7%	60.0%	60.0%
Elimination Period		182 days	90 days	180 days

#8

Health Insurance

**Survey Participants (10)
Monthly Employer Contribution**

	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Individual Coverage	\$ 809.10	\$ 657.96	\$ 704.12
Cost Share % Employer	100%	80%	92%
Cost Share % Employee	20%	0%	8%
2 Person Coverage	\$1,618.22	\$ 1,259.84	\$1,431.57
Cost Share % Employer	100%	80%	92%
Cost Share % Employee	20%	0%	8%
Family Coverage	\$2,184.60	\$1,700.51	\$1,932.62
Cost Share % Employer	100%	80%	90%
Cost Share % Employee	20%	0%	10%

Cash In Lieu of benefit **Survey Participants (5)
Employer Contribution**

	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Individual Coverage	\$4,000.00	\$1,030.00	\$3,900.00
2 Person Coverage	\$7,500.00	\$1,030.00	\$4,000.00
Family Coverage	\$9,986.00	\$1,030.00	\$4,000.00

Type Plan Offered PPO = 2, HMO = 6, POS = 3, CDHP = 2

#9

Dental Insurance

**Survey Participants (10)
Monthly Employer Contribution**

	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
Individual Coverage	\$ 43.19	\$ 0.00	\$ 32.30
Cost Share % Employer	100%	0%	89%
Cost Share % Employee	100%	0%	11%
2 Person Coverage	\$ 82.99	\$ 0.00	\$ 62.10
Cost Share % Employer	100%	0%	85%
Cost Share % Employee	100%	0%	15%
Family Coverage	\$ 144.13	\$ 0.00	\$ 109.01
Cost Share % Employer	100%	0%	85%
Cost Share % Employee	100%	0%	15%

#10

Vision Insurance **Not enough data for meaningful comparison**

#11

Tuition Assistance or Educational Reimbursement Not enough data for meaningful comparison

#12

Reimbursement for Dues in Professional Organizations	
Survey Participants (12)	
<u>Yes</u>	<u>No</u>
9	3

#13

Reimbursement for Required Licensing	
Survey Participants (12)	
<u>Yes</u>	<u>No</u>
11	1

#14

Pay Increase Delivery Methods					
	<u>Participant Count</u>	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>	<u>Frequency Awarded</u>
Steps	6	18	3	10	6 Annually
Across the Board	7				
Merit Only	5				

#15

Longevity Pay Program Not enough data for meaningful comparison

#16

Comp Time Off Program	Count Yes	5	Count No	7
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#17

Police Detail Pay	<u>Participant Count</u>	<u>Highest</u>	<u>Lowest</u>	<u>Median</u>
	7	\$45.00	\$30.00	\$37.50



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 - Performance Management
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 - Organization Diagnosis
 - **Project Management**
 - Strategic Planning
 - **Recruitment & Retention Strategies**
 - Regulatory Compliance
 - **Employee Opinion Surveying**
 - Training and Development

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