



# Municipal Salary Survey



In partnership with

## Maine Municipal Salary Survey

This worksheet contains all of the questions you will encounter in the Maine Municipal Salary Survey.  
Use it as a reference and data collection tool.

Question	Answer Options/Your Response	Help Text/Comments
<b>Profile: Demographics</b>		
Municipality Departments Unionized	Administration Community Services Finance Fire/Rescue Library Planning Police Public Works None	Indicate the departments for which the <b>majority</b> of municipality employees are unionized.  Select all that apply.
<b>Benefits: Paid Time Off</b>		
<b>Holidays</b>		
Number of Holidays Granted Per Year		
<b>Vacation Day Accrual Schedule:</b> Report days (not hours) earned per year by years of service. Average to the closest 5 year period.		
Vacation Days Earned Per Year After 1 Year of Employment		
Vacation Days Earned Per Year After 5 Year of Employment		
Vacation Days Earned Per Year After 10 Year of Employment		
Vacation Days Earned Per Year After 15 Year of Employment		
Vacation Days Earned Per Year After 20 Year of Employment		
<b>Sick Leave Details:</b> Report in days (not hours).		
Number of Sick Days Earned Per Year		
Total Number of Sick Days Permitted to Accumulate		
Maximum Number of Sick Days Paid Upon Separation		
Maximum Number of Sick Days Paid Upon Retirement		
<b>Benefits: Insurance/Retirement</b>		
<b>Insurance Benefits</b>		
Insurance Benefits Offered	Health Insurance-Single Health Insurance-Family Dental Insurance-Single Dental Insurance-Family Short-Term Disability Long-Term Disability Life Insurance None	Select all that apply.
Other Insurance Options Offered	Buy Out (Cash benefit for opting out of insurance coverage) Pre-Tax Premium Plan (For Employees who must contribute to the cost of their health and dental insurance) Flexible Spending Accounts (Also known as Section 125 or Cafeteria Plan)	Select all that apply.
<b>Health Insurance Costs:</b> Report percentage paid of employee health insurance premiums that pertain to a majority of employees. Please do not submit union contracted employee benefits.		
Health Insurance Premium Paid by Employer: Single		Indicate percentage paid by Employer.
Health Insurance Premium Paid by Employer: Family		<b>Indicate percentage paid by Employer for family coverage.</b> If you do not contribute towards dependent coverage, enter a "0" here. Do not average with the premium paid for single employee coverage.
<b>Dental Insurance Costs:</b> Report percentage paid of employee dental insurance premiums that pertain to a majority of employees. Please do not submit union contracted employee benefits.		
Dental Insurance Premium Paid by Employer: Single		Indicate percentage paid by Employer.
Dental Insurance Premium Paid by Employer: Family		<b>Indicate percentage paid by Employer for family coverage.</b> If you do not contribute towards dependent coverage, enter a "0" here. Do not average with the premium paid for single employee coverage.
<b>Retirement Benefits</b>		
Retirement Plans Offered	MainePERS Social Security 401 457 IRA	Select all that apply.