Helen Bader Institute for NONPROFIT MANAGEMENT
at the University of Wisconsin-Milwaukee

For most organizations, we believe the survey should take 30-45 minutes to complete. For larger organizations that have many staff levels/positions, note that the survey may take longer.

One way to cut the time is to have your documents handy before you start the survey. Identify and gather the information you need with the **Survey Preparation Checklist** below.

All data will be anonymized for reporting purposes. Organization-specific data will not be shared with anyone, and we will omit any category with less than three responses.

You will receive the survey via a secure platform powered by Qualtrics. The report from this survey is scheduled to release in fall of 2021. Organizations that participate will receive a free copy of the survey report.

Survey Preparation Checklist*

You will need to know:

- Your organization's IRS designated tax-exempt code (i.e., 501(c)**3**, 501(c)**6**, etc.)

- Current annual operating budget

- Number of employees:
    - Full-time (FT) this year
    - Part-time (PT) this year

- Net changes to staffing over the past year

- Cost of employee benefits, excluding payroll taxes and worker's compensation

- Annual gross wages (total salary/wage line from current fiscal year's budget)

- Premiums your organization pays for

- List of types of additional compensation—cash in-lieu, parental leave, etc.

- Details and eligibility requirements for the following types of benefits:
    - Group health, dental and vision insurance
    - Life/disability insurance
    - Retirement plans and matching
    - Health/flexible spending accounts
    - Parental leave
    - Travel Reimbursement
    - Tuition Reimbursement

- Paid time off policy details, including:
    - Annual carryover
    - Holidays offered
    - # of days based on length of service
    - Paid time off for PT employees

For each of your job positions, you will be asked:

- Average # of hours worked per week

- Average wages in the form of the annual salary for employees who most match the job categories included in the survey.

Please make sure to read the descriptions carefully and match your employees correctly.

Preparing the Data

In order to allow for more accurate comparisons, convert hourly wages to annual salaries—round to the nearest cent. You can do this by multiplying the hourly wage by 2,080 hours for a 40-hour work week.

- Calculate the average salary of all employees in a job category

If more than one employee matches a job category and each is paid a different wage, calculate the average annual salary for all of the matching employee. Round to the nearest cent.

For further questions, please contact:
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*Checklist courtesy of the Nonprofit Association of Oregon