# 2023 VLCT Compensation and Benefits Survey

## Login

**Login/Password action: New Login/Password**

**Login Type:**

## 2023 Survey Instructions - Please Review!

### To receive your free complimentary digital and hard copies of the annual survey report we need the following items from you. This is a three-part survey.  ****Instructions: Municipalities with Calendar Year Budget Cycles (January 1-December 30)**** Provide the following items any time between May 1st and July 31st

### Complete the Online Survey (you are here).

### Payroll System File 1: Payroll Report

### Payroll System File 2: Budget Status or Budget Detail Report

### ****Instructions: Municipalities with Fiscal Year Budget Cycles (July 1-June 30)**** Provide item 1 anytime between May 1st and July 31st (you can use your approved budgets), submit items 2 & 3 between July 1st and July 31st, 2023, after your payroll and budget systems have updated to the new fiscal year.

### Complete the Online Survey (you are here).

### Payroll System File 1: Payroll Report \*

### Payroll System File 2: Budget Status or Budget Detail Report

### *****Templates and instructions for pulling the budget and payroll reports are available here: Survey Resources. E*****mail them to [*hlaw@vlct.org*](mailto:hlaw@vlct.org).

### All users: If you completed the online survey in the last two years, you'll note that your prior year data has been pre-filled - just review and update where necessary.

### ​​​​​​​Non-NEMRC Accounting System Users: If you completed the survey in 2021 or 2022, will receive a pre-filled payroll template to update.

### ****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**** Questions/Feedback/Concerns? Contact [hlaw@vlct.org](mailto:hlaw@vlct.org?subject=VLCT%202022%20Compensation%20%26%20Benefits%20Survey) for assistance.

## Municipal Information

### Primary Respondents: If available this information has been pre-filled for your convenience, please review carefully and update or add missing information as needed.

### 1) Respondent First Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 2) Respondent Last Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 3) Respondent Job Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 4) Respondent Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 5) Contact Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 6) Organization Name:

Enter the name of your city, town, or village here. Please use the following format: "Pleasant Town", not "Town of Pleasant"

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 7) Municipal Mailing Address:

Is this the correct mailing address for your municipal offices? If blank or incorrect, please enter the correct address.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 8) City:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 9) Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 10) Municipal Website:

Verify we have the correct address (url/link) for your municipal website. If blank or incorrect, please update this information or enter N/A if your municipality does not have an official website.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section II: Municipal Services & Budgets

#### 11) Municipal Services

Please identify services provided by your municipality; whether municipal owned, under collaborative agreements, or provided through contracts. We will ask you how you pay for those services in the next question. Select all that apply.

[ ] Emergency/EMS/Rescue

[ ] Fire

[ ] Law Enforcement

[ ] Library

[ ] Sewer

[ ] Solid Waste/Transfer Station

[ ] Utilities

[ ] Water

[ ] None

#### Comments:

#### 12) Municipal Services

Please indicate how the municipality pays for the following services. Check all that apply.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Municipal Owned** | **Shared Service** | **District** | **State Contract** | **Private Contract** | **Nonprofit** | **N/A** |
| EMS/Rescue Only |  |  |  |  |  |  |  |
| Fire Only |  |  |  |  |  |  |  |
| Fire & EMS (if combined) |  |  |  |  |  |  |  |
| Fire & Water (if combined) |  |  |  |  |  |  |  |
| Law Enforcement (non-elected) |  |  |  |  |  |  |  |
| Library |  |  |  |  |  |  |  |
| Solid Waste/Transfer |  |  |  |  |  |  |  |
| Utility (Electric) |  |  |  |  |  |  |  |
| Sewer |  |  |  |  |  |  |  |
| Stormwater Utility |  |  |  |  |  |  |  |
| Water |  |  |  |  |  |  |  |
| Water & Sewer (if combined) |  |  |  |  |  |  |  |

#### Comments:

#### 13) Budget Cycle

( ) Fiscal (Jul 1-Jun 30)

( ) Calendar (Jan 1-Dec 31

( ) April-March (Apr 1 - Mar 31)

( ) March-February (Mar 1 - Feb 28)

( ) Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 14) Budgets

**Please enter budget information below. If you don't have salary and benefits broken out you can enter just the total amount budgeted for 2023/24 in the last line.**

Total Operating Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Benefits Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Payroll & Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Elections & Appointed Positions

#### 15) Elected or Appointed Officers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Elected** | **Appointed** | **Temp Appointment (Elected)** | **Contractor/Vendor** |
| Auditor(s) |  |  |  |  |
| Clerk |  |  |  |  |
| Listers |  |  |  |  |
| Assessor(s) |  |  |  |  |
| Road Commissioner |  |  |  |  |
| Treasurer |  |  |  |  |

#### Comments:

#### 16) DTC Other Positions

If DTC role is assigned to another position, please enter the position title below.

( ) Clerk

( ) Clerk/Treasurer

( ) Treasurer

( ) Tax Collector

( ) Town Manager

( ) N/A

( ) Other - Write In

#### Comments:

#### 17) DTC Compensation

How is your delinquent tax collector compensated?

( ) Fees/Penalties

( ) Hourly

( ) Stipend

( ) Salary (assigned to other paid position)

( ) Other - Write In

#### Comments:

#### 18) Paid Staff?

If you are a very small municipality and have no paid staff or benefits offered, please click no and skip to the end of the survey to verify and submit.  All others click yes and complete the following sections.

( ) Yes

( ) No

#### 19) Staffing

Please provide numbers for all staff (included paid elected/appointed positions) ***on payroll***. Enter 0 if none.

Regular Staff Full-time or Exempt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regular Part-time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seasonal Full-time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seasonal Part-time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On Call/Per Diem Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Comments:

## Section V: Compensation Increases

**Logic: Show/hide trigger exists.**

#### 20) Pay Increases

How are pay increases determined? (Check all that apply)

[ ] Annual COLA/Standard % Increase

[ ] Discretionary (Selectboard or Department Manager)

[ ] Employment Contract (Non-Union)

[ ] Merit based

[ ] Step Increase/Pay Grade

[ ] Union Contract

[ ] Voter-approved

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logic: Hidden unless: #20 Question "Pay Increases" is one of the following answers ("Annual COLA/Standard % Increase","Discretionary (Selectboard or Department Manager)","Merit based","Other")**

#### 21) Salary Increase Calculation

What method do you use to determine pay increase amounts? Select all that apply. If it varies by position (non-union) you can enter that info into the Comments box.

[ ] Federal CPI

[ ] Vermont CPI

[ ] NE Urban CPI

[ ] Flat percentage %

[ ] Flat Dollar Amount

[ ] Varies by Department/Role

[ ] Board sets rate

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Comments:

#### 22) Winter Road Maintenance Pay

Do you provide additional on call pay for winter highway workers?

( ) Yes

( ) No

#### Comments:

## Unions/Collective Bargaining

**Logic: Show/hide trigger exists. Hidden unless: #20 Question "Pay Increases" is one of the following answers ("Union Contract")**

#### 23) Union Contracts

Which departments or job functions are subject to union contracts? Check all that apply.

[ ] Administration/Finance

[ ] Law Enforcement

[ ] Facilities/Maintenance

[ ] Fire

[ ] Emergency

[ ] Highway

[ ] Library

[ ] Water

[ ] Wastewater/Sewer

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logic: Hidden unless: #23 Question "Union Contracts" is one of the following answers ("Administration/Finance","Law Enforcement","Facilities/Maintenance","Fire","Emergency","Highway","Library","Water","Wastewater/Sewer","Other - Write In")**

#### 24) Unions

Please enter unions represented in your municipality. Check all that apply.

[ ] IAFF

[ ] AFSCME

[ ] IBEW

[ ] NEPBA

[ ] CPOA

[ ] USOA

[ ] IUOE

[ ] USW

[ ] FOP

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section VI: Insurance Benefits

**Logic: Show/hide trigger exists.**

#### 25) Benefits Options

Does your municipality provide the following insurance benefits options? Check all that apply.

[ ] Health Insurance

[ ] Dental Insurance

[ ] Vision Insurance

[ ] Life Insurance

[ ] Long-Term Disability

[ ] Short-Term Disability

[ ] Long Term Care Insurance

[ ] Retirees may keep Health Plans

### 26) Health Insurance Eligibility

Minimum number of hours worked per week for eligibility?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Comments:

#### 27) Enrollment and Opt Outs

What are the total number of staff enrolled in health insurance plans, how many opt outs?

Enrolled HI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Opt Outs HI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 28) Opt Out Incentive

If you offer a cash incentive for opt outs, at what amounts?

Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual & Dependents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two Adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat Rate (All options): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logic: Show/hide trigger exists. Hidden unless: #25 Question "Benefits Options" is one of the following answers ("Health Insurance")**

#### 29) Health Insurance Options

Check all that apply.

[ ] MVP

[ ] BCBSVT

[ ] Health Exchange Purchase Assistance

[ ] Cigna

[ ] Other Union Sponsored: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Other Non-Union: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 30) Plan Options

Plan Options (BCBSVT and/or MVP). Check all that apply.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Platinum** | **Gold** | **Silver** | **Bronze** |
| Blue Rewards | [ ] | [ ] | [ ] | [ ] |
| Blue Rewards CDHP | [ ] | [ ] | [ ] | [ ] |
| CDHP | [ ] | [ ] | [ ] | [ ] |
| Standard | [ ] | [ ] | [ ] | [ ] |
| HMO | [ ] | [ ] | [ ] | [ ] |
| HMO Plus | [ ] | [ ] | [ ] | [ ] |
| HDHP | [ ] | [ ] | [ ] | [ ] |
| HDHP Plus | [ ] | [ ] | [ ] | [ ] |

**Logic: Hidden unless: #25 Question "Benefits Options" is one of the following answers ("Health Insurance")**

#### 31) Employer Contribution

What percentage of employee health benefits does the municipality pay. If your payouts amounts are variable, or you pay a flat dollar amount,  round to the closest estimated percentage.

|  |  |
| --- | --- |
|  | % |
| Individual |  |
| Two Adults |  |
| Adult & Dependents |  |
| Family |  |

### 125 plans are tax-free savings accounts that enable employees to meet health or dependent care costs. They are most often paired with high deductible health plans. Employers and employees can contribute to these accounts up to a specified dollar amount annually to cover the costs of deductibles and other qualified health expenses.

#### 32) Offered 125 Plans

[ ] HSA

[ ] HRA

[ ] FSA

[ ] FSA-DCRA

## Section VII: Retirement Plans

**Logic: Show/hide trigger exists.**

#### 33) Retirement Plan Options

What retirement options do you offer for staff? Check all that apply.

[ ] VMERS Defined Benefit (DB Pension)

[ ] VMERS Defined Contribution (DC)

[ ] ICMA 457 or DC

[ ] Other Union

[ ] Other Non-Union Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logic: Hidden unless: #33 Question "Retirement Plan Options" is one of the following answers ("VMERS Defined Benefit (DB Pension)","VMERS Defined Contribution (DC)")**

#### 34) VMERS DB Groups

VMERS Defined Benefits (pension) group options offered? Check all that apply.

[ ] A

[ ] B

[ ] C

[ ] D

## Section VIII: Paid Leave

**Logic: Show/hide trigger exists.**

#### 35) Paid Leave Options

Which of the following paid leave options does your municipality offer? Note that, a municipality can offer either Combined Time Off (CTO)/Paid Time Off (PTO) **OR** Vacation and Sick leave.

[ ] Vacation

[ ] Sick Leave

[ ] Personal

[ ] Comp Time

[ ] OR Combined Time-Off (CTO/PTO)

#### 36) Accrual Hours

Round to the nearest amount.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1 year** | **5 years** | **10 years** | **15 years** | **20+ years** |
| Sick Leave |  |  |  |  |  |
| Vacation |  |  |  |  |  |
| Personal |  |  |  |  |  |
| Comp Time |  |  |  |  |  |
| CTO/PTO |  |  |  |  |  |

#### 37) Leave Accruals & Caps

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Capped** | **Annual Carryover** | **Annual Cashout** | **Retirement Cash out** | **Separation Cash out** |
| Sick | [ ] | [ ] | [ ] | [ ] | [ ] |
| Vacation | [ ] | [ ] | [ ] | [ ] | [ ] |
| Personal | [ ] | [ ] | [ ] | [ ] | [ ] |
| Comp Time | [ ] | [ ] | [ ] | [ ] | [ ] |
| CTO/PTO | [ ] | [ ] | [ ] | [ ] | [ ] |

#### 38) Annual Carryover Amount

Vacation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sick: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTO/PTO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 39) Leave Accrual Begins

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Immediately** | **First Full Payroll Cycle** | **30 Days** | **60 Days** | **90 Days** | **180 Days** | **365 Days** | **Start of Next Budget Cycle** |
| Sick Leave |  |  |  |  |  |  |  |  |
| Vacation |  |  |  |  |  |  |  |  |
| Personal |  |  |  |  |  |  |  |  |
| CTO/PTO |  |  |  |  |  |  |  |  |

#### 40) Personnel Policy

When was your personnel policy last updated?

( ) Pre-2010

( ) 2011-2015

( ) 2016-2020

( ) After January 2021

## Section IX: Perks and Fringe Benefits

#### 41) Education Reimbursements

Do you offer staff reimbursement for the following educational benefits/expenses? Check all that apply.

[ ] Tuition (degree, certificate)

[ ] Certifications

[ ] Membership Dues

[ ] Licensure

[ ] Books, Subscriptions, Etc.

[ ] Training/Professional Development

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] All of the above

[ ] None of the above

#### 42) Staff Perks

These are perks offered to all staff. Check all that apply.

[ ] Exercise/Fitness

[ ] Wellness Programs

[ ] Invest EAP

[ ] Employee Recognition/Service Awards

[ ] Time for Volunteering

[ ] Discounted Municipal Programs &/or Services

[ ] All of the above

[ ] None of the above

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Chief Administrative Officer

**Page exit logic:** Skip / Disqualify Logic**IF:** #43 Question "Municipal Manager/Administrator" is one of the following answers ("No") **THEN:** Jump to [page 14 - Feedback](#Page24) Flag response as complete

#### 43) Municipal Manager/Administrator

Does your municipality have a Chief Administrative Officer? This would be either a Municipal (City, Town, or Village) Manager or Administrator that reports directly to the governance board.

( ) Yes

( ) No

## Municipal Manager/Administrator Section

### If you are not the town, city, village manager or administrator, please forward the survey email invitation and ask that person to complete the following section.  If your municipality does not have a Chief Administrative Officer (CAO), please skip this section.

#### 44) Position Title

( ) City Manager

( ) Town Manager

( ) Municipal Manager

( ) Village Manager

( ) Town Administrator

( ) Village Administrator

( ) Interim Manager

( ) Interim Administrator

#### 45) Municipal Service (Years)

Total All Municipal Experience (Regardless of Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Vermont Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Manager/Administrator Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logic: Show/hide trigger exists.**

#### 46) Contract/Agreement

Does the administrator/manager have an employment contract/agreement with the municipality?

( ) Yes

( ) No

**Logic: Hidden unless: #46 Question "Contract/Agreement" is one of the following answers ("Yes")**

#### 47) Contract Duration

Contract duration in years.

( ) 1

( ) 2

( ) 3

( ) 4

( ) 5

( ) N/A

( ) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logic: Hidden unless: #46 Question "Contract/Agreement" is one of the following answers ("Yes")**

#### 48) Contract terms

Check all that apply.

[ ] Severance Package

[ ] Additional Vacation

[ ] Additional Sick Leave

[ ] Additional Personal Leave

[ ] Additional Life Insurance

[ ] Additional Health Benefits

[ ] Additional Retirement

[ ] Relocation Assistance

#### Comments:

#### 49) Other Job Titles

Are there additional duties or position titles associated with this position? Check all that apply.

[ ] Delinquent Tax Collector

[ ] Emergency Management Director

[ ] Town Service Officer

[ ] Zoning Administrator

[ ] Tax Collector

[ ] Union Contract Negotiator

[ ] Road Commissioner

[ ] Utility Commissioner

[ ] Health Officer or Deputy HO

[ ] 911 Coordinator

[ ] Water/Sewer Commissioner

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] N/A

**Logic: Show/hide trigger exists.**

#### 50) Salary Increases/Performance

Basis for salary increases.

[ ] Annual Performance Reviews

[ ] Board Discretion

[ ] COLA/Standard Rate (Same as Staff)

[ ] Longevity Pay

[ ] Defined in Contract

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] N/A

**Logic: Hidden unless: #50 Question "Salary Increases/Performance" is one of the following answers ("Annual Performance Reviews")**

#### 51) Reviewing Officers

Who conducts performance reviews? Select all that apply.

[ ] Governance Board

[ ] Department Heads

[ ] Governance Board Chair

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 52) Education

What is your highest level of education?

( ) High School

( ) Some College/Continuing Ed

( ) Associates Degree(s)

( ) Bachelor’s Degree(s)

( ) Master’s Degree(s)

( ) PhD/Juris Doctor

( ) Other - Write In

### 53) Degree Subject

If you have a bachelor's degree or higher, what was your major(s) of your highest level of degree? Separate multiple subjects with a comma.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 54) Residency Requirement

Is your position subject to a residency requirement?

( ) In-Town Required

( ) Travel Distance Restriction

( ) Board Exemption

( ) N/A

#### 55) CAO Expenses

Does your municipality provide any of the following expense reimbursements for managers/administrators?

[ ] Municipal Vehicle Provided

[ ] Mileage/Fuel Reimbursement

[ ] Personal Vehicle Maintenance/Depreciation

[ ] Municipal Mobile Phone/Phone Allowance

[ ] Expense Credit Card

#### 56) CAO Perks Offered

[ ] Training/Education Reimbursement

[ ] Other Dues/Memberships

[ ] VTCMA/ICMA Dues

[ ] Conferences

[ ] Certification Maintenance

[ ] Performance/Annual Bonuses

[ ] Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Feedback

### 57) Please comment on the survey here. Constructive criticism and recommendations on formatting, questions, etc., will help us improve future surveys. If there are things about the survey you particularly liked, please mention them as well. Thank you!

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#### 58) Verification.\*

**REMINDER: Don't forget to email your payroll reports (in csv or excel format) to complete the survey! Submit reports to** [**hlaw@vlct.org**](mailto:hlaw@vlct.org?subject=2022%20CBS%20Survey%20-%20Budget%20%26%20Payroll%20Reports) **or email if you need help or have questions.**  
  
**Payroll Reports** - Please submit your payroll report in Excel format.  
  
[All users click here for report instructions.](https://www.vlct.org/node/682)  
  
**Check the box below to verify you have reviewed the survey and are ready to submit your responses. If you make an error, email the address above and we can assist.**

[ ] Yes

## Thank You!

### Thank you for taking our survey! Your municipality is entered to win a new iPad. The winner will be announced at VLCT Town Fair in September 2023.

**Action: Review: New Review**

**Email action: New Send Email**

**To:** [question("option value"), id="77", option="10131"]  
**From:** SurveyGizmo (noreply@alchemer.com)  
**Subject:** Thank you for completing the 2023 VLCT Compensation and Benefits Survey!