Sample

NRLA
Northeastern Retail
Lumber Association

NRLA invites you to participate in our bi-annual Compensation and Benefits survey of retail lumber dealers. This is an important tool because it provides valuable information about your business practices, staffing levels, and measures the validity of current wages being paid in our region.

All information will be kept confidential, your individual workbook is password protected and can only be identified by an internal number assigned to your company by NRLA.

Completed Surveys must be turned in no later than December 1.

Survey results will be available February 1. Results will be tabulated by region and sales volume. If you have any questions about the survey, please contact **memberprograms@nrla.org** or Shannon Rabbett at 518.880.6354.

Please Note:

1. There are 7 tabs along the bottom of this spreadsheet, please be sure you answer all questions on each tab.
2. Please read each question carefully to determine if it is single or multiple choice. Boxes will turn red if you answer otherwise.
3. You will receive a warning message if we believe your answer to be outside a reasonable threshold, please double check your answers.
4. Boxes may highlight in yellow if we believe your answer to be above average, please just double check your data

BUSINESS PROFILE

Company ID (internal use only) 100495

Region (if more than one yard, choose main yard location):

Boston Area (50 mile radius)
Connecticut
Maine
Massachusetts
New Hampshire
NJ
NY-Upstate
NYC/LI
Rhode Island
Vermont

Total Number of Locations:

Are you Unionized? ***(check one)***

Yes
No

Sales Volume ***(check one)*** **:**

$0-$2,999 ,999
$3,000,000-$5,999,999
$6,000,000-$9 ,999,999
$10,000,000-$29,999,999
$30,000,000-$49,999,999
$50,000,000-$99,999,999
$100,000,000-$149,999,999
$150,000,000-$199,999,999
$200,000,000-$1 billion
$1 billion or more

Dealer Type ***(check one)*** **:**

Retail-oriented
Mixed-oriented
Contractor-oriented

Employee Information:

# of full-time employees (full-time equivalent)
# of part-time employees
# of female employees
# of male employees

Hourly rates for each employee-*the formula to convert a full-time employee to hourly is to divide their annual salary by 2080 hours (52 weeks at 40 hours per week)*

COMPENSATION	Employee1	Employee2	Employee3	Employee4	Employee5	Employee6	Employee7	Employee8	Employee9	Employee10
Accounting Clerks (Records the daily cash receipts and disbursements)										
Assistant Yard Supervisor (Assists the Yard Supervisor with the day-to-day operations)										
Bookkeeper/Accountant (Maintains proper accounting records, produces periodic reports, and works with external accountants/auditors)										
Cashier/Customer service (provide checkout service to customers and answer basic questions)										
CDL Delivery/Truck Drivers (Drives delivery truck to transport building materials and related items to and from specific destinations)										
Computer Systems Manager (Maintains computer system and responds to computer problems, data inquiries, and determines hardware/ software needs)										
Credit/Collections Manager (Oversees the collection of receivables and determination of credit limits)										
Dispatcher/Distribution (Coordinates the proper scheduling of equipment and materials to meet delivery and shipping timetables)										
Estimators (Job Costing)										
Executive/Administrative Assistant (Assists Principal and/or staff management)										
HR Manager (Oversees staffing and all personnel resources)										
Lift Truck Operators (Operates lift truck to move materials as needed by departments and customers)										

Hourly rates for each employee-*the formula to convert a full-time employee to hourly is to divide their annual salary by 2080 hours (52 weeks at 40 hours per week)*

COMPENSATION	Employee1	Employee2	Employee3	Employee4	Employee5	Employee6	Employee7	Employee8	Employee9	Employee10
Marketing (Process of creating, distributing, and promoting goods or services)										
Millwork Personnel (Cuts and assembles materials specified on customer orders for doors, windows, stair parts, and other related products)										
NON-CDL Delivery/Truck Drivers										
Office Manager (Runs the office, works with owner, and oversees day-to-day activities)										
Stock Person (Loads, unloads, and stores materials in warehouse, store, and in yard)										
Yard Supervisor (Supervises the day-to-day operations of the lumber yard)										

COMMISSIONED POSITIONS

For each position, please indicate the number of employees working in each category (Base Only, Commission Only, or Base + Commission). For purposes of the hourly rate calculation, use their total salary (after commission). To calculate average annual sales volume, divide total departmental sales by the number of sales employees

	Number of employees		
	Base Salary Only	**Commission Only**	**Base + Commission**
Buyers (Maintains inventory at appropriate levels and develops relationships with distributors)			
Inside Sales/Customer Service (Assists customers, handles telephone inquiries, runs front counter, cash registers and has satisfactory product knowledge			
Outside Sales (Maintains specific accounts and the development of new accounts)			
Kitchen Sales (Achieves sales objectives for specific product lines in the kitchen department)			
Hardware Sales (Achieves sales objectives for specific product lines in the hardware department)			

Hourly rates for each employee *For purposes of the hourly rate calculation, use their total salary (after commission).*

	Employee1	Employee2	Employee3	Employee4	Employee5	Employee6	Employee7	Employee8	Employee9	Employee10
Buyers (Maintains inventory at appropriate levels and develops relationships with distributors)										
Inside Sales/Customer Service (Assists customers, handles telephone inquiries, runs front counter, cash registers and has satisfactory product knowledge										
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Kitchen Sales (Achieves sales objectives for specific product lines in the kitchen department)										
Hardware Sales (Achieves sales objectives for specific product lines in the hardware department)										

Annual Sales Volume per employee ***(if not applicable, leave blank)***

	Employee1	Employee2	Employee3	Employee4	Employee5	Employee6	Employee7	Employee8	Employee9	Employee10
Buyers (Maintains inventory at appropriate levels and develops relationships with distributors)										
Inside Sales/Customer Service (Assists customers, handles telephone inquiries, runs front counter, cash registers and has satisfactory product knowledge										
Outside Sales (Maintains specific accounts and the development of new accounts)										
Kitchen Sales (Achieves sales objectives for specific product lines in the kitchen department)										
Hardware Sales (Achieves sales objectives for specific product lines in the hardware department)										

Sales Incentive Plan (choose the one that best describes your firm's plan):

Commission Only	
Salary	
Base + Commission	
Profit Sharing at Year End	
Bonus Pool	
Year End Cash Bonus	
Other	

Management Incentive Plan (choose the one that best describes your firm's plan):

Bonus Based on Sales	
Executive Pool	
Year End Bonus	
Return on Investment	
Profit Sharing Plan,	
Percent of Pay	
Bonds Issued	
Percent of Sales	
Percent of Net Profits	
Position and Length of Service	
Other, please specify below:	

MANAGEMENT	BASE PAY (annual amount)	ANNUAL BONUS IN $
Principal/Owner		
Vice President		
Controller /Treasurer		
General Manager		
Store Manager		
Department Manager		
Assistant Manager		

(If multiple positions are held by one individual please choose position which best represents their capacity.)

Average Number of hours worked per week, per hourly full-time employee:

Office
Management
Yard

Number of part-time employees and average hours worked per week

Number PT employees 0 *this is the number you indicated on the profile tab, please be sure they match*
Average hours

How often are performance appraisals conducted?

2 times per year
Yearly
Other

On what primary basis are adjustments in wages and salaries made?

Cost of Living - Inflation
Company Profit and Growth
Discretion of Employer
Merit and Performance
Position and length of service

Fill in the percentage of your last across-the-board adjustment:

%

Do you pay a company bonus?

Yes

No

If yes, the bonus is based on (choose one):

Company Profits

Sales

Merit and Performance

Management Discretion

Longevity

Other

Do you give a year-end holiday bonus?

Yes

No

If yes, how is it calculated?

# of Weeks pay

Set Amount

% of salary

Other

Do you offer paid time off for Jury Duty?

Yes

No

If yes, max # of days?

# of days

Benefits are equal to what percentage of payroll?

(consider vacation buy-outs, employer paid insurance, Worker's Compensation, and pension plan contributions)

%

How many days of vacation do you offer after:

1 year
5 years
10 years
15 years
20 years

Can vacation days carry over?

Yes
No

if yes, how many?

/hich employees do you offer a retirement plan for?(choose one)

All Employees
Full time employees only
Management only
No retirement plan offered

If yes, what type of retirement plan? (choose one)

Defined Benefit
Defined Contribution
401k
401k with employer match
Routine or Discretionary
Profit Sharing
Other

What percentage of your company's operating expenses are dedicated to health insurance costs?

What type of insurance plans to you offer? (choose all that apply)

- HMO
- PPO
- EPO
- Health Savings Account
- Indemnity Plan
- Self Funded
- Other

How have your health insurance costs changed in the past five years (choose one)

- Decreased
- Stayed the same
- Increased less than 10%
- Increased 10% - 25%
- Increased 26% - 50%
- Increased more than 51%

Does your company offer the following benefits?

Please indicate which benefits your company offers, followed by the percentage premium paid by the company. If you offer a benefit but do not cover any of the premium, please indicate "x" that the benefit is offered, but write a zero in the % premium paid. If you do not offer a benefit please leave blank.

Benefit	Offered	% Premium payed by your company
Employee Health Insurance		
Employee Dental Insurance		
Dependent Health Insurance		
Dependent Dental Insurance		
Life Insurance		
Long-term Disability Insurance		
Short-term Disability Insurance		

Short-term Disability

If you provide short-term disability benefits, identify the method of benefit payments by placing an "x" in the appropriate column:

Method	Management	Hourly
100% of salary for up to one month		
100% of salary for 1-3 months		
100% of salary for more than 3 months		
Only Workers' Compensation or state mandated disability		
Continued salary at less than 100%		

Total number of paid holidays:	
How many of these are considered "Floaters"?	

Does your firm have an established leave policy?

Yes	
No	

How many sick days do you offer after?

- 1 year
- 5 years
- 10 years
- 15 years

Can sick days carry over?

- Yes
- No

How many personal days do you offer after?

- 1 year
- 5 years
- 10 years
- 15 years
- 20 years

Can personal days carry over?

- Yes
- No

If an employee uses his/her automobile for business use, how do you compensate?

- Mileage Reimbursement
- Amount per mile
- Flat allowance
- Trip-monthly
- Trip-yearly
- Other
- Employees never have to use personal automobiles

Do you have a budget for employee training?

Yes

No

If yes, how much as a percentage of sales

Which items, used by employees, do you provide or reimburse for?

Cell Phones

Laptop

Tablet