

Town Clerk/Treasurer and Road Crew Pay & Compensation Survey

I. Town Clerk/Treasurer Section

* Required

1. What is the name of your town? *

2. How many town office administrative staff, including town clerk and treasurer, do you have? *

- 1
- 2
- 3
- 4
- More than 4

3. How many total hours do all town office staff work per week? *

Please include the total number of hours the town clerk/treasurer, assistant town clerk/treasurer, and any administrative assistant work in one week.

4. How many hours per week does the town clerk work? *

5. How many hours per week does the town treasurer work? *

6. Are the town clerk and town treasurer positions filled by one person? *

- yes
- no

7. Are your town clerk and town treasurer elected? *

- yes
- no

8. Does the town clerk provide administrative support to the selectboard? * yes no**9. If the town clerk or another position provides administrative support to the selectboard, how many hours per week are provided? ***

If someone besides the town clerk provides administrative support to the selectboard, (1) who is it, (2) how many hours a week is support provided, and (3) at what hourly rate is the individual paid?

10. If the town clerk or other position provides administrative support to the selectboard, what tasks are done?

Please list the top five tasks that constitute assisting the Selectboard.

11. What is the town clerk and treasurer's hourly rate? *

If these positions are filled by two different people, please include hourly rates for each position.

12. How many hours per week does the assistant town clerk and treasurer work? *

If this position is filled by two people, please list the number of hours for each position.

13. What is the hourly rate for the assistant town clerk and treasurer? *

If you do not have an assistant town clerk/treasurer, please say so in your response.

14. How many hours per week does an administrative assistant work? *

If you do not have an additional administrative assistant, please say so in your response.

15. What is the hourly rate for an administrative assistant? *

If you do not have an administrative assistant, please say so in your response.

16. Do the town clerk/treasurer, assistant town clerk/treasurer, and any administrative assistant have job descriptions? *

If so, please attach all job descriptions in an email to victoria.s.lloyd@gmail.com

 yes

no

17. Who receives town paid health insurance, dental, and vision benefits ? *

town clerk/treasurer

assistant town clerk/treasurer

administrative assistant

Other:

18. How is the health insurance benefit calculated?

by a dollar amount per employee

by a percentage of the premium

other

19. Who provides your health insurance coverage? *

20. How is the dental benefit calculated?

by a dollar amount per employee

by a percentage of the premium

other

21. How is the vision benefit calculated?

by a dollar amount per employee

by a percentage of the premium

other

22. Do the town office staff receive holiday bonuses? *

yes

no

23. How much was the 2014 holiday bonus per person for the office staff?

24. Does your town pay a retirement benefit for the town clerk/treasurer? *

- yes
- no

25. Does your town pay a retirement benefit for the assistant town clerk/treasurer? *

- yes
- no

26. How is the retirement benefit calculated? *

- by a dollar amount
- by a percentage
- other

27. Does the town pay other benefits not included in this survey, such as a HRA? *

If so, what other benefits are provided? Explain.

28. Do you have a town manager? *

- yes
- no
- other

II. Road Crew Portion of the Survey

Please answer the following questions regarding your road foreman/supervisor and other road crew members.

1. How many road crew members, including a road foreman/supervisor, do you have? *

- 2
- 3
- 4
- More than 4

2. How many total hours of work are provided by the road crew per week? *

Please include non-overtime, regularly scheduled work hours per week for all employees of the road crew.

3. Do you have a road foreman or supervisor? *

- yes
- no

4. Do you have a job description for the road crew supervisory position? *

If so, please send to victoria.s.lloyd@gmail.com

- yes
 no

5. For the road crew supervisory position, what is the job title and hourly rate? ***6. For the road crew supervisory position, is this person paid an annual salary? ***

Some road crew supervisors are paid an annual salary no matter how much overtime they may work in any given year. If your road crew supervisor is paid overtime in addition to a base hourly rate, please answer "no".

- yes
 no

7. For road crew members, what is the title and hourly rate for each road crew position? ***8. For each road crew position, do you have job descriptions? ***

If so, please email all job descriptions to victoria.s.lloyd@gmail.com

- yes
 no

9. Who receives town paid health insurance, vision, and dental benefits? *

- road crew supervisor
 road crew members

10. How is the health insurance benefit calculated? *

- by a dollar amount per employee
 by a percentage of the premium
 other

11. Who provides the health insurance coverage? *

12. How is the dental benefit calculated? *

- by a dollar amount per employee
- by a percentage of the premium
- other

13. How is the vision benefit calculated? *

- by a dollar amount per employee
- by a percentage of the premium
- other

14. Do the road crew supervisor and road crew members receive a holiday bonus? *

- yes
- no

15. How much was the 2014 holiday bonus per person for the road crew?**15. Do the road supervisor and road crew members receive a clothing allowance or have uniforms provided? ***

- yes
- no

16. If they receive a clothing allowance, how much is it per person?**17. Do the road supervisor and road crew members receive a retirement benefit? ***

- yes
- no

18. How is the retirement benefit calculated?

- by a dollar amount
- by a percentage
- other

19. Does the town pay other benefits not included in this survey, such as a HRA? *

If so, what other benefits are provided? Explain.

III Personnel Policy: Does your town have a personnel policy? *

If you do, please email a copy to victoria.s.lloyd@gmail.com

- yes
 no

Does your town have any pay scales for either the office or the road crew? *

If so, please email a copy to victoria.s.lloyd@gmail.com

- yes
 no

Are there any other town positions not mentioned in this survey? *

- yes
 no

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