

Category	Questions	Job Title	Chelsea	Fairlee	Pomfret	Rochester	Sharon	Strafford	Tunbridge
Town Office	2 How many town office administrative staff, including town clerk and treasurer, do you have?		1	3	3	2	5	3	2
Town Office	3 How many total hours do all town office staff work per week?		62	82	42	72	105	90	54
Town Office	4 How many hours per week does the town clerk work?		21	35	18	39	40	34	32 as Town Clerk and AA
Town Office	5 How many hours per week does the town treasurer work?		21	25	21	39	3	34	20
Town Office	6 Are the town clerk and town treasurer positions filled by one person?		No	No	No	Yes	No	Yes	No
Town Office	7 Are your town clerk and town treasurer elected?		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Town Office	8 Does the town clerk provide administrative support to the selectboard?		No	No	No	Yes	No	Yes	Yes
Town Office	9 If the town clerk or another position provides administrative support to the selectboard, how many hours per week are provided?		Town Administrator position. 20 hours per week at @ \$18.00/hr	Provided by Town Admin and Minutes Clerk	No hours given	15	30	6	0
Town Office	11a What is the town clerk and treasurer's hourly rate?	Town Clerk	\$20.88	\$20.97	\$25.84	\$17.75	\$18.73	\$20.58	\$16.39
Town Office	11b What is the town clerk and treasurer's hourly rate?	Treasurer	\$21.98	\$20.97	\$25.84	\$17.75	\$19.23	\$20.58	\$20.25
Town Office	11c What is the town clerk and treasurer's hourly rate?	Town Admin	\$0.00	\$21.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Town Office	12 How many hours per week does the assistant town clerk and treasurer work?		as needed	as needed	3 hours and coverage for vacations	19	2.31	32	2 and on an as needed basis
Town Office	13 What is the hourly rate for the assistant town clerk and treasurer?	Assistant Town Clerk and Treasurer	\$11.85	\$0.00	\$17.00	\$14.00	\$13.00	\$18.12	\$15.26
Town Office	14 How many hours per week does an administrative assistant work?	Admin. Asst.	0	12 average	0	15	30	18	see Question 4
Town Office	15 What is the hourly rate for an administrative assistant?		\$0.00	\$13.5 average	\$0.00	\$18.00	\$20.40	\$13.96	The AA salary of \$17.435
Town Office	16 Do the town clerk/treasurer, assistant town clerk/treasurer, and any administrative assistant have job descriptions?		No	Yes	VCLT Handbook	Yes, No	Yes	Yes	No
Town Office	17 Who receives town paid health insurance, dental, and vision benefits?		only if they work a certain amount of hours.	Town Clerk, Treasurer and Town Administrator	Town Clerk, Treasurer and Highway Crew	Town Clerk, Treasurer	Town Clerk, Admin Asst, Finance Mgr.	Town Clerk/Treasurer, Asst. Town Clerk/Treasurer	Town Clerk, Treasurer
Town Office	18 How is the health insurance benefit calculated?		by a percentage of the premium-- 85% Per SG	Provided to employee/single plan Town pays \$624.18 per month.	town pays half the premium of a 2 person plan (\$541.75/month) either in coverage or as a lump sum payment in lieu of being covered by the town.	by percentage, town pays 90% of Single plan or 50% of the difference between elected coverage and single coverage for 2-person or family	By a percentage town pays per employee 93%	by percentage-- town pays 90% of single, 2 person or family plan	by a percentage of the premium -- 90% of gold 40% of spouse
Town Office	19 Who provides your health insurance coverage?		BC/BS of Vt Platinum Plan	BC/BS of VT of Platinum Plan	BC/BS of Vt Standard Gold Plan	BC/BS of Vt Platinum Plan	BCBS of VT Platinum or Gold	BC/BS of VT Platinum	BC/BS of VT
Town Office	20 How is the dental benefit calculated?		?	100% by employee	No Dental	No Dental	100% paid by town - Dental Plan 7 of Delta Dental	100% Paid by town	100% paid by town for employee only
Town Office	21 How is the vision benefit calculated?		0	100 % by employee	No Vision	No Vision	100% paid by employee	100% Paid by town	100% paid by town for employee only
Town Office	22 Do the town office staff receive holiday bonuses?		No	No	No	No	No	Yes	No
Town Office	23 How much was the 2014 holiday bonus per person for the office staff?		0	0	0	0	0	150	0
Town Office	24 Does your town pay a retirement benefit for the town clerk/treasurer?		Yes	No	No	Yes	Yes	Yes	Yes
Town Office	25 Does your town pay a retirement benefit for the assistant town clerk/treasurer?		No	No	No	No	No	Yes	Yes
Town Office	26 How is the retirement benefit calculated?		Town match up to 3% on personnel earning \$3k or more per year	No	By a percentage-- except for the Assistant Town Clerk who works less than 20 hours per week.	VMERS 5.5% town 4.5% employee class B	VMERS 5.5% town 4.75% employee class B (permanent employees 30hrs or more)	VMERS Town Pays 4% of gross and staff can pay 2.5% (must work 20 hours/week or more to qualify for this)	VMERS Town Pays 4% of gross and staff can pay 2.5%
Town Office	27 Does the town pay other benefits Not included in this survey, such as a HRA?		2 sick days and 2 personal days	40 Hrs Personal and Sick, 120 Hrs No carry Over	10 days up to 18 days vacation and can carry some days forward, 6 sick days can carry 40 unused sick leave days to the next year.	1/2 day up to 4 weeks vacation, 5 personal leave days, Health Savings Account \$1,200, L&D Life Ins \$134 per week.	It's part of dollar amt. We pay 93% of platinum or 100% gold with hra to make up difference to platinum premium	5 to 20 days vacation, 10 personal/sick leave days can carryover 15	5 to 20 days vacation, 10 sick, 4 personal days and Afflec Insurance is offered and paid by the employee.
Town Office	28 Do you have a town manager?		no	Yes, Town Admin	no	no	no	no	no
Road Crew	1. How many road crew members, including a road foreman/supervisor, do you have?		2	n/a	3	2	4	4	4
Road Crew	2. How many total hours of work are provided by the road crew per week?		40+	n/a	120	80	160	160	40 hrs for each so that is 160 hrs a week
Road Crew	3. Do you have a road foreman or supervisor?		Yes	n/a	Yes	Yes	Yes	Yes	Yes
Road Crew	4. Do you have a job description for the road crew supervisory position?		Yes	n/a	Yes	no	Yes	Yes	no
Road Crew	5. For the road crew supervisory position, what is the job title and hourly rate?		Road Foreman-- Selectboard Member per SG	n/a	Road foreman, \$22.44/hour	Road Commissioner, no pay	Road Crew Foreman \$20.70 per hour	Road Foreman \$29.56 per hour	20.30/hr
Road Crew	6. For the road crew supervisory position, is this person paid an annual salary?		no	n/a	no	no	no	Yes	no
Road Crew	7a. What is the title and hourly rate for each road crew position?	Road Maintenance Worker							
Road Crew	7b. What is the title and hourly rate for each road crew position?	Highway Workers			\$20.40				
Road Crew	7c. What is the title and hourly rate for each road crew position?	Road Foreman				\$23.25			
Road Crew	7d. What is the title and hourly rate for each road crew position?	Road Crew				\$19.25			
Road Crew	7e. What is the title and hourly rate for each road crew position?	Road Crew Laborer						\$18.47	\$18.09
Road Crew	7f. What is the title and hourly rate for each road crew position?	Road Crew Laborer						\$20.27	\$17.30
Road Crew	7g. What is the title and hourly rate for each road crew position?	Road Crew Laborer						\$18.13	\$15.50
Road Crew	7h. What is the title and hourly rate for each road crew position?	Assistant Road Crew Foreman					\$18.87		
Road Crew	7i. What is the title and hourly rate for each road crew position?	Road Crew-Level 1					\$16.46		
Road Crew	7j. What is the title and hourly rate for each road crew position?	Road Crew-Level 2					\$18.13		
Road Crew	8. For each road crew position, do you have job descriptions?	n/a	Yes	n/a	Yes	no	Yes	Yes	no
Road Crew	9. Who receives town paid health insurance, vision, and dental benefits?	n/a	road crew members	n/a	foreman and road crew members	road crew members	road crew members	road crew members	road crew members
Road Crew	10. How is the health insurance benefit calculated?		by a percentage of the premium-- 85%	n/a	100% paid by town	by percentage, town pays 90% of Single plan or 50% of the difference between elected coverage and single coverage for 2-person or family	By a percentage town pays per employee 93%	by percentage-- town pays 90% of single, 2 person or family plan	by a percentage of the premium -- 90% Gold 40% of spouse
Road Crew	11. Who provides the health insurance coverage?	n/a	BC/BS of Vt Platinum Plan	n/a	BC/BS of Vt	BC/BS of Vt Platinum Plan	BCBS of VT Platinum or Gold	BC/BS of VT Platinum	BC/BS of VT
Road Crew	12. How is the dental benefit calculated?	n/a	No Dental	n/a	No Dental	No Dental	100% paid by town - Dental Plan 7 of Delta Dental	100% Paid by town	100% Premium paid by town for employee only
Road Crew	13. How is the vision benefit calculated?	n/a	other	n/a	No Vision	No Vision	100% paid by employee	100% Paid by town	1
Road Crew	14. Do the road crew supervisor and road crew members receive a holiday bonus?	n/a	Yes	n/a	no	no	no	Yes	no
Road Crew	15. Do the road supervisor and road crew members receive a clothing allowance or have uniforms provided?	n/a	Yes	n/a	no	Yes	Yes	Yes	Yes
Road Crew	15. How much was the 2014 holiday bonus per person for the road crew?	n/a	(blank)	n/a	0	0	0	150	0
Road Crew	16. If they receive a clothing allowance, how much is it per person?	n/a	\$500/year	n/a	0	\$750/year	Uniforms (Foley Service), \$11 per week per crew member, \$2,288 Annually per SG	\$700/year	Uniform Service
Road Crew	17. Do the road supervisor and road crew members receive a retirement benefit?	n/a	Yes	n/a	Yes	Yes	Yes	Yes	Yes
Road Crew	18. How is the retirement benefit calculated?	n/a	Town match up to 3% on personnel earning \$3k or more per year	n/a	VMERS any plan they choose - Town contributes the appropriate %	VMERS 5.5% town 4.5% employee class B	VMERS 5.5% town 4.75% employee class B (permanent employees 30hrs or more)	VMERS Town Pays 4% of gross and staff can pay 2.5% (must work 20 hours/week or more to qualify for this)	VMERS Town Pays 4% of gross and staff can pay 2.5%
Road Crew	19. Does the town pay other benefits not included in this survey, such as a HRA?	n/a	2 sick days, 2 personal days	n/a	10 to 18 days vacation, can carry some days forward, 6 sick days can carry 40 unused sick leave days to the next year.	1/2 day to 4 weeks vacation, 5 personal leave days, Health Savings Account \$1,200, L&D Life Ins \$134 per week.	It's part of dollar amt. We pay 93% of platinum or 100% gold with hra to make up difference to platinum premium	5 to 20 days vacation, 10 personal/sick leave days can carryover 15	5 to 20 days vacation, 10 sick, 4 personal days and Afflec Insurance is offered and paid by the employee.
Personnel Policy	1. Does your town have a personnel policy?	n/a	Yes-Outdated	?	Yes	Yes	Yes	Yes	no
Personnel Policy	2. Does your town have any pay scales for either the office or the road crew?	n/a	no	no	no	no	Yes	no	Yes
Personnel Policy	3. Are there any other town positions not mentioned in this survey?	n/a	no	?	Listers, auditors, delinquent tax collector, constable	Listers (no insurance; \$13/hour and mileage), Librarian (Yes insurance and the town pays for	(blank)	no	Yes -- Listers \$15 per hour per SG