

PSATS SALARY SURVEY

2018

Summary of Statewide Results

(Data as of November 19, 2018)

&

Instructions for Accessing
New Online Reports



December 2018

TO: Member Townships

FROM: David M. Sanko, PSATS Executive Director

SUBJECT: 2018 PSATS Salary Survey Plus Statewide Results Summary

As one of our valuable member services, the **2018 PSATS Salary Survey Plus Statewide Results Summary** is provided exclusively to member townships to help you compare employee pay scales and benefits with those of similar townships. Thank you to the nearly 700 townships that responded to the 2018 survey in the first 45 days! **This report provides a statewide level summary of data entered as of November 19, 2018.**

For breakouts by region, population, budget size, benefits provided, union status, and more, log onto our new and secure PSATS Salary Survey Plus online platform! Townships supervisors, managers, secretaries, and other designated employees from participating townships may view the online results by logging onto **connect.psats.org** and may create customized reports that can be printed or downloaded. **See page 6** for detailed directions to access the online results and retrieve the report you need. Need help logging in? Email us at **memberservices@psats.org** or call us at 717-763-0930

Townships have access to the following on this secure site and may apply custom filters to any report or question:

- Question-by-question comparisons;
- Excel-based spreadsheets that include employee compensation and benefit information; and
- Charts and graphs provide visual comparisons.

To protect data anonymity, the results do not show the highs and lows or any individual question with less than five responses. Instead this report and all online reports show data in quartiles, which provide a more helpful and accurate representation of the information. Here is an explanation:

- The 25th percentile = 25 percent of the falls below this percentile.
- The 50th percentile or median = 50 percent of the responses are lower and 50 percent are higher than the median or middle.
- The 75th percentile = 75 percent of the data falls below this percentile.

Please note that online access is provided only to townships that participate in the survey. It's never too late to participate! Because the survey is real-time, you can still enter your 2018 salary and benefits information today to get full access. Any new data is automatically calculated into the results, which improves the product for all townships. And you can update it any time for new reports! Each township's Salary Survey Plus processor, who is your township secretary, manager, or other employee who has been designated by your township, can complete the survey. Not sure who is designated as the processor or need to make a change? Email us at **memberservices@psats.org** or call us at (717) 763-0930.

We are always interested in any input you might have to make our ongoing Salary Surveys more useful to our members. If you have any specific suggestions, please email them to hfishel@psats.org or call the Association at (717) 763-0930.

Thank you for your membership!

Data from All Responding Townships

Employee Position	Full-Time Hourly Rates				Part-Time Hourly Rates			
	# of Twps	25%	Med.	75%	# of Twps	25%	Med.	75%
Admin/Office Staff:								
Secretary (if not Sec.-Treas.)	47	17.70	21.25	23.16	41	14.75	16.60	18.75
Treasurer (if not Sec.-Treas.)	25	18.25	20.55	27.34	30	15.00	19.39	25.14
Secretary-Treasurer	217	17.13	20.10	24.28	180	13.00	15.33	17.50
Assistant Secretary	17	16.00	18.80	23.60	19	11.20	14.00	16.75
Assistant Treasurer	5	23.23	23.75	27.61	5	17.00	19.50	26.75
Assistant Secretary-Treasurer	16	19.38	22.04	28.02	7	12.00	16.78	17.26
Administrative Assistant	69	17.83	21.27	23.89	17	13.00	16.12	18.00
Clerk (General)	34	15.61	18.84	20.26	37	12.00	13.65	15.00
Clerk (Water/Sewer)	21	17.58	19.45	22.28	14	8.25	13.45	15.84
Clerk (Police Department)	29	18.15	19.84	22.50	13	16.08	17.55	18.98
Receptionist	29	15.37	17.70	19.99	11	12.25	13.50	14.63
Bookkeeper/Accounting Clerk	33	19.62	21.95	24.13	6	17.25	18.25	18.53
General Administrative Staff	21	16.03	20.03	24.00	16	12.32	16.90	19.13
Public Works/Road Crew:								
Roadmaster	270	18.59	21.50	25.00	100	14.50	15.96	18.25
Road Superintendent	35	22.90	30.17	35.46	6	13.25	16.25	17.75
Road Foreman	137	19.75	23.30	27.14	13	14.00	15.75	16.75
Assistant Roadmaster	53	17.27	19.99	25.00	20	14.38	15.00	16.56
Mechanic	51	18.85	24.16	26.86	7	18.53	20.00	23.08
Heavy Equipment Operator	126	17.28	20.15	23.64	48	13.88	16.05	17.63
Light Equipment Operator	22	16.81	19.18	22.28	40	12.63	14.43	17.18
Sewer/Wastewater Plant Operator	25	21.25	24.92	26.50	9	15.00	17.76	20.00
Water Plant Operator	8	23.35	25.02	29.17				
Labor, Skilled	208	16.35	19.29	21.84	90	13.56	15.00	17.00
Labor, Unskilled	46	15.04	17.00	19.11	101	11.75	13.75	15.36
Truck Driver (CDL)	111	16.14	18.70	21.51	53	14.00	15.75	17.25
Truck Driver (non-CDL)	7	14.37	15.00	17.47	24	12.87	14.75	16.50
Park Maintenance	23	17.17	20.58	23.93	33	11.00	13.65	16.50
Planning/Code Enforcement:								
Code Enforcement Officer	49	20.15	24.92	31.53	62	13.31	15.88	20.00
Asst. Code Enforcement Officer	8	20.77	22.43	26.65				
Building Code Official	19	21.45	24.97	32.41	15	15.00	20.40	38.00
Building Code Inspector	9	24.97	28.75	35.45				
Sewage Enforcement Officer	5	24.97	34.21	37.50	32	24.25	30.00	50.00
Zoning Officer	58	22.01	25.86	28.68	98	15.00	18.00	25.00
Seasonal:								
Seasonal Road Worker/Laborer	163	11.63	14.03	16.45				
CDL Driver (Seasonal)	63	15.00	17.00	19.37				
Park Laborer	65	10.00	12.00	14.00				
Camp Counselor	16	8.00	9.36	10.75				
Lifeguard	9	9.00	9.96	10.25				

Data from All Responding Townships

Employee Position	Full-Time Hourly Rates				Part-Time Hourly Rates			
	# of Twps	25%	Med.	75%	# of Twps	25%	Med.	75%
Management/Professional:								
Township Manager	116	33.65	40.34	49.38				
Assistant Township Manager	13	31.73	36.34	40.00				
Township Administrator	23	25.25	27.50	31.48	6	21.49	33.70	44.52
Finance Director	25	31.83	37.32	43.22				
Public Works Director	50	30.97	35.36	40.44				
Assistant Public Works Director	5	31.47	32.66	35.09				
Stormwater Coordinator	6	25.24	29.15	34.43				
Parks/Recreation Director	19	23.19	28.70	31.60				
Asst. Parks/Recreation Director	6	18.19	21.99	25.82				
Recreation Program Coordinator	7	19.62	21.17	22.14				
Planning/Community Dev. Dir.	13	30.00	34.82	37.61				
Building/Code Enforcement Dir.	14	30.00	33.89	40.34	5	16.00	26.13	55.57
Police Positions:								
Police Chief	103	28.60	38.47	46.20	15	15.75	20.35	21.41
Police Captain	6	24.76	42.56	55.86				
Police Lieutenant	23	32.06	44.98	50.14				
Police Sergeant	71	30.66	36.20	43.48	7	17.70	19.43	23.58
Police Corporal	24	30.43	39.82	44.78				
Police Detective	35	34.73	40.89	44.77				
Patrolman	94	25.01	30.75	38.23	74	15.58	18.00	20.63

Statewide Township Responses

- 86 percent of responding townships have CDL vehicles.
- 73 percent of responding townships have Dirt and/or Gravel Roads.
- 98 percent of responding townships have a township building.
- 16 percent of responding townships have a full-time township police department, 8 percent report having a part-time township police department, 5 percent report belonging to a regional police department, 5 percent report that police protection is provided by another municipality, and 73 percent report that the Pennsylvania State Police provide police protection to their township.
 - **Note:** Townships could choose more than one answer.
- 97 percent of responding townships report that fire protection is provided by volunteers and 3 percent report that fire protection is provided by a combination of paid staff and volunteers.
- 46 percent of responding townships reported that emergency medical services is provided by volunteers, 31 percent report that EMS is provided by a combination of volunteers and paid staff, and 23 percent report that EMS is provided by paid staff.
- 3 percent of responding townships report having an administrative employee union; 16 percent report having a police union, 12 percent report having a public works union, and 1 percent report having an “other” union.
 - **Note:** Member townships can filter results by union type. In addition, police reports that include wages and benefit information are available online. See page 6 for details on how to access this information.

Data from All Responding Townships

Non-Union Employee Benefit Information

Paid Medical and Hospital Insurance

Note: Townships could choose more than one answer.

- 50 percent of responding townships pay for the entire cost of health insurance for their employees.
- 25 percent of responding townships reported that employees contribute towards medical insurance.
- 36 percent of responding townships provide a PPO (*Preferred Provider Organization*) plan.
- 2 percent of responding townships provide an HMO (*Health Maintenance Organization*) plan.
- 4 percent of responding townships provide an HSA (*Health Savings Account*) plan.
- 6 percent of responding townships provide an HRA (*Health Reimbursement Account*) plan.
- 9 percent of responding townships provide a high-deductible health insurance plan.
- 10 percent of responding townships provide health care coverage for non-working supervisors.
- 5 percent of responding townships provide post-retirement health benefits.
- 3 percent of responding townships require coordination of spousal health insurance benefits. In other words, if the employee's spouse has health care insurance available to them, the spouse must participate in their employer's plan as primary and as secondary on the township's plan.
- 1 percent of responding townships have 50 or more full-time employees and are required to provide minimum health insurance benefits under the Affordable Care Act.
- 26 percent of responding townships do not provide medical insurance to their employees.

Pension Benefits

Note: Townships could choose more than one answer.

- 50 percent of responding townships pay for a defined benefit (*traditional*) plan.
- 21 percent of responding townships report employees contribute toward a defined benefit plan.
- 22 percent of responding townships pay for a defined contribution plan (*401k style or similar*) for employees.
- 16 percent of responding townships reported that employees contribute to a defined contribution plan (*401k style or similar*).
- 29 percent of responding townships do not provide pension or retirement benefits.

Other Insurance Benefits

- 60 percent of responding townships provide employee disability insurance.
- 61 percent of responding townships provide employee dental care insurance.
- 58 percent of responding townships provide employee vision care insurance.
- 61 percent of responding townships provide employee term life insurance.

Paid Leave Benefits

- 96 percent of responding townships provide paid holidays to their employees.
- 90 percent of responding townships provide paid vacation leave.
- 86 percent of responding townships indicated that vacation days earned per year varies by years of service.
- 70 percent of responding townships provide sick leave to their employees.
- 68 percent of responding townships provide personal days to their employees.
- 23 percent of responding townships provide paid time off to their employees.
 - **Below are the reported days provided to new employees (base rate):**

Type of Leave	25 th Percentile	Median	75 th Percentile
Holidays Earned Per Year	8	9	11
Sick Days Earned Per Year	5	6	10
Vacation Days Earned Per Year	5	5	10
Paid Time-Off Days Earned Per Year	3	3	5

Salary Survey Plus Breakout Reports Now Available Online!

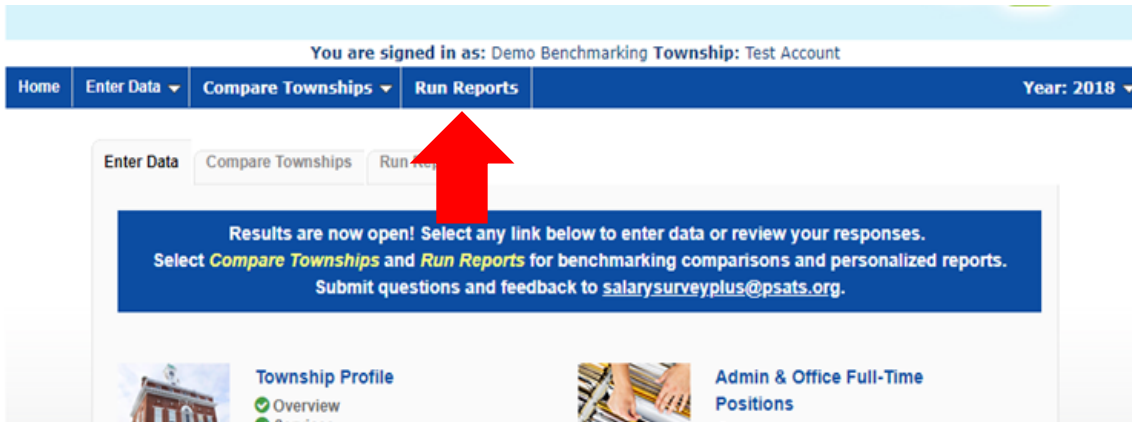
The Salary Survey Plus database is a dynamic alternative to the hardcopy version mailed to PSATS members in past years. Previously, the annual hardcopy version shared reports generated internally at PSATS based on region or township size. Salary Survey Plus empowers townships with more specific and current data to ensure your township is providing a competitive salary to its employees based on both your region and township size. To ensure you are getting the most out of your Salary Survey Plus account, review these instructions:

Has your township provided data? To access Salary Survey Plus, your township's designated Salary Survey Plus Processor (*usually your secretary, treasurer, or manager*) will need to answer at least 66% of the survey questions before you can generate reports. **Township supervisors, secretaries, managers, and any other employee designated by the township can generate a report for your township once this step is completed.**

Accessing your online account: Go to connect.psats.org and choose "Log In" in the upper right-hand corner. Enter your username and password. (*Note: your username is your email address on file with PSATS.*) If you do not have an email address on file with us or are having trouble logging in, email us at memberservices@psats.org.



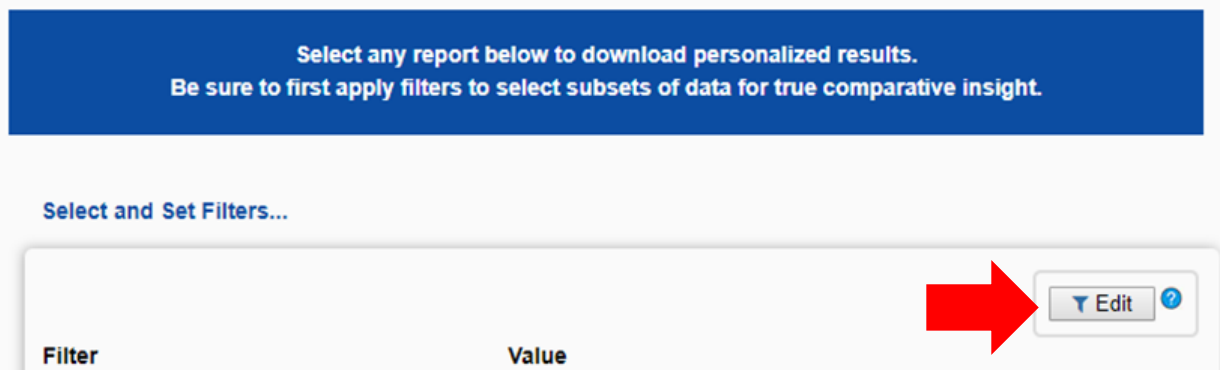
Once you are logged in, choose the Salary Survey Plus icon on the Connect homepage. Select your township, and you are now entering the online platform!



Run Reports: This tab has many reports with statewide results in both Excel and Powerpoint format. Benefit information is available under the "Township Profile" reports. Simply click to open the report of your choice.

What filters are available? Salary Survey Plus gives members the ability to filter results by county, road miles, population, budget size, number of employees, unions, type of police protection, pension benefits, medical benefits, and more. In fact, you can use more than one filter at a time.

To use the filter, click "Edit" next to the filters at the top of the page and choose the filters and parameters that you would like to apply. You can type ranges into the slide bars. Click "Done" when you are finished choosing filters and then open any report at the bottom of the page and it will display only those results for the filters that you selected.

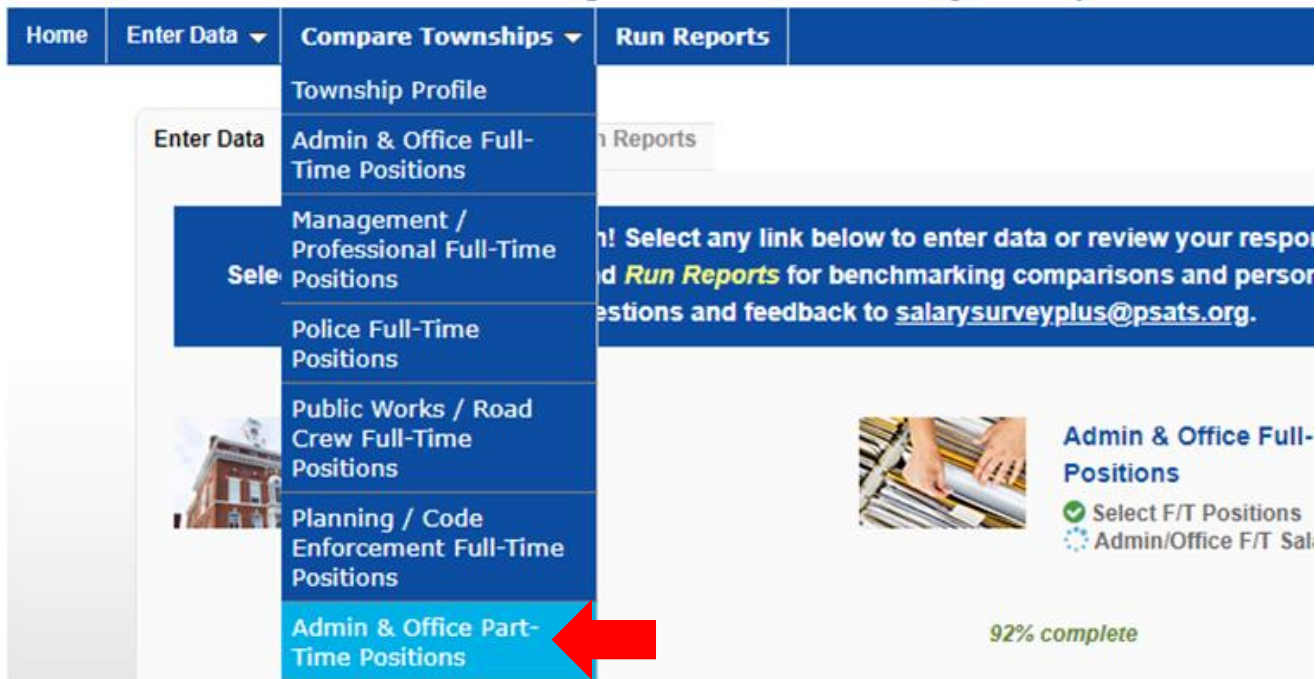


Hint: Done with your filter selections? Click “Edit” and then “Clear” to remove all filters.

Note: If there are less than 5 entries for a specific question with the filters you applied, no results will be displayed. Broaden your filter parameters or use fewer filters for better results.



Compare Townships: Interested in just a few positions? Use this tab to view results by question. Go into the section of interest and choose the question you want to view. For example, to view results for a part-time secretary-treasurer, go to Administrative & Office Part-Time Positions, choose the “Admin/Office P/T Wage Data” scroll down, and choose “Secretary-Treasurer” from the drop-down menu and results will display below.



Hint: Filters may be applied to these reports. See above for directions. In addition, click on the pop-up tab to the right of each question to open a downloadable chart. Note that filters applied to “Run Reports” will also apply to “Compare Townships” until cleared.

Note that each report will show the date it was pulled and which filters were applied on the first page.

Want more detailed instructions? Once you log onto connect.psats.org, search for “2018 Salary Survey Plus” for a detailed step-by-step guide for creating your own report!

Need help? Have a suggestion? Contact PSATS at salarysurveyplus@psats.org or call us at (717) 763-0930 for assistance with creating a report or with a suggestion to improve Salary Survey Plus!

Sample Powerpoint Report: Part-Time Positions, with filters applied for Bradford, Lackawanna, Sullivan, Susquehanna, Wayne, and Wyoming Counties and Township Population of 1,000 to 2,500.



Sample Excel Report: Full-Time Positions, Public Works-Road Crew Tab, with filter applied for Adams, Cumberland, Dauphin, Lancaster, Lebanon, Perry, and York Counties.

Full-Time Positions - All Data Summarized					
Test Account	Benchmarking Results				
	My Answer	25th	Median or	75th	# of
	(My %ile)	Percentile	Selection %	Percentile	Responses
Roadmaster					
Hours Worked per Week		40.00	40.00	40.00	44
Hourly Wage		\$21.85	\$24.97	\$27.81	44
Annual Salary		\$45,453.20	\$51,823.20	\$58,099.60	44
Road Foreman					
Hours Worked per Week		40.00	40.00	40.00	20
Hourly Wage		\$23.23	\$25.89	\$29.76	20
Annual Salary		\$50,024.00	\$53,840.80	\$61,906.00	20
Assistant Roadmaster					
Hours Worked per Week		40.00	40.00	40.00	11
Hourly Wage		\$19.02	\$25.00	\$26.74	11
Annual Salary		\$39,551.20	\$48,360.00	\$55,213.60	11
Mechanic					
Hours Worked per Week		40.00	40.00	40.00	10
Hourly Wage		\$21.05	\$21.78	\$25.64	10
Annual Salary		\$43,789.20	\$45,302.40	\$53,336.40	10
Heavy Equipment Operator					
Hours Worked per Week		40.00	40.00	40.00	19
Hourly Wage		\$20.18	\$21.26	\$23.29	19
Annual Salary		\$42,036.80	\$45,344.00	\$49,868.00	19
Sewer/Wastewater Plant Operator					
Hours Worked per Week		40.00	40.00	40.00	8
Hourly Wage		\$25.63	\$27.33	\$30.35	8
Annual Salary		\$54,189.20	\$58,399.90	\$63,133.20	8
Water Plant Operator					