



**IMPORTANT:**

Please ask your IT department to "white list" the following email:  
[mbausa@mbausa.ccsend.com](mailto:mbausa@mbausa.ccsend.com)

# YOUR HR/LEGAL TEAM

*If you have questions, we have answers!*



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**Please note:** If you are unable to participate in any of our surveys, you may purchase one or more at a non-participant rate. Please contact Stacey Bruce at 814/833-3200.



# YOUR MBA SURVEY GUIDE

**Exclusive employment data for MBA members only!**

Thank you for choosing to partner with us to create the most comprehensive compensation and benefits data resource in the region!

Our team of HR professionals, with extensive experience in survey design, administration, statistical analysis, reporting and market research, is focused on delivering the real-time facts and figures you need to help attract and keep the best people working for you!



**HRCI/SHRM Accredited**



## THE POWER OF PARTICIPATION

### STRENGTH IN NUMBERS

The more companies, like yours, that participate, the more dynamic and powerful the survey results will be!

### HRCI/SHRM ACCREDITATION

Earn (1) HRCI leadership credit or (1) SHRM professional development credit (PDC) per survey.

### REGIONAL COMPENSATION, POLICIES & BENEFITS DATA

- Local employer matched, employee-reported pay data
- Trending Benefit Offerings
- Exempt and Non-Exempt Positions
- Union and Non-Union Data
- Holiday & Shutdown Schedules
- Paid Time Off (PTO) Comparisons
- HR Policies & Practices

*MBA Surveys are administered in compliance with anti-trust guidelines.*



# EXCLUSIVE SURVEYS *for* MBA MEMBERS ONLY

## REGIONAL WAGE & SALARY/INCREASE

As the region's **only resource** for benchmarking compensation data, the *Regional Wage and Salary/Increase Survey* has been significantly enhanced – capturing detailed information on more than 280 executive, supervisory, professional, technical and clerical positions located throughout northwest Pennsylvania. The data collected is then segregated by industry type, company size, geographic area and organizational revenue. Salary increases are also included. **(Complete in less than one hour!)**

## NATIONAL AND REGIONAL POLICIES & BENEFITS\*

Our *National and Regional Policies and Benefits Surveys* are divided into nine major sections: Health and Welfare Benefits; Retirement Benefits; Miscellaneous Benefits; Pay Practices; Working Conditions; Paid Time Off; Part-Time Employees; Recruitment, Training and Development; and, Employee/Community Relations. Results will be broken out by employee group (union; non-union; nonexempt - clerical, technical; exempt - professional, managerial), by company size and total respondents. **(Complete in only 15 minutes!)**

**\*Part of the MBA's Employer Associations of America (EAA) Membership – a collaborative effort with fellow employers' associations across the country providing robust national data on joint surveys.**

## HOLIDAY PRACTICES & VACATION SHUTDOWN

This popular survey compiles data from member companies regarding their plans for holidays and shutdown periods. It details whether they are open or closed on holidays and if they are paid/unpaid days off. The survey also details any vacation shutdown periods. **(Complete in only 5 minutes!)**



## SURVEY CALENDAR & COST

	<u>OPENS</u>	<u>CLOSES</u>	<u>RESULTS</u>	<u>COST</u>
<b>REGIONAL WAGE &amp; SALARY INCREASE</b>	AUGUST	OCTOBER	JANUARY	FREE FOR PARTICIPATING MEMBERS MEMBER RATE: \$450 PDF \$555 PRINT
<b>NATIONAL/REGIONAL POLICIES/BENEFITS</b> <i>(Conducted every two years)</i>	SEPTEMBER	OCTOBER	MARCH	FREE FOR PARTICIPATING MEMBERS MEMBER RATE: \$450 PDF \$555 PRINT
<b>HOLIDAY PRACTICES &amp; VACATION SHUTDOWN</b>	SEPTEMBER	OCTOBER	OCTOBER	FREE FOR MEMBERS



## FREQUENTLY ASKED QUESTIONS

**What is the advantage of having a third-party conduct surveys?** Anti-Trust guidelines counsel organizations to use a third party for conducting Compensation, Benefits & Business Trends Surveys because there are no vested interests — the focus is on reporting key metrics while protecting the confidentiality of all parties. Third Parties also tend to be subject experts capable of providing a larger context and comparison for important insights.

**How are survey invitations sent?** By email to the designated "HR contact" within your organization.

**As a member, do I have to complete the survey to get free data?** Yes. However, if you choose not to participate, you can purchase the reports at a member discount.

**How do I participate online?** Click on the custom link provided in our email invite or call and we'll send you a link.

**Is "online" the only way to complete the survey?** Online participation is encouraged, but printed options are also available. Call Stacey Bruce at 814/833-3200.

**Is my data kept confidential?** Yes. We only provide compensation results for jobs where four or more organizations submit data, and we only report aggregated statistics — never anything organization specific. Your submission will not be seen by anyone outside of the MBA.