

National Compensation Survey Employment Cost Index Month Year Update

Thank you for your assistance with the Employment Cost Index (ECI). Please supply individual wages, including commissions and production bonus payments, for each worker currently in the listed occupations within one week. Include scheduled changes effective before the reference date of Month 12, Year. Document any significant changes in numbers of workers or wages since your last report. We appreciate your continued assistance with this important program.

There are several reporting options available:

- Secure file transfer over the internet - <https://blscompdata.bls.gov/NCSLite/>
- Fax the completed form to 999-999-9999
- Email to BLSCompdata@bls.gov
- Mail a printed report or the completed form

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data.

Data can be reported in any standard form, but be sure to include your BIN#, XXXXXXXX, on any reports or emails.

If you have any questions, please contact:

Please correct name, title, or address as needed.

BIN - XXXXXXXXX

Prepared by: _____

Title: _____

Telephone: _____

Date Prepared: _____

Respondent Name

Respondent Title

Establishment Name

Secondary Name

Address 1

Address 2

City, ST Zip

As entered by the regional office.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent, except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.

Form Approved
OMB Control No. 1220-0164
Expires XX/XX/XXXX

We estimate that it will take an average of 15 minutes to complete this form, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding this estimate or any other aspect of this survey; including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions at BLS_PRA_Public@bls.gov. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U. S. Department of Labor

Bureau of Labor Statistics

Month Year

ESTABLISHMENT NAME

BIN XXXXXX

WK Work Schedule

Full Time Occupations: 8 hours/day, 40 hours/week, 52 weeks/year

01 Overtime Premium Pay

Selected employees are not eligible for overtime.

02 Vacation

Employees receive paid vacation time at the following schedule:

After 1 year - 1 week

After 2 years - 2 weeks

After 5 years - 3 weeks

03 Holidays

Upon hire, employees receive the following paid holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day.

04 Sick Leave

Upon hire, employees receive five paid sick days per year.

07 Nonproduction Bonus

Profit Sharing Bonus: After one year, employees are eligible for a discretionary end-of-year-bonus bonus. For calendar year 20XX, the company provided all eligible workers 3% of straight time pay.

Referral Bonus: Upon hire, employees are eligible for a \$100 bonus if a referred individual is hired and remains employed for six months.

Notes / Changes

b-XXXXX
r-XXXXX
p-XXXXX
c-XXX
p2 / 2023

(NOTE: This is a computer-generated form that provides prior benefits data to, and requests updated benefits data from survey respondents)

Expected to change
12/XXXX

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ESTABLISHMENT NAME

BIN XXXXXX

10 Life Insurance

After 60 days, the company provides a fully paid life and AD&D insurance plan at one times salary. Employees may purchase additional insurance.

202X Life Rate = \$0.16 per thousand per month

202X AD&D Rate = \$0.03 per thousand per month

11 Health Insurance

Eligibility: 30 days and full-time

Carrier: Blue Cross Blue Shield

Employer and employee share the monthly premiums:

<u>Coverage Level</u>	<u>Employer</u>	<u>Employee</u>
Self	\$ 645.84	\$245.18
Self & Family	\$1,547.50	\$657.82
Self Plus One	\$1,408.33	\$593.97

Dental and Vision plans are offered at fully employee paid.

14 Defined Contribution

After one year of service and 1,200 hours worked, employees may participate in a 401(k) plan. The company matches 50% of salary up to 5% of employee contributions.

Notes / Changes

b-XXXXX
r-XXXXX
p-XXXXX
c-XXX
p2 / 2023

Expected to change
01/XXXX

Expected to change
01/XXXX

Expected to change
01/XXXX