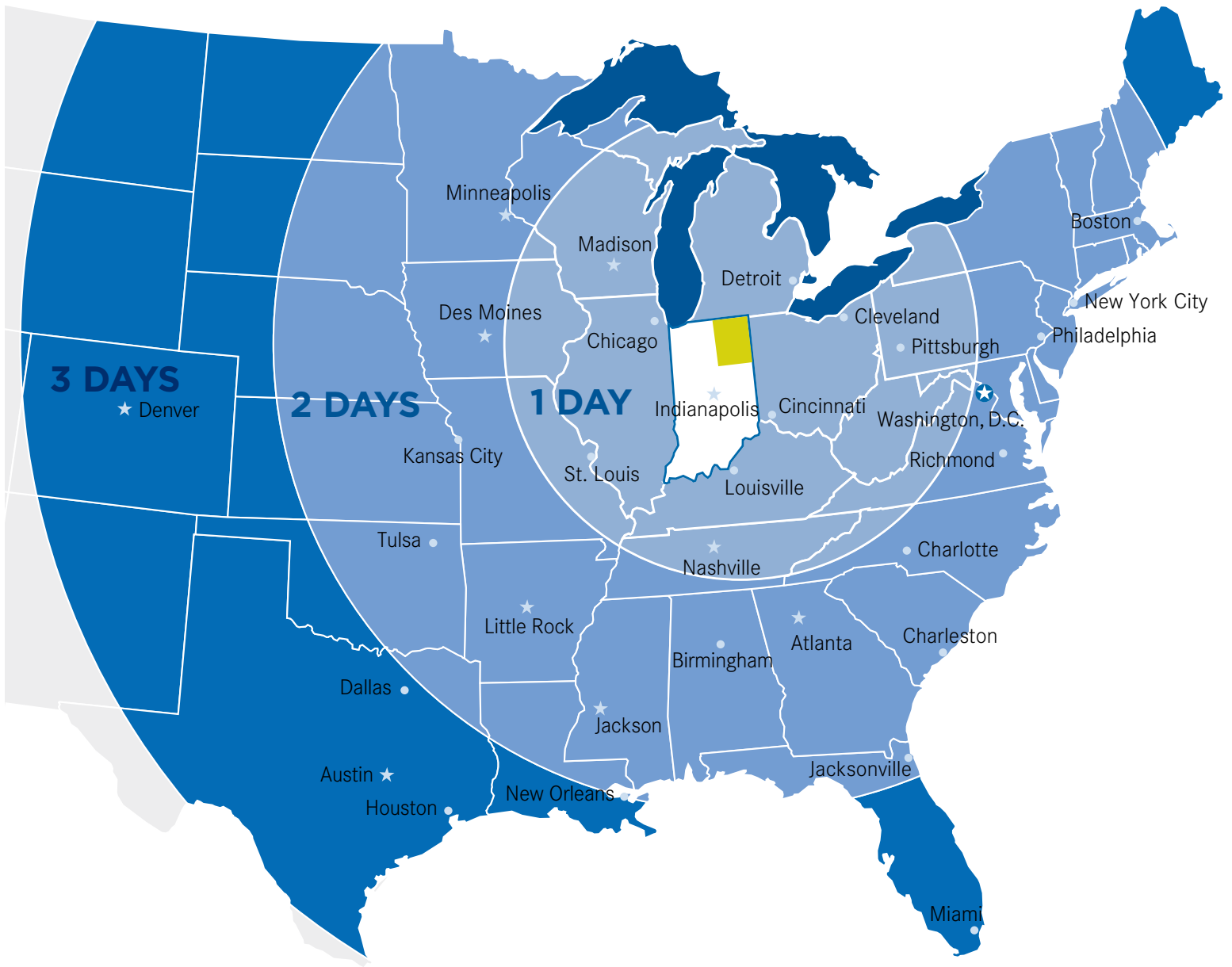


NORTHEAST INDIANA

WAGE AND BENEFITS SURVEY

FOUR COUNTY WEST REGION

2017



SPONSORS



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Members of the Northeast Indiana Regional Partnership.	Back Cover

INTRODUCTION

This survey of human resource practices represents the self-reported descriptions of salaries, wages, and benefits from 50 manufacturing and nonmanufacturing companies and organizations within four counties in northeastern Indiana. Participants have been divided into two categories: companies large in size (sales volume of at least \$25 million) and companies relatively small in size (sales volume less than \$25 million).

This publication is compiled from data from four counties: Kosciusko, Huntington, Wabash and Whitley, derived from a survey of 132 businesses and organizations in 10 counties in the northeastern region of Indiana. A separate report on the entire region also is available.

Participation in the survey is voluntary. While the report accurately reflects data given by participants, it does not claim to be a statistically accurate report of all pay and benefits practices in the four county region. It may be useful to also consider federal and state wage reports.

This publication includes a report of wages and benefits. It begins with survey results from all respondents and follows with separate reports for large and small companies. The wage reports give an average minimum pay rate, average actual pay rate and average maximum pay rate for more than 130 position titles within the counties. Benefit reports express typical as well as average practices since averages may be skewed by numbers that are significantly higher or lower than what is most common.

This report also includes an expanded supplemental data section which provides more information about the work and labor force in the four county region. The mobility of the workforce is illustrated by reports about commuting patterns for the counties. Each section also reports on union representation and on anticipated hiring, layoff and wage activity for 2017 and 2018.

This analysis was supported by the DeKalb County

About the Data:

Information used in this survey is self-reported by the participating organizations and is only as accurate and complete as provided by them. Confidentiality is promised to participants and information is not included if readers might be able to connect it to specific companies or organizations. Not all participants answered all questions so totals may be inconsistent across the survey. In addition, to ensure a statistically meaningful report and to protect confidentiality, data is not reported unless supplied by at least two participants. Asterisks indicate where insufficient responses were received.

Economic Development Partnership; Huntington County Economic Development; Kosciusko County Economic Development Corporation; LaGrange County Economic Development Corporation; Noble County Economic Development Corporation; Steuben County Economic Development Corporation; Grow Wabash County; Wells County Economic Development Corporation; and Whitley County Economic Development Corporation. Further supporting sponsors include Indiana Michigan Power, NIPSCO, Wabash Valley Power, Indiana Municipal Power Agency, Northeast Indiana Works, the Regional Chamber and the Northeast Indiana Regional Partnership.

Both electronic and hard copies of this survey report are available and will be distributed to participating companies. Additional copies may be purchased for \$200 from your local EDC office.

If you have questions or comments or would like to order additional copies of this publication, please contact your local participating EDC at:

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DEFINITIONS AND INTERPRETATION OF THE DATA

Wage and salary figures are reported for 133 different positions, as described on Pages 75 through 77. The figures represent data as of July 1, 2017.

PARTICIPANT Classifications

Small Companies: Participants reporting a sales volume of less than \$25 million. The 2017 Survey includes information from 20 such companies.

Large Companies: Participants reporting a sales volume exceeding \$25 million. The 2017 Survey includes information from 30 such companies.

WAGES Section Definitions

Number of Workers: The total number of individuals for whom data was reported for each position.

Average Minimum Rate: The lowest amount an organization would pay for a position. This figure represents the average of all minimum figures reported for each position.

Average Actual Rate: The average of actual salary or wage participants pay for each position. The published figure represents the average of all actual wages or salaries for each position.

Average Maximum Rate: The highest amount an organization pays for a position. This figure represents the average of all maximum figures reported for each position.

Hourly and Salary: Wages are reported as annual salaries or hourly amounts based on usual compensation practices for each position. They do not mean that employees in those positions are classified as exempt or nonexempt.

When Considering the Data: Wages are those actually reported by participating companies and organizations. The survey is not necessarily a statistically accurate report of average compensation practices in the region.

BENEFITS Section

Participants were asked to report their benefits packages for full-time workers. Benefits are reported for the participant classifications described above. Benefits programs may differ between hourly and salaried personnel; therefore, benefits data is reported separately for each group. In cases where benefits differed within the same classification of employees, respondents were asked to report average or most common practices.

BENEFITS Section Definitions

Average: This represents the average benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Typical: The most common benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Hourly and Salary: Unlike the wage section, benefits reports reflect the difference between exempt and nonexempt classifications.

Confidentiality and Missing Data

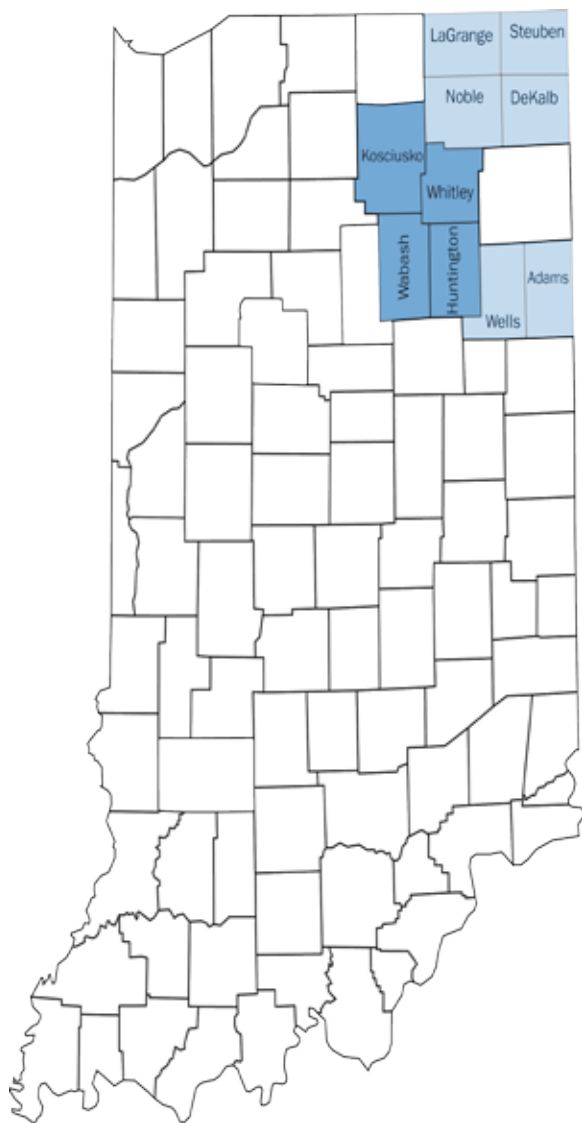
To protect the confidentiality of the participants, wage and benefit information is not disclosed for occupations or benefit categories unless it is provided by at least two sources. These entries are indicated with an asterisk (*). If data is missing from one section, similar information may be found in one of the other sections of the report.

Survey Preparation

The survey is conducted online and the report prepared by Two Things LLC. For more information, go to www.wagesbenefitssurvey.com or contact twothingsllc@gmail.com.

Four County West Region Northeast Indiana

Wages and Benefits All Participants 2017



PROFILE OF ALL PARTICIPANTS

All Participants

Number of all participants	50
Number of large* participants	30
	(*Annual sales of \$25 million or higher)
Number of small* participants	20
	(*Annual sales less than \$25 million)
Manufacturing/Distribution	22
Nonmanufacturing	8

Size

Total Annual Sales	\$.11 billion
Average Annual Sales	\$229 million
Total Number of Employees	27,543
Average Number of Employees	551

Union Participation

Percentage of companies with union representation	8%
Percentage of total reported workforce	2%
Where union members work	
Maintenance	18%
Office	7%
Production	83%
Transportation	3%

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Northeast Indiana Wages: All Companies

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE AND ADMINISTRATIVE				
General Manager/President	46	\$154,467.00 . .	\$173,413.27	\$192,096.45
Chief Financial Officer	11	\$144,267.73 . .	\$172,347.02	\$195,631.36
Vice President of Sales	40	\$114,249.00 . .	\$130,705.50	\$147,657.19
Director of Human Resources	15	\$72,167.90 . .	\$87,871.54	\$103,788.50
Director of Engineering	20	\$98,386.65 . .	\$109,810.41	\$122,964.88
Director of Procurement	8	\$82,688.00 . .	\$105,834.92	\$136,411.00
FINANCIAL				
Chief Financial Manager	5	\$81,716.67 . .	\$126,673.44	\$140,170.00
Controller	29	\$83,056.08 . .	\$96,207.96	\$108,657.44
Internal Auditor	10	\$48,727.00 . .	\$56,348.75	\$61,227.00
Credit Manager	7	\$55,943.29 . .	\$67,159.06	\$75,229.00
Accountant	55	\$48,728.05 . .	\$56,418.00	\$67,156.38
Accounts Payable/Receivable Clerk	64	\$14.56	\$17.10	\$19.55
Bill and/or Account Collector	9	\$19.41	\$20.43	\$21.97
Payroll Clerk	14	\$15.85	\$19.92	\$22.43
HUMAN RESOURCES				
Human Resources Manager	32	\$59,242.24 . .	\$66,542.62	\$76,629.62
Benefits Specialist	7	\$51,515.60 . .	\$60,555.40	\$65,883.40
HR Generalist	22	\$41,304.77 . .	\$47,756.61	\$56,080.92
Recruitment Specialist	3	\$45,565.00 . .	\$49,065.00	\$51,565.00
Training and Development Specialist	13	\$46,562.00 . .	\$53,459.47	\$59,304.67
SALES AND CUSTOMER SERVICE				
Advertising/Marketing/Public Relations Manager	17	\$67,876.33 . .	\$78,375.69	\$91,010.25
Sales Manager/Supervisor	114	\$67,586.46 . .	\$82,586.20	\$88,858.93
Call Center Manager	12	\$63,695.00 . .	\$71,086.39	\$86,931.67
Call Center Team Leader	13	\$54,082.50 . .	\$59,582.75	\$77,593.00
Customer Service/Telephone Representative	190	\$14.99	\$17.61	\$20.88
Order and Billing Clerk	16	\$13.54	\$15.58	\$19.21
Product Specialist	147	\$52,762.22 . .	\$60,596.33	\$73,425.56
Sales Representative/Account Executive	365	\$51,048.68 . .	\$62,524.38	\$80,671.45

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
OFFICE SUPPORT				
Office Manager	13	\$42,720.83	\$53,707.32	\$63,255.83
Administrative Services Manager	11	\$47,448.33	\$57,038.00	\$73,388.33
Executive Secretary/Administrative Assistant	28	\$33,476.75	\$39,708.65	\$46,618.88
Data Entry Clerk	34	\$13.28	\$14.72	\$17.62
File Clerk	6	\$10.33	\$16.04	\$16.17
Mail Clerk	3	*	*	*
Receptionist	24	\$12.55	\$14.29	\$16.71
Secretary	66	\$12.58	\$16.71	\$18.33
Teller	10	\$11.25	\$13.03	\$19.87
Typist and Word Processor	1	*	*	*
ENGINEERING / TECHNICAL				
Chief Information Officer	4	\$119,839.50	\$155,333.25	\$151,089.50
Information Technology Manager	66	\$71,774.13	\$80,213.20	\$88,816.07
Engineering Manager	57	\$87,201.42	\$100,585.29	\$114,206.00
CAD Technician	40	\$20.54	\$24.12	\$27.48
Chemical Engineer	5	\$75,000.00	\$83,000.00	\$94,666.67
Computer Programmer	3	\$74,261.00	\$74,261.00	\$74,261.00
Computer Support Specialist	6	\$19.14	\$21.44	\$24.23
Designer	14	\$18.25	\$26.71	\$31.55
Electrical Engineer	8	\$64,551.80	\$74,356.30	\$80,160.80
Electrical or Electronic Technician	6	*	*	*
Engineer (Not Otherwise Specified)	33	\$61,314.46	\$69,109.85	\$79,612.46
Estimator	4	\$21.20	\$26.65	\$27.69
Graphic Designer	14	\$17.02	\$23.38	\$26.47
Industrial Engineer	3	\$51,350.00	\$57,174.50	\$62,984.00
Laboratory/Engineering Technician	8	\$21.87	\$23.56	\$25.90
Manufacturing Engineer	77	\$62,552.25	\$70,194.72	\$78,776.88
Materials Engineer	2	*	*	*
Mechanical Engineer	17	\$59,728.63	\$73,370.81	\$80,304.25
Quality Engineer	89	\$66,447.38	\$78,208.85	\$87,616.08
Network and Computer Systems Administrator	12	\$57,637.20	\$62,360.59	\$65,963.00
System Analyst	10	\$68,169.83	\$81,156.33	\$83,063.17
Technical Support Specialist	16	\$20.43	\$22.93	\$24.63
IT Support Specialist	5	\$17.12	\$20.33	\$26.91
IT Hardware Installer/Maintenance Professional	2	\$18.56	\$18.56	\$18.56
Web Developer	4	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
PRODUCTION				
Operations/Plant Manager	53	\$79,201.17 . . .	\$96,805.94	\$109,606.06
Materials Manager	15	\$69,955.25 . . .	\$81,198.04	\$90,338.58
Production Manager/Foreman	99	\$56,024.08 . . .	\$67,798.31	\$80,181.49
Purchasing Manager	14	\$64,302.81 . . .	\$74,628.41	\$85,794.81
Buyer/Purchasing Agent	71	\$46,448.60 . . .	\$52,100.88	\$60,894.77
Quality Control Manager	33	\$69,132.67 . . .	\$78,731.75	\$90,441.28
Group Leader	278	\$15.81	\$19.58	\$22.44
Assembler, skilled	158	\$13.27	\$15.38	\$17.02
Assembler, unskilled	284	\$12.67	\$14.76	\$17.20
CNC Machinist	290	\$12.95	\$17.07	\$22.19
CNC Programmer	59	\$19.39	\$24.69	\$27.20
Cutting, Punching and/or Press Machine Operator	301	\$12.72	\$15.40	\$17.69
Drilling and/or Boring Machine Operator	23	\$13.36	\$14.67	\$15.55
Extruding and/or Drawing Machine Operator	64	\$13.13	\$17.85	\$21.65
General Laborer	1094	\$11.78	\$14.10	\$17.35
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	201	\$12.75	\$15.53	\$18.12
Lathe and Turning Machine Tool Operator	21	\$13.48	\$15.56	\$19.44
Manual Machinist	113	\$16.04	\$17.23	\$18.25
Mold Maker	27	\$13.99	\$21.14	\$22.84
Painting/Spraying Machine Operator	61	\$12.79	\$14.94	\$16.44
Plastic Processing Machine Operator	6	\$11.20	\$13.21	\$16.42
Printing Press Operator	1	*	*	*
Production Control Worker	112	\$16.64	\$18.34	\$21.32
Quality Control Inspector/Tester	424	\$14.44	\$16.70	\$20.28
Sewing Machine Operator	32	\$12.63	\$13.83	\$17.19
Tool and Die Maker	95	\$18.88	\$23.11	\$25.92
Welder, Cutter, Solderer and/or Brazer	54	\$13.76	\$16.92	\$19.77
Woodworking Specialist	3	\$15.50	\$17.27	\$19.03
MAINTENANCE AND REPAIR				
Manager of Mechanics, Installers and Repairers	24	\$61,698.00 . . .	\$69,848.03	\$82,891.29
Maintenance Mechanic, Motor Vehicle	2	\$17.80	\$21.37	\$23.62
Maintenance Mechanic	94	\$19.36	\$23.35	\$27.25
Maintenance and Repair Worker	131	\$17.26	\$20.70	\$24.17
General Millwright	1	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies ((continued))

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
CONSTRUCTION				
Construction Manager	2	\$60,500.00 . . .	\$70,000.00	\$75,500.00
Electrician	7	\$19.87	\$21.46	\$21.46
WAREHOUSING, TRANSPORTATION AND DISTRIBUTION				
Transportation, Storage and Distribution Manager	10	\$62,483.70 . . .	\$71,952.16	\$80,459.10
Supervisor/Manager of Material Movers.	17	\$52,755.55 . . .	\$57,820.74	\$68,438.18
Inventory Control Coordinator	102	\$16.87	\$19.67	\$21.36
Driver, Bus	38	\$11.50	\$15.02	\$19.50
Driver, Truck Heavy and Tractor-Trailer.	26	\$16.10	\$18.55	\$21.60
Driver, Truck Light or Delivery Services.	71	\$13.98	\$17.27	\$20.14
Heavy Equipment/Forklift Operator	50	\$13.21	\$15.88	\$17.40
Shipping, Receiving and/or Traffic Clerk	54	\$12.37	\$14.67	\$17.00
Material Handler	281	\$12.87	\$15.41	\$17.38
Picker and Packer	437	\$11.64	\$14.07	\$16.22
Quality Monitor	10	\$11.42	\$14.04	\$16.89
Safety Technician	2	\$26.85	\$26.85	\$26.85
LEGAL				
Attorney	4	\$103,557.50 . .	\$149,659.00	\$158,557.50
Paralegal	9	*	*	*
Regulatory Compliance Analyst	12	\$52,000.00 . . .	\$70,542.50	\$87,250.00
MEDICAL				
Nurse Manager/Unit Director	8	*	*	*
Nurse, RN	9	*	*	*
Nurse, LPN	29	*	*	*
Certified Nurse Assistant	78	*	*	*
Physicians' Assistant	1	*	*	*
Medical Technician	14	*	*	*
Counselor/Human Service Worker	4	*	*	*
HOUSEKEEPING				
Housekeeper/Cleaner	21	\$10.25	\$11.01	\$13.25
Janitor	44	\$10.86	\$13.17	\$14.76

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: All Companies

Four County West Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually	9	9

Percentage of those companies offering these common holidays

New Year's Eve	46%	46%
New Year's Day	100%	100%
Martin Luther King Jr.	6%	6%
Lincoln's Birthday	0%	0%
President's Day	8%	8%
Washington's Birthday	0%	0%
Good Friday	50%	48%
Memorial Day	100%	98%
Independence Day	98%	98%
Labor Day	98%	96%
Columbus Day	0%	0%
Election Day	4%	4%
Floating Holiday	26%	26%
Veterans' Day	6%	6%
Thanksgiving Day	100%	100%
Day After Thanksgiving	80%	80%
Christmas Eve	72%	72%
Christmas Day	100%	100%
Other	18%	16%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	24%	24%
Average number of PTO days offered first year	2	3
Typical number of PTO days offered first year	10	10
Average number of carryover days per year	10	10

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	4	3
Typical number of years that must be worked to earn 15 days	3	3
Average number of years that must be worked to earn 20 days (when offered)	9	8
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	12	13
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **80%** **80%**

How soon after hire may employee take paid vacation?

One to 30 days	23%	33%
One to three months	13%	15%
Three to six months	13%	13%
Six months to one year.	8%	13%
After 1 year	45%	28%

Number of days offered

Average number of paid vacation days offered in first year:	5	5
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days.	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days.	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days.	7	6
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	15	14
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	20	21
Typical number of years that must be worked to earn more than 20 days (when offered).	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **20%** **26%**

Average number of paid illness days offered annually	4	6
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	6	13
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	30%	54%
One to three months	30%	23%
Three to six months	20%	8%
Six months to one year.	0%	0%
After 1 year	20%	15%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	28%	32%
Average number of personal days offered per year	4	4
Typical number of personal days offered in first year:	3	3

How soon after hire may employee take personal day?

One to 30 days	7%	25%
One to three months	64%	50%
Three to six months	14%	13%
Six months to one year	7%	6%
After 1 year	7%	6%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	90%	90%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	62%	64%
One to three months	33%	31%
Three to six months	4%	4%
Six months to year	0%	0%
After one year	0%	0%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	82%	84%
Percentage of those that pay regular wages plus payment from court	37%	40%
Percentage of those that pay regular wages minus payment from court	63%	60%
Percentage where employee receives only payment from court	18%	16%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	96%	94%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	63%	64%
Percentage of companies reporting indemnity insurance	38%	38%
Percentage of companies that offer a single plan	44%	43%
Percentage of companies that offer multiple plans	56%	57%
Percentage of companies offering only traditional plans	63%	64%
Percentage of companies offering only high-deductible plans	79%	81%
Percentage of companies offering both high-deductible and traditional plans	42%	45%
Percentage of companies considering dropping health plan in coming year	4%	4%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	35%	36%
Percentage of companies offering optional HSA or HRA plan	38%	38%
Percentage of companies with no HSA or HRA plan	27%	26%

Average company contribution to HSA/HRA account

For employee only plan	\$758.04	\$750.89
For family plan	\$1,182.68	\$1,171.96

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,617.42	\$3,617.42
Average maximum annual out of pocket expense family	\$6,975.76	\$6,975.76

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	42%	43%
Average amount that may be earned	\$698.20	\$708.20
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	67%	67%
Percentage of those plans that offer family coverage	100%	95%

How soon after hire is employee eligible?

One to 30 days	25%	35%
One to three months	55%	60%
Three to six months	20%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$128.65	\$121.33
Employee and spouse	\$311.47	\$308.14
Employee and child	\$276.73	\$271.23
Family	\$438.75	\$428.83

Average monthly cost paid by employer for each employee

Employee-only coverage	\$525.92	\$510.91
Employee and spouse	\$1,011.38	\$991.98
Employee and child	\$926.12	\$907.60
Family	\$1,404.61	\$1,383.96

Deductibles

Average annual deductible per person	\$1,016.75	\$1,070.26
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,301.00	\$2,424.74
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	71%	65%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	\$25.00	\$25.29
Typical copay for physician office visit	\$25	\$25

Average out of pocket limit

Single coverage	\$3,032.00	\$3,444.21
Family Coverage	\$6,014.25	\$6,678.16

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$6,000.00	\$6,000.00

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High Deductible Plan

Percentage of self insured companies offering a high-deductible plan	83%	83%
Percentage of those plans that offer family coverage	96%	96%

How soon after hire is employee eligible?

One to 30 days	28%	40%
One to three months	60%	56%
Three to six months	12%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$84.44	\$88.06
Employee and spouse	\$204.94	\$214.81
Employee and child	\$556.38	\$193.56
Family	\$280.79	\$295.70

Average monthly cost paid by employer for each employee

Employee-only coverage	\$449.47	\$437.32
Employee and spouse	\$887.18	\$874.44
Employee and child	\$795.97	\$778.51
Family	\$1,231.84	\$1,192.92

Deductibles

Average annual deductible per person	\$2,368.75	\$2,406.25
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$4,519.57	\$4,600.00
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	60%	60%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$3,958.96	\$3,958.96
Family Coverage	\$7,723.04	\$7,729.29

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plan

Percentage of indemnity insured companies offering a traditional plan	56%	50%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	30%	22%
One to three months	40%	56%
Three to six months	30%	22%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$171.89	\$207.45
Employee and spouse	\$468.62	\$525.59
Employee and child	\$472.98	\$466.32
Family	\$728.82	\$189,208.29

Average monthly cost paid by employer for each employee

Employee-only coverage	\$427.81	\$406.63
Employee and spouse	\$736.53	\$663.36
Employee and child	\$622.44	\$631.88
Family	\$910.61	\$920.06

Deductibles

Average annual deductible per person	\$1,850.00	\$2,000.00
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,800.00	\$4,111.11
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	79%	77%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$28.50	\$29.44
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$4,340.00	\$4,766.67
Family Coverage	\$8,980.00	\$9,450.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	72%	72%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	15%	31%
One to three months	62%	46%
Three to six months	15%	15%
Six months to year	8%	8%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$102.00	\$97.39
Employee and spouse	\$360.23	\$361.77
Employee and child	\$285.85	\$287.55
Family	\$537.39	\$542.63

Average monthly cost paid by employer for each employee

Employee-only coverage	\$435.87	\$442.40
Employee and spouse	\$675.36	\$681.90
Employee and child	\$641.76	\$648.30
Family	\$847.39	\$853.93

Deductibles

Average annual deductible per person	\$3,565.38	\$3,565.38
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$7,523.08	\$7,523.08
Typical annual deductible per family	\$6,500.00	\$6,500.00

Copays and Limits

Average percentage of costs covered by insurance	70%	70%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,823.08	\$4,823.08
Family Coverage	\$9,730.77	\$9,730.77

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs 78% 76%

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$11.71	\$11.62
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$31.65	\$32.15
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$53.12	\$53.42
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$18.45	\$18.89
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$54.72	\$56.16
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$92.05	\$92.05
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	8%	8%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	12%	12%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	25%	25%
What is the typical employee copay for retail generic?	30%	30%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	38%	38%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order formulary?	11%	11%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order non-formulary?	24%	24%
What is the typical employee copay for retail generic?	20%	20%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	74%	74%
Percentage of those plans that cover orthodontia	70%	70%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	22%	30%
One to three months after hire	65%	62%
Three to six months after hire:	11%	5%
Six months to one year after hire:	3%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$154.17	\$154.17
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,142	\$1,142
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,920	\$1,920
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$16.25	\$16.76
Employee and spouse	\$32.82	\$34.89
Employee and child(ren)	\$39.31	\$40.34
Family	\$55.40	\$58.79

Average monthly premium paid by employer for

Employee only coverage	\$8.52	\$9.72
Employee and spouse	\$15.77	\$18.29
Employee and child(ren)	\$17.82	\$18.59
Family	\$24.61	\$28.21

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	99%	99%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	77%	77%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	55%	55%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	72%	70%
Percentage of those plans that cover glasses/contacts	94%	94%
Percentage of those plans that cover LASIK or similar procedures	42%	43%

How soon after hire is employee eligible for coverage?

One to 30 days	22%	31%
One to three months	67%	63%
Three to six months	8%	3%
Six months to one year	3%	3%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage	\$5.64	\$5.85
Employee and spouse	\$9.66	\$10.02
Employee and child(ren)	\$10.52	\$10.92
Family	\$15.40	\$15.97

Average monthly premium paid by employer for

Employee only coverage	\$0.71	\$0.71
Employee and spouse	\$1.05	\$1.05
Employee and child(ren)	\$1.07	\$1.07
Family	\$1.60	\$1.60

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	92%	92%
Percentage of those plans that pay a set amount	74%	65%
Percentage of those plans that pay a percentage of salary	30%	39%

How soon after hire is employee covered?

One to 30 days	30%	37%
One to three months	54%	52%
Three to six months	13%	9%
Six months to one year	2%	2%
After 1 year	0%	0%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	76%	76%
Average percentage of wages employee receives while on short-term disability	60%	68%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	20	20
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	34%	39%
One to three months	37%	37%
Three to six months	13%	11%
Six months to one year	16%	13%
After first year	0%	0%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	54%	68%
Average percentage of wages employee receives while on disability	59%	61%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	66	65
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	30%	32%
One to three months	44%	41%
Three to six months	11%	9%
Six months to one year	15%	15%
After first year	0%	3%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PAY INCREASES

In 2017

Percentage of companies giving pay raises in preceding 12 months	96%
Average raise given in preceding 12 months	3.52%
Typical raise given in preceding 12 months	3%

In 2018

Percentage of companies planning pay raises in next 12 months	92%
Average raise planned in next 12 months	3.13%
Typical increase planned in next 12 months	3%

PROFIT SHARING

Percentage of companies offering profit sharing program	34%	36%
Percentage of programs that are team based	65%	61%
Percentage of programs that are individual based	71%	78%

How soon after hire is employee eligible?

One to 30 days	35%	33%
One to three months	18%	22%
Three to six months	18%	17%
Six months to one year	6%	6%
After 1 year	24%	22%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	22%	
Average amount each worker receives	\$1,441	\$3,472

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	66%
Percentage of those companies that pay a shift differential:	70%
Average Second Shift Differential	76 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	86 Cents
Typical Third Shift Differential	50 Cents

COST OF BENEFITS

Cost of benefits as percentage of wages	25%
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Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

RETIREMENT

COMPANY-FUNDED PENSION

Percentage of companies that offer traditional pension plan	14%	14%
Percentage of companies where the employee also contributes	100%	100%
Average age when employee is eligible to receive benefits	62	62
Typical age when employee is eligible to receive benefits	62	62

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	92%	90%
Percentage of companies where the employer contributes	91%	91%
Average percentage of contribution the employer matches	5%	5%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	.74% of the first 5%	
Percentage of companies where the match is guaranteed	88%	90%
Percentage of companies where the match is intended	14%	15%

How soon after hire is employee eligible to participate?

One to 30 days	17%	22%
One to three months	22%	11%
Three to six months	15%	11%
Six months to a year	20%	20%
After one year	26%	22%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	50%	52%
Percentage that require classes be job related to receive tuition assistance	84%	85%
Average percent of tuition reimbursement	86%	86%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	62%	62%
Percentage of companies that offer off-site career development programs	60%	62%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	80%
Percentage of those companies that require new applicants to pass	98% 98%

Current employees are screened

Randomly	38%	32%
After incident/injury	72%	72%
For cause	80%	78%

Employees who fail are

Dismissed	83%	80%
Referred to an EAP or counseling program	53%	53%

Which screening protocol is used?

Five panel	40%
Seven panel	8%
DOT	23%
Other	63%

Northeast Indiana Benefits: All Companies (continued)

Four County West Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

Percentage of companies offering training or career development programs	64%	64%
How soon after hire is employee eligible?		
One to 30 days	22%	28%
One to three months	41%	44%
Three to six months	9%	6%
Six months to one year	6%	12%
After 1 year	22%	16%

MENTORING

Percentage of companies with formal mentoring program	20%	24%
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ORIENTATION

Percentage of companies that offer orientation for new employees	62%	62%
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WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	18%	26%
Casual dress (every day)	50%	44%
Child day care services	2%	0%
Child care subsidy	0%	2%
Compressed work week	10%	4%
Discounted product purchases	38%	40%
Employee assistance programs	58%	37%
Emergency/sick child care	0%	2%
English as second language assistance	4%	6%
Fitness center membership subsidy	40%	42%
Fitness center on site	14%	16%
Flex time	24%	30%
Flexible spending account	48%	42%
Job sharing	2%	4%
Informal recognition program	42%	42%
Open communication policy	56%	54%
Scholarships-employees/spouses/children	8%	12%
Smoking cessation programs	42%	44%
Smoke-free work environment	54%	56%
Telecommuting	4%	10%
Transit subsidy	2%	4%
Tutoring-employees/spouses/children	2%	4%
Wellness program, resources and information	48%	50%
Other	2%	2%

CHANGES IN STAFFING ALL PARTICIPANTS

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months	79%
Total number of employees added in preceding six months	1331
Average number of employees added in preceding six months	89

Layoffs

Percentage of companies that laid off employees in preceding six months	5%
Total number of employees laid off in preceding six months	40
Average number of employees laid off in preceding six months	40

In 2017

Hiring

Percentage of companies adding workers later in 2017	42%
Total anticipated increase later 2017	275
Average anticipated increase later in 2017	34

Layoffs

Percentage of companies expecting layoffs later in 2017	11%
Total anticipated layoffs later in 2017	140
Average anticipated layoffs later in 2017	70

No change

Percentage of companies anticipating neither hiring nor layoffs in 2017	26%
Percentage of companies uncertain of change in 2017	21%

In 2018

Hiring

Percentage of companies adding workers in 2018	21%
Total anticipated increase in 2018	135
Average anticipated increase in 2018	34

Layoffs

Percentage of companies anticipating layoffs in 2018	0%
Total anticipated layoffs in 2018	0
Average anticipated layoff in 2018	0

No change

Percentage of companies anticipating no change in 2018	11%
Percentage of companies uncertain of change in 2018	68%

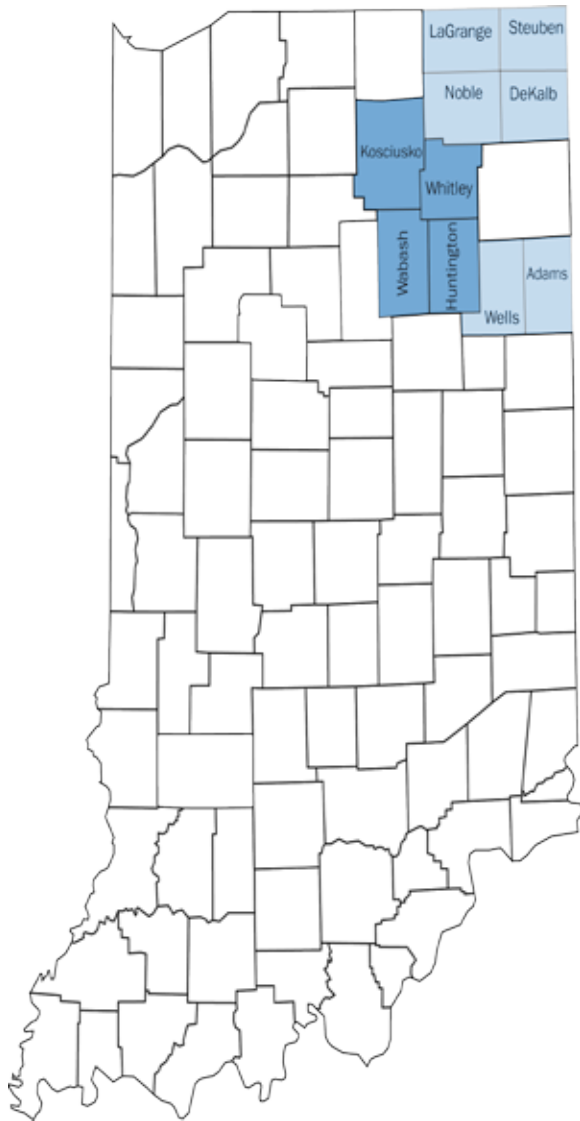
Annual Turnover

Average annual turnover as percentage of employees	24.1%
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Internships

Percentage of companies with internships	50%
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Four County West Region Northeast Indiana



Wages and Benefits Large Participants*

* Annual Sales of \$25 million or higher

2017

PROFILE OF LARGE PARTICIPANTS

Large Participants

Number of all participants	50
Number of large* participants	30
(*Annual sales of \$25 million or higher)	
Number of small* participants	20
(*Annual sales less than \$25 million)	
Large Manufacturing/Distribution	26
Large Nonmanufacturing.....	4

Size

Total Annual Sales.....	\$11.2 billion
Average Annual Sales.....	\$375 million
Total Number of Employees	26,050
Average Number of Employees	858

Union Participation

Percentage of companies with union representation	10%
Percent of total reported workforce	2%
Where union members work	
Maintenance	18%
Office	8%
Production.....	73%
Transportation	2%

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Northeast Indiana Wages: Large Companies

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE / ADMINISTRATIVE				
General Manager/President	31	\$192,993.83 . .	\$219,456.94	\$241,703.39
Chief Financial Officer	8	\$165,313.13 . .	\$198,422.15	\$224,063.13
Vice President of Sales	34	\$127,690.58 . .	\$147,965.92	\$168,568.17
Director of Human Resources	12	\$84,811.29 . .	\$102,225.45	\$124,269.29
Director of Engineering	12	\$105,663.00 . .	\$121,783.40	\$141,446.00
Director of Procurement	7	\$101,917.33 . .	\$130,779.90	\$168,548.00
FINANCIAL				
Chief Financial Manager	4	\$105,075.00 . .	\$165,010.17	\$185,255.00
Controller	23	\$85,910.53 . .	\$102,864.89	\$118,807.05
Internal Auditor	9	\$44,969.33 . .	\$55,131.67	\$61,636.00
Credit Manager	6	\$60,216.17 . .	\$73,301.23	\$82,716.17
Accountant	51	\$50,055.53 . .	\$57,629.46	\$69,398.08
Accounts Payable/Receivable Clerk	50	\$15.48	\$17.84	\$20.56
Bill and/or Account Collector	6	\$18.47	\$19.99	\$22.30
Payroll Clerk	11	\$15.65	\$19.02	\$21.49
HUMAN RESOURCES				
Human Resources Manager	28	\$62,851.65 . .	\$71,434.47	\$83,683.12
Benefits Specialist	7	\$51,515.60 . .	\$60,555.40	\$65,883.40
HR Generalist	19	\$43,556.20 . .	\$51,392.95	\$59,265.20
Recruitment Specialist	3	\$45,565.00 . .	\$49,065.00	\$51,565.00
Training and Development Specialist	12	\$48,874.40 . .	\$57,151.36	\$64,165.60
SALES AND CUSTOMER SERVICE				
Advertising/Marketing/Public Relations Manager	11	\$71,943.88 . .	\$84,863.75	\$99,144.75
Sales Manager/Supervisor	100	\$76,502.63 . .	\$97,900.13	\$105,833.00
Call Center Manager	12	\$63,695.00 . .	\$71,086.39	\$86,931.67
Call Center Team Leader	13	\$54,082.50 . .	\$59,582.75	\$77,593.00
Customer Service/Telephone Representative	179	\$15.56	\$18.14	\$21.57
Order and Billing Clerk	12	\$14.49	\$16.38	\$20.60
Product Specialist	144	\$52,122.86 . .	\$60,766.71	\$75,832.86
Sales Representative/Account Executive	355	\$55,906.07 . .	\$68,763.75	\$88,926.13

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
OFFICE SUPPORT				
Office Manager	8	\$45,664.29	\$60,293.14	\$71,724.29
Administrative Services Manager	9	\$48,672.50	\$56,801.00	\$80,332.50
Executive Secretary/Administrative Assistant	25	\$33,722.88	\$41,196.34	\$49,559.64
Data Entry Clerk	30	\$13.21	\$15.00	\$17.97
File Clerk	6	\$10.33	\$16.04	\$16.17
Mail Clerk	3	*	*	*
Receptionist	17	\$13.36	\$15.01	\$17.15
Secretary	66	\$12.58	\$16.71	\$18.33
Teller	10	\$11.25	\$13.03	\$19.87
Typist and Word Processor	1	*	*	*
ENGINEERING / TECHNICAL				
Chief Information Officer	4	\$119,839.50	\$155,333.25	\$151,089.50
Information Technology Manager	63	\$77,467.67	\$87,401.50	\$97,520.08
Engineering Manager	54	\$92,041.70	\$107,202.34	\$122,488.20
CAD Technician	33	\$22.79	\$26.88	\$30.04
Chemical Engineer	5	\$75,000.00	\$83,000.00	\$94,666.67
Computer Programmer	3	\$74,261.00	\$74,261.00	\$74,261.00
Computer Support Specialist	4	\$22.34	\$24.66	\$27.40
Designer	11	\$17.18	\$29.95	\$37.17
Electrical Engineer	6	\$67,096.67	\$83,437.50	\$93,111.67
Electrical or Electronic Technician	6	*	*	*
Engineer (Not Otherwise Specified)	12	\$69,655.00	\$77,655.00	\$83,905.00
Estimator	3	\$18.34	\$26.51	\$28.07
Graphic Designer	12	\$17.02	\$26.43	\$30.69
Industrial Engineer	3	\$51,350.00	\$57,174.50	\$62,984.00
Laboratory/Engineering Technician	8	\$21.87	\$23.56	\$25.90
Manufacturing Engineer	73	\$62,941.92	\$72,215.21	\$83,324.75
Materials Engineer	2	*	*	*
Mechanical Engineer	15	\$62,971.50	\$77,827.75	\$86,239.00
Quality Engineer	87	\$64,346.91	\$78,065.00	\$89,000.82
Network and Computer Systems Administrator	10	\$59,009.25	\$63,663.49	\$68,166.50
System Analyst	10	\$68,169.83	\$81,156.33	\$83,063.17
Technical Support Specialist	10	\$20.33	\$23.20	\$25.05
IT Support Specialist	4	\$16.15	\$19.50	\$25.87
IT Hardware Installer/Maintenance Professional	1	*	*	*
Web Developer	4	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
PRODUCTION				
Operations/Plant Manager	40	\$85,319.45	\$106,151.16	\$119,912.62
Materials Manager	14	\$72,223.91	\$84,488.77	\$94,460.27
Production Manager/Foreman	84	\$58,785.94	\$71,076.39	\$85,581.66
Purchasing Manager	11	\$67,805.86	\$81,128.14	\$95,651.57
Buyer/Purchasing Agent	66	\$47,373.77	\$53,380.41	\$63,163.41
Quality Control Manager	26	\$71,181.50	\$83,663.46	\$99,227.75
Group Leader	254	\$16.01	\$20.36	\$22.68
Assembler, skilled	123	\$14.10	\$16.14	\$17.27
Assembler, unskilled	273	\$13.01	\$15.36	\$18.31
CNC Machinist	242	\$13.46	\$17.66	\$23.48
CNC Programmer	45	\$20.35	\$27.47	\$30.42
Cutting, Punching and/or Press Machine Operator	242	\$13.12	\$15.94	\$18.20
Drilling and/or Boring Machine Operator	14	\$13.93	\$14.76	\$15.42
Extruding and/or Drawing Machine Operator	64	\$13.13	\$17.85	\$21.65
General Laborer	938	\$12.04	\$14.70	\$18.53
Grinding, Lapping, Polishing and				
Buffing Machine Tool Operator	171	\$12.27	\$15.66	\$17.46
Lathe and Turning Machine Tool Operator	16	\$13.25	\$15.42	\$19.24
Manual Machinist	102	\$15.42	\$17.01	\$17.94
Mold Maker	24	\$15.32	\$24.63	\$25.62
Painting/Spraying Machine Operator	48	\$12.92	\$15.34	\$16.96
Plastic Processing Machine Operator	6	\$11.20	\$13.21	\$16.42
Production Control Worker	104	\$19.06	\$21.04	\$24.71
Quality Control Inspector/Tester	403	\$14.52	\$17.21	\$20.67
Sewing Machine Operator	26	\$13.53	\$14.96	\$18.49
Tool and Die Maker	79	\$19.93	\$25.58	\$27.53
Welder, Cutter, Solderer and/or Brazier	26	\$12.46	\$16.55	\$19.58
Woodworking Specialist	2	*	*	*
Manager of Mechanics, Installers and Repairers	21	\$66,361.00	\$74,392.71	\$86,686.50
Maintenance Mechanic, Motor Vehicle	2	\$17.80	\$21.37	\$23.62
Maintenance Mechanic	91	\$19.78	\$23.54	\$27.86
Maintenance and Repair Worker	107	\$18.56	\$22.63	\$26.56
General Millwright	1	*	*	*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
CONSTRUCTION				
Construction Manager	1	*	*	*
Electrician	7	\$19.87	\$21.46	\$21.46
WAREHOUSING, TRANSPORTATION AND DISTRIBUTION				
Transportation, Storage and Distribution Manager	9	\$62,759.67	\$71,202.40	\$80,510.11
Supervisor/Manager of Material Movers	13	\$55,358.88	\$61,810.64	\$74,378.38
Inventory Control Coordinator	99	\$16.58	\$19.79	\$21.62
Driver, Bus	37	*	*	*
Driver, Truck Heavy and Tractor-Trailer	25	\$16.88	\$18.93	\$22.00
Driver, Truck Light or Delivery Services	58	\$14.73	\$18.15	\$20.94
Heavy Equipment/Forklift Operator	36	\$14.08	\$16.53	\$17.74
Shipping, Receiving and/or Traffic Clerk	39	\$12.41	\$14.83	\$17.38
Material Handler	275	\$13.13	\$15.91	\$18.18
Picker and Packer	432	\$11.51	\$14.31	\$16.66
Quality Monitor	9	\$11.89	\$14.72	\$16.52
Safety Technician	1	*	*	*
LEGAL				
Attorney	4	\$103,557.50	\$149,659.00	\$158,557.50
Paralegal	9	*	*	*
Regulatory Compliance Analyst	12	\$52,000.00	\$70,542.50	\$87,250.00
MEDICAL				
Physicians' Assistant	1	*	*	*
HOUSEKEEPING				
Housekeeper/Cleaner	2	*	*	*
Janitor	35	\$11.09	\$13.41	\$14.91

Northeast Indiana Benefits: Large Companies

Four County West Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually	9	9

Percentage of those companies offering these common holidays

New Year's Eve	33%	33%
New Year's Day	100%	100%
Martin Luther King Jr.	10%	10%
Lincoln's Birthday	0%	0%
President's Day	13%	13%
Washington's Birthday	0%	0%
Good Friday	43%	40%
Memorial Day	100%	97%
Independence Day	100%	100%
Labor Day	97%	93%
Columbus Day	0%	0%
Election Day	7%	7%
Floating Holiday	23%	23%
Veterans' Day	10%	10%
Thanksgiving Day	100%	100%
Day After Thanksgiving	87%	87%
Christmas Eve	77%	77%
Christmas Day	100%	100%
Other	27%	23%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	30%	30%
Average number of PTO days offered first year	2	3
Typical number of PTO days offered first year	10	10
Average number of carryover days per year	10	10

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	4	3
Typical number of years that must be worked to earn 15 days	3	3
Average number of years that must be worked to earn 20 days (when offered)	9	9
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	13	15
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **73%** **73%**

How soon after hire may employee take paid vacation?

One to 30 days	18%	32%
One to three months	9%	14%
Three to six months	9%	9%
Six months to one year	5%	9%
After 1 year	59%	36%

Number of days offered

Average number of paid vacation days offered in first year:	5	5
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	7	6
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	14	13
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	19	19
Typical number of years that must be worked to earn more than 20 days (when offered)	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **25%** **30%**

Average number of paid illness days offered annually	2	4
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	7	8
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	20%	33%
One to three months	40%	33%
Three to six months	20%	17%
Six months to one year	0%	0%
After 1 year	20%	17%

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	27%	33%
Average number of personal days offered per year	4	4
Typical number of personal days offered in first year:	3	3

How soon after hire may employee take personal day?

One to 30 days	13%	40%
One to three months	63%	40%
Three to six months	0%	0%
Six months to one year	13%	10%
After 1 year	13%	10%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	93%	93%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	61%	64%
One to three months	39%	36%
Three to six months	0%	0%
Six months to year	0%	0%
After one year	0%	0%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	83%	83%
Percentage of those that pay regular wages plus payment from court	32%	36%
Percentage of those that pay regular wages minus payment from court	68%	64%
Percentage where employee receives only payment from court	17%	17%

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	100%	100%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	77%	77%
Percentage of companies reporting indemnity insurance	23%	23%
Percentage of companies that offer a single plan	37%	37%
Percentage of companies that offer multiple plans	63%	63%
Percentage of companies offering only traditional plans	60%	60%
Percentage of companies offering only high-deductible plans	83%	83%
Percentage of companies offering both high-deductible and traditional plans	43%	43%
Percentage of companies considering dropping health plan in coming year	3%	3%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	40%	40%
Percentage of companies offering optional HSA or HRA plan	37%	37%
Percentage of companies with no HSA or HRA plan	23%	23%

Average company contribution to HSA/HRA account

For employee only plan	\$736.11	\$725.00
For family plan	\$1,187.50	\$1,170.83

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,629.76	\$3,629.76
Average maximum annual out of pocket expense family	\$6,795.24	\$6,795.24

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	50%	50%
Average amount that may be earned	\$778.27	\$791.60
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plan

Percentage of self insured companies offering a traditional plan	70%	70%
Percentage of those plans that offer family coverage	100%	94%

How soon after hire is employee eligible?

One to 30 days	31%	38%
One to three months	50%	56%
Three to six months	19%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$118.12	\$108.14
Employee and spouse	\$290.62	\$285.01
Employee and child	\$269.27	\$262.67
Family	\$408.33	\$393.74

Average monthly cost paid by employer for each employee

Employee-only coverage	\$519.43	\$499.98
Employee and spouse	\$972.91	\$945.77
Employee and child	\$912.82	\$890.60
Family	\$1,326.22	\$1,294.84

Deductibles

Average annual deductible per person	\$992.81	\$1,059.00
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,226.25	\$2,378.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	74%	66%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	\$25.36	\$25.77
Typical copay for physician office visit	\$30	\$30

Average out of pocket limit

Single coverage	\$2,971.25	\$3,489.33
Family Coverage	\$5,942.81	\$6,779.00

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$6,000.00	\$6,000.00

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plan

Percentage of self insured companies offering a high-deductible plan	78%	78%
Percentage of those plans that offer family coverage	94%	94%

How soon after hire is employee eligible?

One to 30 days	39%	50%
One to three months	50%	50%
Three to six months	11%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$83.83	\$88.85
Employee and spouse	\$189.90	\$203.82
Employee and child	\$209.70	\$198.20
Family	\$268.03	\$289.09

Average monthly cost paid by employer for each employee

Employee-only coverage	\$467.19	\$450.31
Employee and spouse	\$903.78	\$869.23
Employee and child	\$855.20	\$831.19
Family	\$1,268.34	\$1,213.40

Deductibles

Average annual deductible per person	\$2,335.29	\$2,388.24
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$4,384.38	\$4,500.00
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	62%	61%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$3,831.89	\$3,831.89
Family Coverage	\$7,403.12	\$7,411.94

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of indemnity insured companies offering a traditional plan	29%	29%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	50%	50%
One to three months	50%	50%
Three to six months	0%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$161.50	\$161.50
Employee and spouse	\$408.54	\$411.54
Employee and child	\$357.09	\$357.09
Family	\$599.61	\$599.61

Average monthly cost paid by employer for each employee

Employee-only coverage	\$571.43	\$571.43
Employee and spouse	\$1,072.97	\$1,072.97
Employee and child	\$1,044.07	\$1,044.07
Family	\$1,573.37	\$1,573.37

Deductibles

Average annual deductible per person	\$2,250.00	\$2,250.00
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$5,000.00	\$5,000.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	68%	68%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$27.50	\$27.50
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$4,800.00	\$4,800.00
Family Coverage	\$11,100.00	\$9,000.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	100%	100%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	14%	29%
One to three months	57%	43%
Three to six months	14%	14%
Six months to year	14%	14%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$79.67	\$79.67
Employee and spouse	\$304.20	\$315.64
Employee and child	\$220.77	\$232.50
Family	\$448.57	\$466.88

Average monthly cost paid by employer for each employee

Employee-only coverage	\$471.52	\$471.52
Employee and spouse	\$755.80	\$755.80
Employee and child	\$706.42	\$706.42
Family	\$994.46	\$994.46

Deductibles

Average annual deductible per person	\$2,928.57	\$2,928.57
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,857.14	\$5,857.14
Typical annual deductible per family	\$6,500.00	\$6,500.00

Copays and Limits

Average percentage of costs covered by insurance	64%	64%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,264.29	\$4,264.29
Family Coverage	\$8,671.43	\$8,671.43

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs 73% 70%

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$10.21	\$9.94
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$30.00	\$30.88
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$47.65	\$48.24
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$14.91	\$15.57
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$50.63	\$53.33
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$76.83	\$76.83
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	7%	7%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	12%	12%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	25%	25%
What is the typical employee copay for retail generic?	30%	30%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	38%	38%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order formulary?	11%	11%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order non-formulary?	24%	24%
What is the typical employee copay for retail generic?	20%	20%

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	87%	87%
Percentage of those plans that cover orthodontia	73%	73%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	31%	35%
One to three months after hire	58%	58%
Three to six months after hire:	8%	4%
Six months to one year after hire:	4%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$86.00	\$86.00
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,114	\$1,114
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,964	\$1,964
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage	\$15.75	\$16.45
Employee and spouse	\$31.27	\$34.05
Employee and child(ren)	\$39.02	\$40.39
Family	\$55.03	\$59.69

Average monthly premium paid by employer for

Employee only coverage	\$7.70	\$9.29
Employee and spouse	\$16.30	\$19.66
Employee and child(ren)	\$17.76	\$18.80
Family	\$25.43	\$30.22

Typical monthly premium paid by employer for

Employee only coverage	\$0.00	\$0.00
Employee and spouse	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	98%	98%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	80%	80%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	55%	55%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	77%	73%
Percentage of those plans that cover glasses/contacts	96%	95%
Percentage of those plans that cover LASIK or similar procedures	43%	45%

How soon after hire is employee eligible for coverage?

One to 30 days	35%	41%
One to three months	52%	50%
Three to six months	9%	5%
Six months to one year.	4%	5%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$5.78	\$6.08
Employee and spouse.	\$9.75	\$10.27
Employee and child(ren)	\$10.61	\$11.17
Family	\$15.87	\$16.71

Average monthly premium paid by employer for

Employee only coverage.	\$0.86	\$0.86
Employee and spouse.	\$1.32	\$1.32
Employee and child(ren)	\$1.35	\$1.35
Family	\$2.08	\$2.08

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	93%	93%
Percentage of those plans that pay a set amount	64%	54%
Percentage of those plans that pay a percentage of salary	39%	50%

How soon after hire is employee covered?

One to 30 days	43%	46%
One to three months	50%	50%
Three to six months	4%	0%
Six months to one year	4%	4%
After 1 year	0%	0%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	83%	83%
Average percentage of wages employee receives while on short-term disability	61%	67%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	21	20
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	40%	44%
One to three months	40%	44%
Three to six months	8%	4%
Six months to one year	12%	8%
After first year	0%	0%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	67%	83%
Average percentage of wages employee receives while on disability	58%	62%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	66	65
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	40%	44%
One to three months	40%	40%
Three to six months	5%	4%
Six months to one year	15%	12%
After first year	0%	0%

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PAY INCREASES

In 2017

Percentage of companies giving pay raises in preceding 12 months	97%
Average raise given in preceding 12 months	3.07%
Typical raise given in preceding 12 months	3%

In 2018

Percentage of companies planning pay raises in next 12 months	93%
Average raise planned in next 12 months	2.93%
Typical increase planned in next 12 months	3%

PROFIT SHARING

Percentage of companies offering profit sharing program	40%	43%
Percentage of programs that are team based	75%	69%
Percentage of programs that are individual based	75%	77%

How soon after hire is employee eligible?

One to 30 days	25%	23%
One to three months	17%	23%
Three to six months	25%	23%
Six months to one year	8%	8%
After 1 year	25%	23%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	27%
Average amount each worker receives	\$1,790 \$4,292

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	77%
Percentage of those companies that pay a shift differential:	70%
Average Second Shift Differential	66 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	70 Cents
Typical Third Shift Differential	50 Cents

COST OF BENEFITS

Cost of benefits as percentage of wages	26%
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Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

RETIREMENT

COMPANY-FUNDED PENSION

Percentage of companies that offer traditional pension plan	17%	17%
Percentage of companies where the employee also contributes	100%	100%
Average age when employee is eligible to receive benefits	62	62
Typical age when employee is eligible to receive benefits	62	62

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	97%	97%
Percentage of companies where the employer contributes.	93%	93%
Average percentage of contribution the employer matches	4%	5%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	75% of the first 5%	
Percentage of companies where the match is guaranteed	85%	85%
Percentage of companies where the match is intended	19%	19%

How soon after hire is employee eligible to participate?

One to 30 days	17%	24%
One to three months	24%	7%
Three to six months	14%	7%
Six months to a year.	21%	21%
After one year	24%	21%

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	57%	60%
Percentage that require classes be job related to receive tuition assistance	88%	89%
Average percent of tuition reimbursement	81%	82%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	70%	70%
Percentage of companies that offer off-site career development programs	63%	67%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening	87%	
Percentage of those companies that require new applicants to pass	100%	100%
Current employees are screened		
Randomly	53%	43%
After incident/injury	87%	87%
For cause	90%	87%
Employees who fail are		
Dismissed	81%	77%
Referred to an EAP or counseling program	69%	69%
Which screening protocol is used?		
Five panel	38%	
Seven panel	8%	
DOT	35%	
Other	62%	

Northeast Indiana Benefits: Large Companies (continued)

Four County West Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

Percentage of companies offering training or career development programs	70%	70%
How soon after hire is employee eligible?		
One to 30 days	29%	38%
One to three months	38%	43%
Three to six months	10%	5%
Six months to one year	0%	12%
After 1 year	24%	14%

MENTORING

Percentage of companies with formal mentoring program	23%	30%
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ORIENTATION

Percentage of companies that offer orientation for new employees	70%	70%
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WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	27%	30%
Casual dress (every day)	57%	47%
Child day care services	0%	0%
Child care subsidy	0%	3%
Compressed work week	10%	7%
Discounted product purchases	43%	47%
Employee assistance programs	77%	37%
Emergency/sick child care	0%	3%
English as second language assistance	3%	7%
Fitness center membership subsidy	43%	47%
Fitness center on site	13%	17%
Flex time	17%	23%
Flexible spending account	57%	47%
Job sharing	3%	7%
Informal recognition program	47%	47%
Open communication policy	57%	53%
Scholarships-employees/spouses/children	10%	17%
Smoking cessation programs	57%	60%
Smoke-free work environment	53%	53%
Telecommuting	7%	17%
Transit subsidy	3%	7%
Tutoring-employees/spouses/children	3%	7%
Wellness program, resources and information	67%	70%
Other	0%	0%

CHANGES IN STAFFING LARGE PARTICIPANTS**Preceding six months****Hiring**

Percentage of companies that added workers in preceding six months	100%
Total number of employees added in preceding six months	2779
Average number of employees added in preceding six months	82

Layoffs

Percentage of companies that laid off employees in preceding six months	6%
Total number of employees laid off in preceding six months	8
Average number of employees laid off in preceding six months	4

In 2016**Hiring**

Percentage of companies adding workers later in 2016.	53%
Total anticipated increase later 2016	246
Average anticipated increase later in 2016	14

Layoffs

Percentage of companies expecting layoffs later in 2016.	0%
Total anticipated layoffs later in 2016	0
Average anticipated layoffs later in 2016	0

No change

Percentage of companies anticipating neither hiring nor layoffs in 2016	47%
Percentage of companies uncertain of change in 2016	0%

In 2017**Hiring**

Percentage of companies adding workers in 2017.	38%
Total anticipated increase in 2017	662
Average anticipated increase in 2017	51

Layoffs

Percentage of companies anticipating layoffs in 2017.	0%
Total anticipated layoffs in 2017	0
Average anticipated layoff in 2017	31.6

No change

Percentage of companies anticipating no change in 2017.	62%
Percentage of companies uncertain of change in 2017	0%

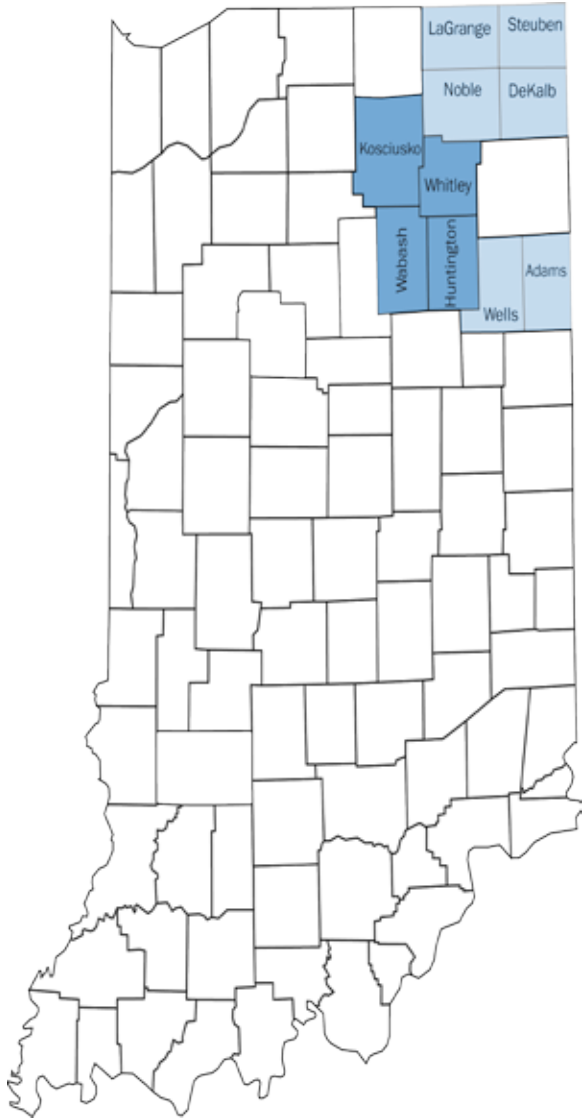
Annual Turnover

Average annual turnover as percentage of employees	13%
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Internships

Percentage of companies with internships	71%
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Four County West Region Northeast Indiana



Wages and Benefits Small Participants*

* Annual Sales less than \$25 million

2017

PROFILE OF SMALL PARTICIPANTS

Small Participants

Number of all participants	50
Number of small* participants	20
	(*Annual sales less than \$25 million)
Number of large* participants	30
	(*Annual sales of \$25 million or higher)
Small Manufacturing/Distribution	16
Small Nonmanufacturing	4

Size

Total Annual Sales	\$163 million
Average Annual Sales	\$8.1 million
Total Number of Employees	1,493
Average Number of Employees	75

Union Participation

Percentage of companies with union representation	5%
Percent of total reported workforce	3%
Where union members work	
Maintenance	20%
Office	0%
Production	71%
Transportation	8%

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Northeast Indiana Wages: Small Companies

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE / ADMINISTRATIVE				
General Manager/President	15	\$108,234.80	\$118,160.87	\$132,568.13
Chief Financial Officer	3	\$88,146.67	\$102,813.33	\$119,813.33
Vice President of Sales	6	\$73,924.25	\$78,924.25	\$84,924.25
Director of Human Resources	3	\$42,666.67	\$54,379.07	\$56,000.00
Director of Engineering	8	\$87,991.86	\$92,706.14	\$96,563.29
Director of Procurement	1	*	*	*
FINANCE				
Chief Financial Manager	1	*	*	*
Controller	6	\$74,017.00	\$75,127.67	\$76,517.00
Internal Auditor	1	*	*	*
Credit Manager	1	*	*	*
Accountant	4	\$43,750.00	\$51,875.00	\$58,750.00
Accounts Payable/Receivable Clerk	14	\$13.40	\$16.18	\$18.28
Bill and/or Account Collector	3	\$21.31	\$21.31	\$21.31
Payroll Clerk	3	\$16.17	\$21.43	\$24.00
HUMAN RESOURCES				
Human Resources Manager	4	\$43,902.25	\$45,752.25	\$46,652.25
HR Generalist	3	\$33,800.00	\$35,635.47	\$45,466.67
Training and Development Specialist	1	*	*	*
SALES AND CUSTOMER SERVICE				
Advertising/Marketing/Public Relations Manager	6	\$59,741.25	\$65,399.57	\$74,741.25
Sales Manager/Supervisor	14	\$57,396.56	\$65,084.56	\$69,459.99
Customer Service/Telephone Representative	11	\$13.66	\$16.40	\$19.29
Order and Billing Clerk	4	\$12.13	\$14.39	\$17.13
Product Specialist	3	\$55,000.00	\$60,000.00	\$65,000.00
Sales Representative/Account Executive	10	\$40,640.00	\$49,154.29	\$62,982.86
OFFICE SUPPORT				
Office Manager	5	\$38,600.00	\$44,487.17	\$51,400.00
Administrative Services Manager	2	\$45,000.00	\$57,512.00	\$59,500.00
Executive Secretary/Administrative Assistant	3	\$32,656.33	\$34,749.67	\$36,816.33
Data Entry Clerk	4	\$13.50	\$13.88	\$16.57
Receptionist	7	\$10.13	\$12.12	\$15.38

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Four County West Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
ENGINEERING / TECHNICAL				
Information Technology Manager	3	\$49,000.00	\$51,460.00	\$54,000.00
Engineering Manager	3	\$63,000.00	\$67,500.00	\$72,795.00
CAD Technician	7	\$13.81	\$15.81	\$19.81
Computer Support Specialist	2	\$12.75	\$15.00	\$17.90
Designer	3	\$19.32	\$23.47	\$25.93
Electrical Engineer	2	\$60,734.50	\$60,734.50	\$60,734.50
Engineer (Not Otherwise Specified)	21	\$54,165.43	\$61,785.43	\$75,933.14
Estimator	1	*	*	*
Graphic Designer	2	\$17.03	\$17.28	\$18.03
Manufacturing Engineer	4	\$61,383.25	\$64,133.25	\$65,133.25
Mechanical Engineer	2	\$50,000.00	\$60,000.00	\$62,500.00
Quality Engineer	2	\$78,000.00	\$79,000.00	\$80,000.00
Network and Computer Systems Administrator	2	\$52,149.00	\$57,149.00	\$57,149.00
Technical Support Specialist	6	\$20.52	\$22.65	\$24.21
IT Support Specialist	1	*	*	*
IT Hardware Installer/Maintenance Professional	1	*	*	*
PRODUCTION				
Operations/Plant Manager	13	\$67,520.82	\$78,965.07	\$89,929.91
Materials Manager	1	*	*	*
Production Manager/Foreman	15	\$50,155.13	\$60,832.38	\$68,706.13
Purchasing Manager	3	\$56,129.03	\$59,462.36	\$62,795.69
Buyer/Purchasing Agent	5	\$43,210.50	\$47,622.50	\$52,954.50
Quality Control Manager	7	\$65,035.00	\$68,868.33	\$72,868.33
Group Leader	24	\$15.33	\$17.74	\$21.88
Assembler, skilled	35	\$12.61	\$14.77	\$16.83
Assembler, unskilled	11	\$11.66	\$12.98	\$13.87
CNC Machinist	48	\$12.34	\$16.36	\$20.64
CNC Programmer	14	\$18.27	\$21.45	\$23.45
Cutting, Punching and/or Press Machine Operator	59	\$12.08	\$14.56	\$16.90
Drilling and/or Boring Machine Operator	9	\$12.60	\$14.56	\$15.71
General Laborer	156	\$11.33	\$13.02	\$15.19
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	30	\$13.53	\$15.31	\$19.17
Lathe and Turning Machine Tool Operator	5	\$13.84	\$15.79	\$19.73
Manual Machinist	11	\$16.45	\$17.38	\$18.45
Mold Maker	3	*	*	*
Painting/Spraying Machine Operator	13	\$12.60	\$14.33	\$15.66
Printing Press Operator	1	*	*	*

Production continues on next page

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Four County West Region

Production *continued from previous page*

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
Production Control Worker	8	\$14.21	\$15.65	\$17.93
Quality Control Inspector/Tester	21	\$14.26	\$15.61	\$19.42
Sewing Machine Operator	6	*	*	*
Tool and Die Maker	16	\$16.80	\$18.17	\$22.68
Welder, Cutter, Solderer and/or Brazier	28	\$14.73	\$17.20	\$19.90
Woodworking Specialist	1	*	*	*

MAINTENANCE AND REPAIR

Manager of Mechanics, Installers and Repairers	3	\$33,720.00	\$42,580.00	\$60,120.00
Maintenance Mechanic	3	\$17.50	\$22.50	\$24.50
Maintenance and Repair Worker	24	\$14.55	\$16.65	\$19.15

CONSTRUCTION

Construction Manager	1	*	*	*
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WAREHOUSING, TRANSPORTATION AND DELIVERY

Transportation, Storage and Distribution Manager	1	*	*	*
Supervisor/Manager of Material Movers	4	\$45,813.33	\$47,181.00	\$52,597.67
Inventory Control Coordinator	3	\$17.67	\$19.34	\$20.67
Driver, Bus	1	*	*	*
Driver, Truck Heavy and Tractor-Trailer	1	*	*	*
Driver, Truck Light or Delivery Services	13	\$12.00	\$14.94	\$18.00
Heavy Equipment/Forklift Operator	14	\$11.46	\$14.58	\$16.73
Shipping, Receiving and/or Traffic Clerk	15	\$12.31	\$14.39	\$16.33
Material Handler	6	\$11.98	\$13.74	\$14.64
Picker and Packer	5	\$12.24	\$13.02	\$14.24
Quality Monitor	1	*	*	*
Safety Technician	1	*	*	*

MEDICAL

Nurse Manager/Unit Director	8	*	*	*
Nurse, RN	9	*	*	*
Nurse, LPN	29	*	*	*
Certified Nurse Assistant	78	*	*	*
Medical Technician	14	*	*	*
Counselor/Human Service Worker	4	*	*	*

HOUSEKEEPING

Housekeeper/Cleaner	19	\$9.00	\$10.01	\$13.00
Janitor	9	\$10.44	\$12.72	\$14.50

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: Small Companies

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually	9	9

Percentage of those companies offering these common holidays

New Year's Eve	65%	65%
New Year's Day	100%	100%
Martin Luther King Jr.	0%	0%
Lincoln's Birthday	0%	0%
President's Day	0%	0%
Washington's Birthday	0%	0%
Good Friday	60%	60%
Memorial Day	100%	100%
Independence Day	95%	95%
Labor Day	100%	100%
Columbus Day	0%	0%
Election Day	0%	0%
Floating Holiday	30%	30%
Veterans' Day	0%	0%
Thanksgiving Day	100%	100%
Day After Thanksgiving	70%	70%
Christmas Eve	65%	65%
Christmas Day	100%	100%
Other	5%	5%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	15%	15%
Average number of PTO days offered first year	2	3
Typical number of PTO days offered first year	10	10
Average number of carryover days per year	10	10

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	2	3
Typical number of years that must be worked to earn 15 days	3	3
Average number of years that must be worked to earn 20 days (when offered)	6	5
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	9	9
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **90%** **90%**

How soon after hire may employee take paid vacation?

One to 30 days	28%	33%
One to three months	17%	17%
Three to six months	17%	17%
Six months to one year.	11%	17%
After 1 year	28%	17%

Number of days offered

Average number of paid vacation days offered in first year:	5	5
Typical number of vacation days offered in first year:	5	5
How vacation time is earned		
Average number of years that must be worked to earn 5 days.	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days.	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days.	7	6
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	16	16
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	23	23
Typical number of years that must be worked to earn more than 20 days (when offered).	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **25%** **30%**

Average number of paid illness days offered annually	22	4
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	7	8
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	20%	33%
One to three months	40%	33%
Three to six months	20%	17%
Six months to one year.	0%	0%
After 1 year	20%	17%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid bereavement leave	85%	85%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	65%	65%
One to three months	24%	24%
Three to six months	12%	12%
Six months to year	0%	0%
After one year	0%	0%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	85%	85%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	65%	65%
One to three months	24%	24%
Three to six months	12%	12%
Six months to year	0%	0%
After one year	0%	0%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	80%	85%
Percentage of those that pay regular wages plus payment from court	44%	47%
Percentage of those that pay regular wages minus payment from court	56%	53%
Percentage where employee receives only payment from court	20%	15%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	90%	85%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	39%	41%
Percentage of companies reporting indemnity insurance	61%	65%
Percentage of companies that offer a single plan	56%	53%
Percentage of companies that offer multiple plans	44%	47%
Percentage of companies offering only traditional plans	67%	71%
Percentage of companies offering only high-deductible plans	72%	76%
Percentage of companies offering both high-deductible and traditional plans	39%	47%
Percentage of companies considering dropping health plan in coming year	6%	6%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	28%	29%
Percentage of companies offering optional HSA or HRA plan	39%	41%
Percentage of companies with no HSA or HRA plan	33%	29%

Average company contribution to HSA/HRA account

For employee only plan	\$797.50	\$797.50
For family plan	\$1,174.00	\$1,174.00

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$3,595.83	\$3,595.83
Average maximum annual out of pocket expense family	\$7,291.67	\$7,291.67

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	28%	29%
Average amount that may be earned	\$458.00	\$458.00
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	57%	57%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	0%	25%
One to three months	75%	75%
Three to six months	25%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$170.77	\$170.77
Employee and spouse	\$394.87	\$394.87
Employee and child	\$314.03	\$314.03
Family	\$560.44	\$560.44

Average monthly cost paid by employer for each employee

Employee-only coverage	\$551.89	\$551.89
Employee and spouse	\$1,165.28	\$1,165.28
Employee and child	\$992.59	\$992.59
Family	\$1,718.16	\$1,718.16

Deductibles

Average annual deductible per person	\$1,112.50	\$1,112.50
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,600.00	\$2,600.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	60%	60%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$23.75	\$23.75
Typical copay for physician office visit	\$25	\$25

Average out of pocket limit

Single coverage	\$3,275.00	\$3,275.00
Family Coverage	\$6,300.00	\$6,300.00

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$6,000.00	\$6,000.00

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plan

Percentage of self insured companies offering a high-deductible plan	100%	100%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	0%	28%
One to three months	86%	71%
Three to six months	14%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$86.03	\$86.03
Employee and spouse	\$241.47	\$241.51
Employee and child	\$1,480.86	\$181.19
Family	\$311.77	\$311.77

Average monthly cost paid by employer for each employee

Employee-only coverage	\$403.91	\$403.91
Employee and spouse	\$846.86	\$887.10
Employee and child	\$638.02	\$638.02
Family	\$1,143.20	\$1,143.20

Deductibles

Average annual deductible per person	\$2,450.00	\$2,450.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$4,828.57	\$4,828.57
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	57%	57%
Typical percentage of costs covered by insurance	70%	70%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,285.71	\$4,285.71
Family Coverage	\$8,500.00	\$8,500.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of indemnity insured companies offering a traditional plan	73%	64%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	25%	14%
One to three months	38%	57%
Three to six months	38%	29%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$174.49	\$220.58
Employee and spouse	\$483.64	\$558.18
Employee and child	\$506.10	\$497.52
Family	\$765.74	\$243,096.49

Average monthly cost paid by employer for each employee

Employee-only coverage	\$391.90	\$359.55
Employee and spouse	\$652.42	\$546.33
Employee and child	\$501.97	\$514.11
Family	\$721.26	\$733.40

Deductibles

Average annual deductible per person	\$1,750.00	\$1,928.57
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,500.00	\$3,857.14
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	81%	80%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$28.75	\$30.00
Typical copay for physician office visit	\$25.00	\$25.00

Average out of pocket limit

Single coverage	\$4,225.00	\$4,757.14
Family Coverage	\$8,450.00	\$9,514.29

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	55%	55%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	17%	33%
One to three months	67%	50%
Three to six months	17%	17%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$128.06	\$118.06
Employee and spouse	\$425.59	\$415.59
Employee and child	\$361.78	\$351.78
Family	\$641.00	\$631.00

Average monthly cost paid by employer for each employee

Employee-only coverage	\$394.27	\$408.44
Employee and spouse	\$581.52	\$595.68
Employee and child	\$566.33	\$580.50
Family	\$675.81	\$689.98

Deductibles

Average annual deductible per person	\$4,308.33	\$4,308.33
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$9,466.67	\$9,466.67
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	80%	80%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$5,475.00	\$5,475.00
Family Coverage	\$10,966.67	\$10,966.67

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs **65%** **65%**

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$12.77	\$12.77
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$34.67	\$34.67
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$63.58	\$63.58
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$23.23	\$23.23
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$68.42	\$68.42
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$126.75	\$126.75
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	7%	7%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	12%	12%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	25%	25%
What is the typical employee copay for retail generic?	30%	30%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	38%	38%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order formulary?	11%	11%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order non-formulary?	24%	24%
What is the typical employee copay for retail generic?	20%	20%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	55%	55%
Percentage of those plans that cover orthodontia	64%	64%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	0%	18%
One to three months after hire	82%	73%
Three to six months after hire:	18%	9%
Six months to one year after hire:	0%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$309.09	\$309.09
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,205	\$1,205
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,811	\$1,811
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage.	\$17.57	\$17.57
Employee and spouse.	\$37.09	\$37.09
Employee and child(ren)	\$40.18	\$40.18
Family	\$56.41	\$56.41

Average monthly premium paid by employer for

Employee only coverage.	\$11.00	\$11.00
Employee and spouse.	\$14.17	\$14.17
Employee and child(ren)	\$18.00	\$18.00
Family	\$22.17	\$22.17

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	100%	100%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	71%	71%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered.	54%	54%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	65%	65%
Percentage of those plans that cover glasses/contacts	92%	92%
Percentage of those plans that cover LASIK or similar procedures	38%	38%

How soon after hire is employee eligible for coverage?

One to 30 days	0%	15%
One to three months	92%	85%
Three to six months	8%	0%
Six months to one year.	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$5.29	\$5.29
Employee and spouse.	\$9.42	\$9.42
Employee and child(ren)	\$10.25	\$10.25
Family	\$14.20	\$14.20

Average monthly premium paid by employer for

Employee only coverage.	\$0.33	\$0.33
Employee and spouse.	\$0.33	\$0.33
Employee and child(ren)	\$0.33	\$0.33
Family	\$0.33	\$0.33

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	90%	90%
Percentage of those plans that pay a set amount	89%	83%
Percentage of those plans that pay a percentage of salary	17%	22%

How soon after hire is employee covered?

One to 30 days	11%	22%
One to three months	61%	56%
Three to six months	28%	22%
Six months to one year	0%	0%
After 1 year	0%	0%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	65%	65%
Average percentage of wages employee receives while on short-term disability	58%	69%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	18	20
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	23%	31%
One to three months	31%	23%
Three to six months	23%	23%
Six months to one year	23%	23%
After first year	0%	0%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	35%	45%
Average percentage of wages employee receives while on disability	60%	60%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	66	65
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	0%	0%
One to three months	57%	44%
Three to six months	29%	22%
Six months to one year	14%	22%
After first year	0%	11%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PAY INCREASES

In 2017

Percentage of companies giving pay raises in preceding 12 months	95%
Average raise given in preceding 12 months	4.21%
Typical raise given in preceding 12 months	3%

In 2018

Percentage of companies planning pay raises in next 12 months	90%
Average raise planned in next 12 months	3.44%
Typical increase planned in next 12 months	3%

PROFIT SHARING

Percentage of companies offering profit sharing program	25%	25%
Percentage of programs that are team based	40%	40%
Percentage of programs that are individual based	60%	80%

How soon after hire is employee eligible?

One to 30 days	60%	60%
One to three months	20%	20%
Three to six months	0%	0%
Six months to one year	0%	0%
After 1 year	20%	20%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	16%
Average amount each worker receives	\$568 \$1,833

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	50%
Percentage of those companies that pay a shift differential:	70%
Average Second Shift Differential	95 Cents
Typical Second Shift Differential	\$1
Average Third Shift Differential	\$1.20
Typical Third Shift Differential	\$1

COST OF BENEFITS

Cost of benefits as percentage of wages	22%
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Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

RETIREMENT

COMPANY-FUNDED PENSION

Percentage of companies that offer traditional pension plan	10%	10%
Percentage of companies where the employee also contributes	100%	100%
Average age when employee is eligible to receive benefits	62	.62
Typical age when employee is eligible to receive benefits	62	.62

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	85%	80%
Percentage of companies where the employer contributes.	88%	88%
Average percentage of contribution the employer matches	5%	5%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches	71% of the first 5%	
Percentage of companies where the match is guaranteed	93%	100%
Percentage of companies where the match is intended	7%	7%

How soon after hire is employee eligible to participate?

One to 30 days	18%	19%
One to three months	18%	19%
Three to six months	18%	19%
Six months to a year.	18%	19%
After one year	29%	25%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	40%	40%
Percentage that require classes be job related to receive tuition assistance	75%	75%
Average percent of tuition reimbursement	97%	97%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	50%	50%
Percentage of companies that offer off-site career development programs	55%	55%

DRUG SCREENING POLICIES

Percentage of companies that conduct drug screening 65%

Percentage of those companies that require new applicants to pass 92% 100%

Current employees are screened

Randomly	15%	15%
After incident/injury	50%	50%
For cause	65%	65%

Employees who fail are

Dismissed	92%	92%
Referred to an EAP or counseling program	23%	23%

Which screening protocol is used?

Five panel	46%
Seven panel	8%
DOT	0%
Other	69%

Northeast Indiana Benefits: Small Companies (continued)

Four County West Region

Hourly

Salary

WORKPLACE AND CAREER DEVELOPMENT

TRAINING

Percentage of companies offering training or career development programs	40%	40%
How soon after hire is employee eligible?		
One to 30 days	40%	40%
One to three months	30%	30%
Three to six months	10%	10%
Six months to one year	0%	12%
After 1 year	20%	20%

MENTORING

Percentage of companies with formal mentoring program	8%	8%
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ORIENTATION

Percentage of companies that offer orientation for new employees	40%	40%
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WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	5%	20%
Casual dress (every day)	40%	40%
Child day care services	5%	0%
Child care subsidy	0%	0%
Compressed work week	10%	0%
Discounted product purchases	30%	30%
Employee assistance programs	30%	37%
Emergency/sick child care	0%	0%
English as second language assistance	5%	5%
Fitness center membership subsidy	35%	35%
Fitness center on site	15%	15%
Flex time	35%	40%
Flexible spending account	35%	35%
Job sharing	0%	0%
Informal recognition program	35%	35%
Open communication policy	55%	55%
Scholarships-employees/spouses/children	5%	5%
Smoking cessation programs	20%	20%
Smoke-free work environment	55%	60%
Telecommuting	0%	0%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	20%	20%
Other	5%	5%

CHANGES IN STAFFING SMALL PARTICIPANTS**Preceding six months****Hiring**

Percentage of companies that added workers in preceding six months	87%
Total number of employees added in preceding six months	586
Average number of employees added in preceding six months	14

Layoffs

Percentage of companies that laid off employees in preceding six months	9%
Total number of employees laid off in preceding six months	12
Average number of employees laid off in preceding six months	3

In 2017**Hiring**

Percentage of companies adding workers later in 2017	40%
Total anticipated increase later 2017	113
Average anticipated increase later in 2017	6

Layoffs

Percentage of companies expecting layoffs later in 2017	0%
Total anticipated layoffs later in 2017	0
Average anticipated layoffs later in 2017	0

No change

Percentage of companies anticipating neither hiring nor layoffs in 2017	55%
Percentage of companies uncertain of change in 2017	5%

In 2018**Hiring**

Percentage of companies adding workers in 2018	17%
Total anticipated increase in 2018	50
Average anticipated increase in 2018	6

Layoffs

Percentage of companies anticipating layoffs in 2018	0%
Total anticipated layoffs in 2018	0
Average anticipated layoff in 2018	0

No change

Percentage of companies anticipating no change in 2018	34%
Percentage of companies uncertain of change in 2018	59%

Annual Turnover

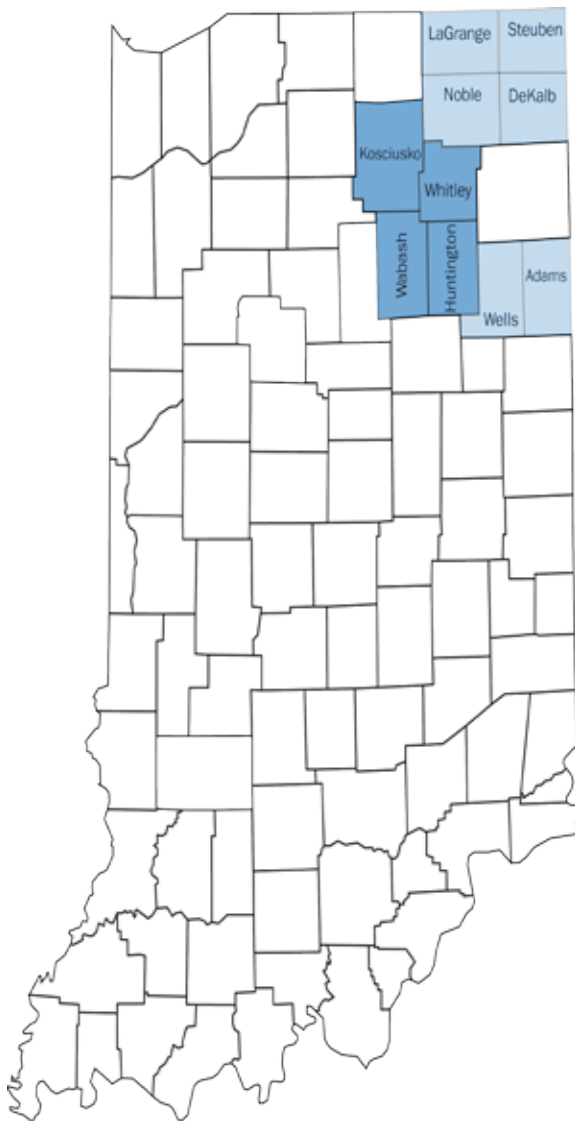
Average annual turnover as percentage of employees	14.2%
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Internships

Percentage of companies with internships	65%
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Four County West Region Northeast Indiana

Supplemental Reports 2017



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Definitions of Job Titles Used in this Report.75 - 77

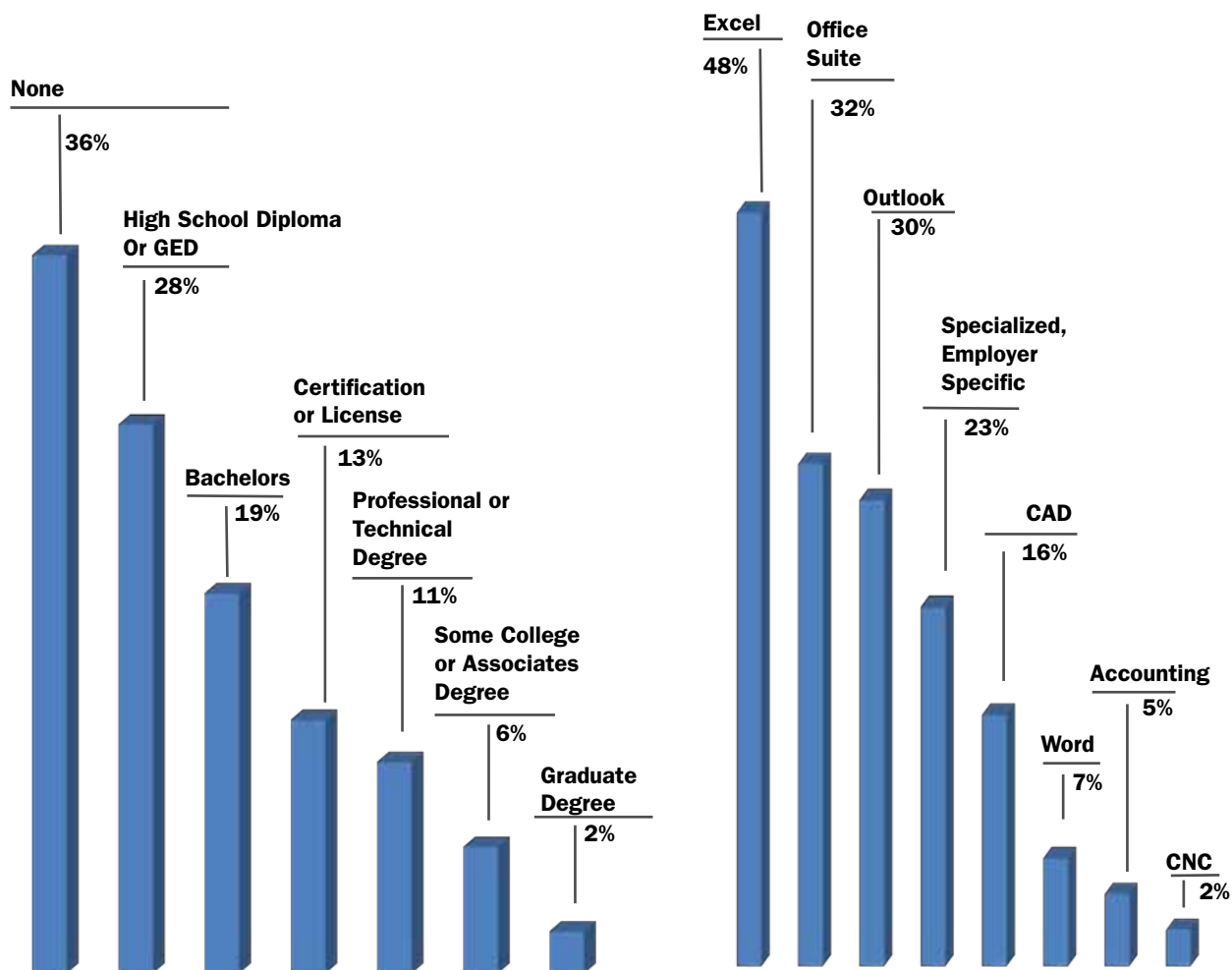
**Members of the Northeast Indiana
Regional Partnership Back Cover**

Four County West Region Profile

EMPLOYER WORKFORCE ASSESSMENT

What degrees or certifications do you require or prefer workers to possess?

What are the most needed software or Technology skills workers must possess?



About These Pages

The data on these two pages show results of the workforce section of our survey. Participating employers told us about the skills most needed in their organizations, which positions are most difficult to fill, which skills are critical to succeeding on the job and required levels of education. The charts show the most common answers and the percentage of employers who expressed them.

Four County West Region Profile

EMPLOYER WORKFORCE ASSESSMENT

WHAT ARE THE MOST CRITICAL SKILLS WORKERS MUST POSSESS TO ENSURE SUCCESS IN THE WORKPLACE?

Commitment to Quality	33%
Work Ethic	42%
Commitment to Quality	24%
Commitment to Customer Service	24%
Pay Attention to Detail	13%
CNC Programming	11%
People Skills	9%
Ability to Work as a Team	7%
Manufacturing Experience	7%
Mathematics Literacy	7%
Communications	4%
Computer Literacy	4%
Problem Solving Ability	4%
Literacy	4%
Welding	2%

WHAT SKILLS ARE THE MOST DIFFICULT TO FIND?

Work Ethic	23%
Welding	11%
Other Skilled Trades	2%
Employer Experience	11%
Maintenance	7%
CNC Programmer	5%
Mechanical	5%
Forklift Operator	2%
Machinist	2%
Engineering	2%
Basic Computer	2%
Information Technology	2%

WHAT POSITIONS ARE MOST DIFFICULT TO FILL?

Entry Level Production	18%
Engineers	13%
Welders	11%
Other Skilled Trades	9%
Maintenance	9%
Quality Inspectors and Technicians	9%
CNC Programmers	7%
Sales	4%
Manager and Supervisory	2%

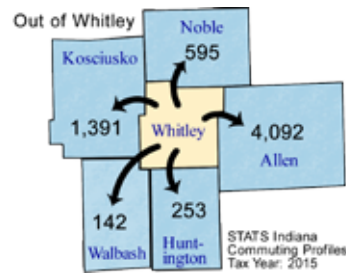
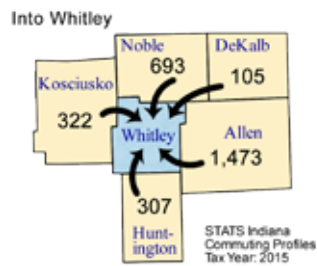
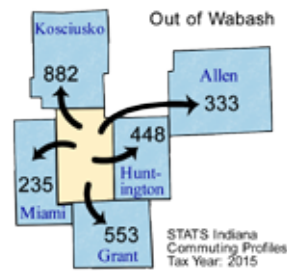
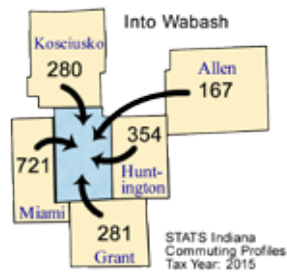
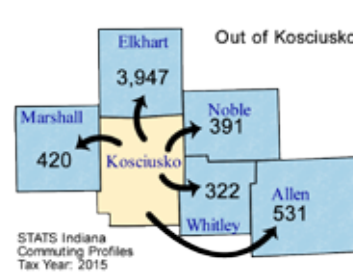
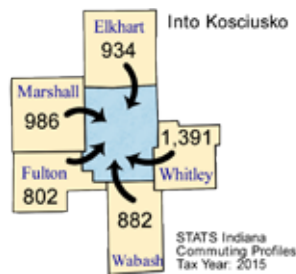
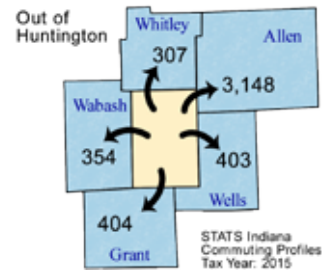
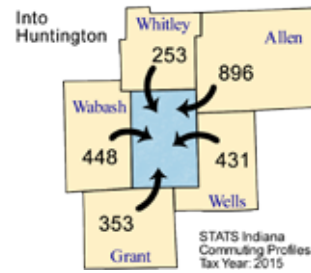
* Percentage of survey participants citing each particular skill or position

Northeast Indiana Region Profile Four County West Region

WORKFORCE MOBILITY

COMMUTING INTO COUNTY

COMMUTING FROM COUNTY



Four County West Region Profile

POPULATION AND EDUCATIONAL ATTAINMENT

	Huntington	Kosciusko	Wabash	Whitley	Four County Region
2016 Data:					
Population Estimates	36,400	79,092	31,762	33,449	180,703
Total Population 25 and Older	24,826	52,423	21,937	23,123	122,309
% High School or Higher	89.7%	85.4%	88.1%	90.8%	n/a
% Bachelors or Higher	18.0%	20.7%	18.8%	18.4%	n/a
Median Age	40.3	38	42.8	41.4	n/a

Sources - U.S. Census Bureau, Indiana Department of Workforce Development, Indiana Department of Education (Stats Indiana)

LABOR FORCE AND INDUSTRY SECTORS

	Huntington	Kosciusko	Wabash	Whitley	Four County Region
2015 Data:					
By Place of Residence:					
Labor Force Estimates	18,739	41,310	15,484	17,285	92,818
Employed	17,978	39,766	14,819	16,612	89,175
Unemployed	761	1,544	665	673	3,643
Unemployment Rate	4.1%	3.7%	4.3%	3.9%	3.9%
Average Wage per Job	\$36,408	\$56,154	\$35,349	\$40,010	\$36,244

2015 Data:

Total by Place of Work	19,425	48,125	16,595	17,083	101,228
Wage & Salary	15,211	39,067	12,816	12,812	79,906
Private	579	43,306	14,107	626	58,618
- Accomodates, Food Service	1,185	2,905	1,134	991	6,215
- Arts, Ent. & Recreation	191	610	377	223	1,401
- Construction	853	1,837	821	959	4,470
- Health Care, Social Services	2,002	3,714	NA	1,196	6,912
- Information	432	475	91	163	1,161
- Manufacturing	4,109	14,905	3,083	5,045	27,142
- Professional, Technical Services	NA	1,254	407	424	2,085
- Retail Trade	1,889	4,885	1,709	1,609	10,092
- Transportation, Warehousing	743	866	252	NA	1,861
- Wholesale Trade	769	1,905	476	592	3,742
- Other private (not above)	4185*	9756*	2267*	3,090	3,090
Government (local, state, fed)	1,613	3,412	1,707	1,530	8,262

Source - U.S. Bureau of Economic Analysis (Stats Indiana)

D = Not Disclosed to Protect Individual Data

Job Title Descriptions

ADMINISTRATIVE/EXECUTIVE

General Manager/President: Plans, directs or coordinates the operations of companies. Duties and responsibilities include formulating policies, managing daily operations and planning the use of material and human resources. Includes owners and managers who head small business establishments whose duties are primarily managerial.

Chief Financial Officer: Senior-most executive responsible for financial control and planning of a firm or project.

Vice President of Sales: Responsible for establishing sales targets to meet the company objectives. Responsible for developing strategic sales plans based on company goals that will promote sales growth and customer satisfaction for the organization.

Director of Human Resources: Has ultimate responsibility for all people based activity within an organization from both an operational and strategic perspective. **Director of Engineering:** Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives.

Director of Procurement: Defines policies and procedures that form the basis for all interaction between the company and suppliers.

FINANCE

Chief Financial Manager: Plans, directs, and coordinates accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Controller: Overall responsibility for managing and directing the corporation's accounting and tax functions. Responsible for all internal and external financial reporting, all internal control and accounting, all tax preparation and reporting functions.

Credit Manager: Establishes credit guidelines, extends credit to new customers and oversees collections.

Accountant: Responsibilities may include analyzing data, formulating budgets, preparing financial statements, compiling information for reports and evaluating general accounting systems.

Accounts Payable/Receivable Clerk: Prepares and maintains records of financial transactions related to bills due and incoming payments.

Bill / Account Collector: Locates and notifies customers of delinquent accounts by mail, telephone or personal visit to solicit payment. Duties include receiving payments and posting amounts to customer accounts; preparing statements to credit department if customer fails to respond; and keeping records of collection and status of accounts.

Payroll Clerk: Performs duties related to the preparation of time cards or work logs, computation of paychecks and the maintenance of payroll records.

HUMAN RESOURCES

Human Resources Manager: Areas of responsibility may include recruitment, selection, training, compensation and compliance.

Benefits Specialist: Responsible for administration of pension and savings plans, retirement calculations, computerized database development, report generation, assisting in coordination of group benefits programs and specializing in group insurance, pensions and cash compensation programs.

HR Generalist: Administers human resource policies and procedures that cover two or more functional areas.

Collects and analyzes human resource data and then makes recommendations to management.

Recruitment Specialist: Recruits and places workers. **Training and Development Specialist:** Conducts training and development programs for employees.

SALES & CUSTOMER SERVICE

Advertising/Marketing/Public Relations Manager: Directs overall marketing policy and strategy, determines demand for products and services, identifies potential customers and directs publicity programs. Oversees account, creative and media-service departments.

Sales Manager/Supervisor: Directs sales program, maintains contact with dealers and distributors, and directs sales representatives. Coordinates sales distributions by establishing sales territories, quotas and goals and establishes training programs for sales representatives.

Call Center Manager: Responsible for the overall daily operation of the call center. Duties include staff supervision, training, forecasting and monitoring sales and call volumes. Managers may also be responsible for all technology issues/upgrades and using technology to meet the sales goals.

Customer Service/Telephone Representative: Primarily responsible for responding to inbound phone calls. Assist customers over the telephone or via the Internet in making product decisions, resolving service issues and general sales. Responsible for entering all customer orders and service issues into the computer.

Order and Billing Clerk: Order clerk takes down and processes orders for merchandise, goods, and services. Ensures all data is accurate, including credit card information. Processes order and sends out receipt. Billing clerk is accountable for creating invoices and credit memos, issuing them to customers by all necessary means, and updating customer files.

Product specialist: Combines sales, marketing and technical skills to design, promote and sell a product for an organization. These professionals are involved with a product's entire life cycle to ensure optimal sales results for an organization's profitability.

Sales Representative/Account Executive: Markets company products and services, takes orders and resolves problems. Has an in-depth knowledge of customers' organization and demands. Acts as a solutions provider and has an ongoing, long-term relationship with a defined customer base. Maintains quality assurance with, and introduces new products and services to customer base. Can be either based as "inside" or "outside" representative.

OFFICE SUPPORT

Office Manager: Supervises and coordinates the activities of clerical and administrative support workers.

Administrative Services Manager: Plans, directs and coordinates supportive services of an organization. Specific responsibilities vary, but administrative service managers typically maintain facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep.

Executive Secretary / Administrative Assistant: Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff.

Data Entry Clerk: Operates data entry equipment to

record and/or verify data from source documents. Corrects errors. Follows a generally standardized pattern of operations.

File Clerk: Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order or according to the filing system used. Locates and removes material from file when requested.

Mail Clerk: Distributes and collects incoming mail and processes outgoing mail. Responsibilities include determining, affixing and recording postage on registered mail and packages.

Receptionist: Answers telephone calls and personal inquiries, directs calls and visitors to appropriate parties and performs basic clerical tasks. May operate a switchboard.

Secretary: Performs routine clerical and administrative functions such as shorthand, dictation, typing, scheduling appointments, handling travel arrangements, answering routine correspondence and telephone calls.

Teller: Receives and pays out money, as well as accurately keeps records of money and negotiable instruments involved in a financial institution's various transactions.

Typist and Word Processor: Responsible for data entry and information processing utilizing machines such as typewriters or computers. Prepares reports and correspondence, letters, research, and other materials.

TECHNICAL

Chief Information Officer: Directs, plans organizes and controls all activities of the information systems department and ensures the effective, efficient and secure operation of all automated data processing systems.

Engineering Manager: Plans, directs or coordinates activities in such fields as architecture and engineering or research and development in these fields.

Information Technology Manager: Plans, directs or coordinates activities in such fields as electronic data processing, information systems, systems analysis and computer programming.

CAD Technician: Creates, modifies and maintains various technical drawings including construction renovation blueprints, special project drawings, etc. Works from sketches, prints or verbal instructions in accordance with established standards. May perform field verifications.

Computer Operator: Loads equipment, starts and operates computer and executes runs. Oversees the continuous operation of the electronic/data process facilities.

Computer Programmer: Converts project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develops and writes computer programs to store, locate and retrieve specific documents, data and information. May program web sites.

Computer Support Specialist: Provides technical assistance to computer system users. Answers questions or resolves computer problems for clients in person, via telephone or from remote locations. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing software, electronic mail and operating systems.

Designer: Develops and designs manufactured products, such as cars, home appliances and children's toys. Combines artistic talent with research on product use, marketing and materials to create the most functional and appealing product design.

Job Title Descriptions

Estimator: Analyzes blueprints, specifications, proposals and other documentation to prepare time, cost and labor estimates for products, projects or services applying knowledge of specialized methodologies, techniques, principles or processes. Reviews data, prepares itemized lists, computes cost factors, prepares estimates and consults with clients, vendors or other individuals.

Graphic Designer: Designs or creates graphics to meet specific commercial or promotional needs, such as packaging, displays or logos. May use a variety of mediums to achieve artistic or decorative effects.

Laboratory/Engineering Technician: Conducts acceptance testing of numerous control systems per test specifications and proficient in several programs/processes. Alters test equipment requiring knowledge of electronic/mechanical theory pertinent to the applicable work. Analyzes and troubleshoots complex engineering data. Recognizes and resolves control and test issues beyond those specified in a test plan. Configures test set-ups for engineering investigations and document test status on a daily basis or as required by program.

Electrical or Electronic Technician: Helps engineers design and develop computers, communications equipment, medical monitoring devices, navigational equipment, and other electrical and electronic equipment. Often works in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment.

Engineer: (not otherwise specified) Engineers work in a variety of fields to analyze, develop and evaluate large-scale, complex systems. This can mean improving and maintaining current systems or creating brand new projects. Engineers will design and draft blueprints, visit systems in the field and manage projects.

Chemical Engineer: Designs equipment and develops processes for manufacturing chemicals and related products utilizing principles and technology of chemistry, physics, mathematics, engineering and related physical and natural sciences: Conducts research to develop new and improved chemical manufacturing processes.

Electrical Engineer: Designs, develops, tests and supervises the manufacturing of electrical equipment.

Industrial Engineer: Devises efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service. Finds ways to eliminate wastefulness in production processes.

Manufacturing Engineer: Establishes standards for manufacturing operations in order to reduce and control costs.

Materials Engineer: Develops, processes and tests materials used to create a wide range of products. Studies the properties and structures of metals, ceramics, plastics, composites, nanomaterials and other substances to create new materials that meet certain mechanical, electrical, and chemical requirements.

Mechanical Engineer: Performs engineering duties in planning and designing tools, engines, machines and other mechanically functioning equipment. Oversees installation, operation, maintenance and repair of such equipment as centralized heat, gas, water and steam systems.

Quality Engineer: Works in manufacturing plants, taking responsibility for the quality of a company's products.

Network and Computer Systems Administrator: Installs, configures and supports an organization's local area network (LAN), wide area network (WAN) and Internet system or a segment of a network system.

Maintains network hardware and software. Monitors network to ensure network availability to all system users and performs necessary maintenance to support network availability.

System Analyst: Analyzes problems, prepares specifications and proposes appropriate data processing procedures to resolve problems.

IT Support Specialist: Provides technical assistance to computer users. Answers questions or resolves computer problems for clients in person, via telephone, or electronically.

Technical Support Specialist: Uses knowledge and skills to solve computer problems and enable computer technology to meet organization's needs.

IT Hardware Installer/Maintenance Professional: Installs and maintains computer hardware.

Web Developer: Designs and creates websites and is responsible for the look of the site and for the site's technical aspects, such as its performance and capacity. May also create content for the site.

PRODUCTION

Operations/Plant Manager: Plans, directs or coordinates the work activities and resources necessary for manufacturing products in accordance with cost, quality and quantity specifications.

Materials Manager: Areas of responsibility may include purchasing, shipping, receiving and warehousing of raw materials.

Production Manager/Foreman: Supervises line work such as assembly, warehousing or shipping and receiving. Plans and assigns work, recommends tools and methods and assists in problem resolution.

Purchasing Manager: Plans, directs or coordinates the activities of buyers, purchasing officers and related workers involved in purchasing materials, products and services. Areas of responsibility may include selection of vendors, insuring quality of supplies and services and acceptability of prices.

Quality Control Manager: Areas of responsibility may include auditing and evaluating quality controls and insuring established standards of quality.

Group Leader: Directly supervises and coordinates the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators

Assembler, skilled: Assembles, adjusts, and fits parts of production or completes products using tools. Requires use of judgment to make decisions and may require measuring, calculating, reading or estimating. Often has specific qualifications and usually requires intellectual reasoning and problem-solving skills. It typically takes six months to a year or more to learn a skilled job.

Assembler, unskilled: Assembles, adjusts, and fits parts of production or completes products using tools. Involves simple tasks and doesn't usually require one to exercise judgment. It typically requires only a month or less to learn.

Buyer/Purchasing Agent: Purchases materials, supplies or services and negotiates prices. Also establishes and maintains relationship with vendors.

CNC Machinist: Operates computer numerical control machines to fabricate parts. The CNC machinist loads parts in the machine, cycles machine and detects malfunctions in machine operations, such as worn or damaged cutting tools. The position runs production lots, communicates with co-workers regarding productions runs, and maintains a safe, organized and clean work

environment.

CNC Programmer: Develops programs to control machining or processing of metal or plastic parts by automatic machine tools, equipment, or systems.

Cutting, Punching and Press Machine Operator: Sets up, operates or tends machines to saw, cut, shear, slit, punch, crimp, notch, bend or straighten metal or plastic material.

Drilling and/or Boring Machine Operator: Sets up, operates or tends drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces

Extruding and/or Drawing Machine Operator: Sets up, operates, or tends machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes

Forging Machine Operator: Sets up, operates, or tends forging machines to taper, shape, or form metal or plastic parts

General Laborer: Performs manual or physical duties as requested, requiring limited skill or training.

Grinding, Lapping, Polishing and Buffing Machine Tool Operator: Set up, operate or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone or polish metal or plastic work pieces.

Lathe and Turning Machine Tool Operator: Sets up, operates or tends lathe and turning machines to turn, bore, thread, form or face metal or plastic materials, such as wire, rod or bar stock.

Manual Machinist: Sets up and operates a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout and machining procedures.

Mold Maker: Sets up, operates or tends metal or plastic molding, casting or coremaking machines to mold or cast metal or thermoplastic parts or products.

Certified Painter: Has certified training and paints, and coats, often with machines, a wide range of products.

Painting/Spraying Machine Operator: Sets up, operates or tends machines to coat or paint any of a wide variety of products.

Plastic Processing Machine Operator: Sets up and operates production related plastic processing machinery to produce quality parts.

Production Control Worker: Coordinates and expedites the flow of work and materials within or between departments of an establishment according to production schedules. Duties include reviewing and distributing production, work and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs and production problems.

Printing Press Operator: Sets up and operates large, high volume commercial printing presses.

Print Binding/Finishing: Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

Quality Control Inspector/Tester: Inspects, tests, sorts, samples or weighs non agricultural raw materials or processed, machined, fabricated or assembled parts or products for defects, wear and deviations from specifications. May use precision measuring instruments and complex test equipment.

Sewing Machine Operator: Operates or tends sewing

Job Title Descriptions

machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products

Tool & Die Maker: Analyzes specifications, lays out metal stock, sets up and operates machine tools and fits and assembles parts to make and repair dies, cutting tools, jigs, fixtures, gauges, machinists' hand tools and die try outs.

Welder, Cutter, Solderer & Brazier: Uses hand-welding, flame-cutting, hand soldering or brazing equipment to weld or join metal components or to fill holes, indentations or seams of fabricated metal products.

Woodworking Specialist: Works in a woodworking shop engaged in tasks such as wood furniture manufacturing.

MAINTENANCE & REPAIR

Manager of Mechanics, Installers & Repairers: Supervises and coordinates the activities of mechanics, installers and repairers.

Maintenance Mechanic: Diagnoses malfunctions, orders replacement parts and insures maintenance, repair and smooth functioning of the machinery and equipment.

Maintenance & Repair Worker: Keeps machines, mechanical equipment or the structure of an establishment in repair.

General Millwright: Installs, dismantles, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.

CONSTRUCTION

Construction Manager: Directly supervises and coordinates activities of construction or extraction workers.

Bricklayer/Stonemason/Concrete Finisher: Uses bricks, concrete blocks, concrete, and natural and manmade stones to build walls, walkways, fences, and other masonry structures.

Carpenter: Constructs and repairs building frameworks and structures—such as stairways, doorframes, partitions, rafters, and bridge supports—made from wood and other materials. Also may install kitchen cabinets, siding, and drywall.

Construction Laborer: Performs tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.

Electrician: Installs, maintains and repairs electrical wiring, equipment and fixtures.

WAREHOUSING, TRANSPORTATION AND DISTRIBUTION

Warehousing, Transportation and Distribution Manager: Plans, directs or coordinates transportation, storage or distribution activities in accordance with governmental policies and regulations. Includes logistics managers.

Supervisor/Manager of Material Movers: Supervises and coordinates the activities of helpers, laborers or material movers.

Inventory Control Coordinator: Manages inventory and maintains levels required on a daily basis to meet distribution demands.

Driver, Truck Heavy and Tractor-Trailer: Drives a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock or materials in liquid, loose or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

Driver, Truck Light or Delivery Services: Drives a truck or van with a capacity of less than 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.

Driver/Sales Worker: Picks up and drops off packages and materials within a defined region or urban area. Most commonly they transport merchandise from a distribution center to businesses or households.

Heavy Equipment/Forklift Operator: Uses machinery to transport various objects, including goods around a warehouse and off of and onto trucks, railcars and other means of transportation. Also move materials at construction sites and in mines.

Inventory Control Coordinator: Analyzes and coordinates an organization's supply chain. Manages how a product is acquired, distributed, allocated and delivered. Also known as logistician.

Material Handler: Manually moves freight, stock or other materials or performs other unskilled general labor.

Picker and Packer: Packs by hand a wide variety of products and materials.

Shipping, Receiving & Traffic Clerk: Verifies and keeps records on incoming and outgoing shipments. Prepares items for shipment. Duties include assembling, addressing, stamping and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Quality Monitor: Verifies that materials and finished products meet quality standards before distribution.

Safety Technician: Ensures safety rules and regulations are communicated and enforced. Maintains documentation of procedures.

LEGAL

Attorney: Advises and represents individuals, businesses, and government agencies on legal issues and disputes. Prepares and evaluates contracts and other legal documents.

Paralegal: Researches law, investigates facts and prepares documents to assist attorneys.

Regulatory Compliance Analyst: Makes sure businesses operate within legal boundaries and comply with appropriate regulations and required documentation and record keeping.

Records Coordinator: Makes sure records are accurate and up to date and are stored, preserved and maintained as required.

MEDICAL

Certified Nurse Assistant: Helps provide basic care for patients in hospitals and residents of long-term care facilities.

Counselor/Human Service Worker: Provides client services, including support for families, in a wide variety of fields, such as psychology, rehabilitation, and social work.

Medical Assistant: Performs administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling

appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by physicians.

Medical Technician: Examines and analyzes body fluids, tissue and cells. May perform routine or complex tests and procedures. Interprets results and relays them to physicians.

Nurse, LPN: Provides basic nursing care. Works under the direction of registered nurses and doctors.

Nurse, Registered: Assesses patient health problems and needs, develops and implements nursing care plans and maintains medical records. Administers nursing care to ill, injured, convalescent or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Nurse Manager/Unit Director: Plans and implements the overall nursing policies, procedures and services for a unit and/or shift. Generally manages nurses and clinical technicians. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Nurse Practitioner: Diagnoses and treats acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

Occupational Therapist: Treats injured, ill, or disabled patients through the therapeutic use of everyday activities. Helps these patients develop, recover, and improve the skills needed for daily living and working.

Pharmacist: Dispenses drugs prescribed by physicians and other health practitioners and provides information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Physician Assistant: Practice medicine as part of a team with physicians, surgeons, and other healthcare workers. Examines, diagnoses and treats patients. Also known as PA.

Physical Therapist: Assesses, plans, organizes, and participates in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

Radiological Technologist and Technician: Takes X-rays and CAT scans or administers nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance.

HOUSEKEEPING

Housekeeper/Cleaner: Follows established procedures for cleaning and straightening rooms and disinfecting or sterilizing equipment and supplies.

Janitor: Performs cleaning and custodial activities in order to maintain the clean and orderly condition of the workplace.

**Compiled from various sources including the U.S. Department of Labor Bureau of Labor Statistics and the Society of Human Resources Managers.*

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