

The 2009/2010 ERC Policies and Benefits Survey (PBS) was conducted by The Management Association of Illinois in cooperation with 17 other members of the Employer Association Group (EAG), including ERC. A total of 196 Northeast Ohio organizations participated in this edition of the Policies & Benefits Survey.

The survey is divided into nine major sections. The table below contains page numbers for the specific sections and subsections of this report. A complete index can be found at the end of this report.

	<u>Page(s)</u>
Co-sponsors	
Introduction	i
Participants.....	iv-xv
Using the Report	xvi
Survey Highlights	xvii-xix
Participant Demographics.....	xx
 HEALTH AND WELFARE BENEFITS	
Section 125 Plans	1
Full Cafeteria Plans	2-3
Life Insurance.....	3-8
Long Term/Elder Care Insurance	8-9
Accidental Death and Dismemberment Insurance	9-11
Short-Term Disability Insurance	11-17
Sick/Personal Day Plans	17-20
Long-Term Disability Insurance.....	21-25
Medical Insurance	26-28
Indemnity Plans.....	29-32
HMO Plans.....	32-34
PPO/POS Plans	34-39
High Deductible Health Plan with an HSA.....	39-44
Health Reimbursement Account (HRA).....	45
Prescription Drug Plan	46
Dental Insurance	47-53
Vision Care Insurance	53-55
Adoption Benefits	56
 RETIREMENT BENEFITS	
Retiree Benefits.....	57-61
Profit Sharing Plans (Deferred Retirement Payments).....	62-63
401(k) or 403(b) Plans	64-69
Pension Plans (Excluding Profit Sharing).....	70-71
 MISCELLANEOUS BENEFITS	
Credit Union	72
Benefit Statements	72-73
Termination Policy/Practice	73-76
Severance Policies.....	76-78
 PAY PRACTICES	
Pay Administration	79-81
Premium Pay.....	81-87
Incentive Systems	88-90
Performance Appraisal.....	91-93

WORKING CONDITIONS	<u>Page(s)</u>
Dress Code	94
Work Hours	95
Alternate Work Schedules	95-97
Meal and Break Periods	98-101
Health, Wellness, and Safety Programs	101-112
Seniority Policy	113-116
Moving and Relocation Expenses for Transferred Employees	116-122
Moving and Relocation Expenses for New Employees	122-126
Travel, Automobile and Cell Phone Policy	127-130
Absenteeism and Tardiness	130-134
Leave of Absence	134-139
Internet/E-mail Use	139-141
 PAID TIME OFF	
Vacation	142-148
Holidays	148-152
Military Leave	152-155
Jury Duty	155-156
Bereavement Leave	156-157
Paid Time Off	158-166
 PART-TIME EMPLOYEES	
Benefits	167-171
 RECRUITMENT, TRAINING AND DEVELOPMENT	
Recruitment and Selection Practices	172-175
Reference Checking	175-176
Hiring and Retention	177-183
Orientation	183-184
Tuition Reimbursement	185-190
Development Programs	191-193
 EMPLOYEE/COMMUNITY RELATIONS	
Service Awards	194-195
Matching Contributions	196-197
Organization Sponsored Social or Recreational Activities	197-198
Scholarship/Educational Savings Programs	199-200
 Topical Index	201-208