

NTAB Workplace Practices and Benefits Survey

Organization Information

1. Please select the ownership classification that applies to your organization
 - a. Private (publicly traded)
 - b. Private
 - c. Public
 - d. Non-Profit
2. How many employees are in your organization?
3. What is the size of your organization's annual operating budget?
4. which province is your head office located?

Human Resources Challenges

1. Do you have a dedicated HR employee or employees?
 - a. Please rate their effectiveness on scale from 1-5
2. Do you have an employee HR handbook?
 - a. Please rate t effectiveness on scale from 1-5
3. Do you provide employees orientation and onboarding?
 - a. Please rate effectiveness on scale from 1-5
4. What are your top 5 HR challenges? (select 5- Ranking)
 - Retaining employees
 - Attracting talent
 - Hiring practices don't result in good hires
 - Developing leaders
 - Health and safety
 - Attendance management
 - Managing under performers
 - Designing jobs effectively (right roles and responsibilities)
 - Accurate and up to date job descriptions
 - Effective HR policies and procedures written out
 - Enforcing HR policies and procedures
 - Getting managers to do performance reviews
 - Managing employee information
 - Employee awards and recognition
5. Please briefly describe the challenges you are experiencing (Your top 5).
6. What HR solutions or resources does your organization need?

Compensation Challenges

1. What are your most common compensation challenges?
 - Providing competitive pay (based on what competitors offers)
 - Understanding what competitive pay is
 - Attracting and retaining employees with current pay
 - Managing pay raises/increases

- Managing costs of benefits offerings
- Creating and managing pay grades and ranges
- Low employee satisfaction
- Internal equity (fairness of pay internally)
- Wage compression (Situations where manager, senior level, or skilled level jobs receive the same or less pay than jobs at a lower level in the hierarchy, at a more junior level, or lower skill level. For example, a nurse being paid as much or more than a Community Health Program Coordinator).
- Managing pay for employees at top of salary ranges

Benefits and Workplace Practices

Vacation:

1. How many paid weeks of vacation are provided at time of hire?
2. What is the maximum number of weeks paid vacation available?
3. At what length of service does an employee reach the maximum
4. number of weeks paid vacation?
5. Does the organization allow employees to carry over unused vacation
6. time?
7. If yes, what is the maximum amount of vacation time that can be
8. carried over?
9. If yes, when must the carried over vacation time be used by?

Sick and Personal Days

1. Does your organization provide sick days?
2. If provided, how many days of paid sick days do you provide to employees on an annual basis?
3. Does your organization provide personal days?
4. If provided, how many paid personal days do you provide to employees on an annual basis?

Benefits Eligibility

1. When does a full-time employee become eligible to participate in the organization's group benefits plan?
2. Are part-time employees eligible for the organization's benefit plan?
 - a. If yes, what is the minimum number of hours of work per week required to receive coverage?
 - b. If yes, does the amount of coverage differ from the coverage provided to full-time or part-time employees?

Benefits Offering

1. Do you provide benefits to your employees? (Yes or no)
2. Please select the benefits offered to employees:
 - Employee Life Insurance
 - Dependent Life Insurance
 - Accidental Death and Dismemberment
 - Short Term Disability

- Long Term Disability
- Health Spending Account
- Dental (basic services)
- Dental (major services)
- Dental (orthodontic)
- Vision Care
- Prescription Drugs
- Prescription Drug Card
- Ambulance
- Hospitalization
- Paramedical Benefits
- Employee Assistance Program

What is the amount available or provided annually?

- Health Spending Account
- Dental (basic services)
- Dental (major services)
- Dental (orthodontic)
- Vision Care
- Prescription Drugs
- Prescription Drug Card
- Paramedical Benefits

What is the reimbursement rate for the following benefits offered to full-time employees:

- Extended Health
- Dental (basic services)
- Dental (major services)
- Dental (orthodontic)
- Vision Care

What is the coverage or benefit provided?

- Employee Life Insurance
- Dependent Life Insurance
- Accidental Death and Dismemberment
- Short Term Disability
- Long Term Disability
- Ambulance
- Hospitalization
- Employee Assistance Program

Perquisites

Perquisites are non-monetary benefits, incentives, rewards, or extras provided to employees that are not part of base pay, short-term incentives, or benefits program.

1. Please select the type of perquisites you offer:
 - Professional development reimbursement
 - Parking
 - Car allowance
 - Cell phone allowance
 - Gym membership
 - Free tea/coffee
 - Paid breaks (not required by legislation)
 - Child care

Pandemic Response

When working remotely:

1. Identify what mobile communication tools you supply to remote workers:
 - cell phone
 - laptop
 - extra monitors
 - desk phone
 - other mobile device
2. Do you provide Ergonomics assessments to support employees working from home? (Yes / No)
3. Do you provide reimbursement or funds to assist employees in setting up home office? (Yes / No)
4. Are you planning to allow employees to continue working from home? (Yes / No)
5. Please select what you reimburse or provide funds to assist:
 - Monthly internet expenses
 - Standard office furniture
 - Technology purchases (monitors, printers, headsets, computers, phones)
 - Specialized ergonomic furniture and equipment
6. Based on growing trend of remote work, are you considering hiring remote employees located outside of the Kenora-Rainy River District and/or Province? (Yes / No)
7. If yes, what is the primary reason?
 - a. Lack of available skill/talent in District
 - Integrate new perspectives into organization

To take advantage of opportunities created by remote