



June 21, 2010

Dear Prospective Survey Participant:

The Wisconsin Association of Legal Administrators is pleased to announce the release of the enclosed 2010 WALA Compensation and Benefit Survey Questionnaire. Please complete the web-based, online questionnaire as soon as possible. To ensure that the final results provide you with reliable and comprehensive information for your area, please encourage fellow WALA members to participate in the survey. The survey is also being sent to nonmember firms and corporations.

This survey, conducted by the Wisconsin Chapter of the Association of Legal Administrators, is the most comprehensive one of its kind covering virtually every associate, management and support staff position found in Wisconsin firms. Salary data will be gathered and reported by law firm and corporate legal department size and by geographic region. The broad-based participation, coupled with the survey's unique focus, makes this survey the single most valuable source of information regarding compensation in Wisconsin law firms. Because of the increased use of benefits in compensation decisions, we will be including benefit information in our survey again this year.

This is the second year that the survey will be conducted using a web-based, online questionnaire. We welcome any suggestions you have for improvements to the survey. Please make your suggestions by means of the "Comments" page on the questionnaire.

WALA has contracted with Schenck Business Solutions, as a neutral third party, to conduct the 2010 survey. Only past data is sought. All data submitted to Schenck Business Solutions in connection to the survey will be held strictly confidential. Great care will be taken to insure that the individual participant's data will not be identifiable in the final survey results. Upon completion of the final report, all individual firm/company data will be destroyed.

Questionnaires submitted online by Friday, July 16, 2010 will be compiled into the final survey results. The survey results will be distributed as a PDF document in mid-August to those purchasing a final report.

An order form is enclosed. Please use it to order the final survey results. To ensure processing of your order, and to maintain your confidentiality, please send the order form and your check payable to Schenck Business Solutions, directly to Schenck Business Solutions with your questionnaire.

This survey is intended for the use of WALA members or other nonmember law firms, corporate legal counsel or governmental agencies, and will not be used or sold for any other purpose.

Please note that there is a limitation on the availability of the survey to non-participants. Please refer to the order form for the limitations on purchases by non-participants.

Thank you for your participation and support of WALA. With your participation, WALA will continue to provide you with this valuable resource.

Sincerely,

WALA SURVEY COMMITTEE

DEADLINE FOR PARTICIPATION
July 16, 2010

2010 WALA COMPENSATION SURVEY

Identification Page

Data Reported For:

Firm/Corporation Name: _____

Street Address: _____

Mailing Address: _____

City/State/Zip Code: _____

County: _____

- Region A (Milwaukee, Waukesha, Racine, Washington and Ozaukee counties)
- Region B (Dane County)
- Region C (Cities of Green Bay, Appleton, Oshkosh, Fond du Lac, Sheboygan and surrounding communities)
- Region D (all other Wisconsin counties)

Total number of attorneys at this address: _____

Total number of employees who are not attorneys at this address: _____

Name of person completing this survey: _____

Telephone Number: _____

WALA Member: Yes No

2010 WALA COMPENSATION AND BENEFIT SURVEY

ORDER FORM

- Yes, please send me _____ copies of WALA's Annual Compensation Survey. I will pay by credit card using the following link to Schenck's secure payment website page:

https://www.schencksolutions.com/content/events/registrations/201000601171100/register.php.

- Yes, please send me _____ copies of WALA's Annual Compensation Survey. A check, payable to Schenck Business Solutions, in the amount of \$ _____ is enclosed (see rates below)

Return with identification page and check to:

Schenck Business Solutions
Attn: WALA Salary Survey
200 East Washington Street
PO Box 1739
Appleton, WI 54912-1739

Following are the rates for purchase of the 2010 WALA Compensation and Benefits Survey report:

- \$ 50 WALA Member Participant \$ _____
\$225** Non-member Participant \$ _____
\$225 WALA Member Nonparticipant (one time only purchase)* \$ _____
\$375** Non-member Non-participant (one time only purchase)* \$ _____

*WALA strives for membership and membership participation. We offer participation and purchase of this valuable resource to non-members as an example of a member benefit. Effective with the 2000 survey, purchases of the survey by non-participants have been limited. Non-participants may purchase surveys only once. Therefore, if you have previously purchased the survey without participating, you may not purchase the 2010 survey without participating. The results of this survey are not available through any other source. Also, please consider becoming a member!

**If you become a WALA/ALA member in 2010 a rebate of \$175 will be mailed to you upon membership acceptance.

If you are not a WALA member and would like membership information, please contact Laurie Dey-Canales at 414-271-3400 or by email at lad@hallingcayo.com.

Please email my final survey report (a PDF document) to:

Name _____
Firm/Organization _____
Email address _____

2010 WALA COMPENSATION SURVEY

INSTRUCTIONS

Please return your completed survey by **Friday, July 16, 2010**

Thank you for participating in the WALA 2010 Compensation Survey. Your participation, and the participation of your fellow WALA members, makes this annual survey a valuable resource for our profession. To ensure you receive your copy of the final report, please return your order form after submitting your completed online survey.

SURVEY INSTRUCTIONS: (READ CAREFULLY BEFORE COMPLETING QUESTIONNAIRE)

1. Data Effective Date: Report historical data only-information as of **March 31, 2010**. If you are unable to provide data as of that date, please advise data date here (Note: cannot be any more current than 3/31/09 in order to avoid any anti-trust issues): _____
2. Location/Region Information: **Some firms have more than one office location. Information reported should include information as a firm, except when the office locations are in different regions.**

Region A includes Milwaukee, Waukesha, Racine, Washington and Ozaukee counties.
Region B includes Dane County.
Region C includes the cities of Green Bay, Appleton, Oshkosh, Fond du Lac, Sheboygan and surrounding communities.
Region D includes all other Wisconsin counties.

If you have offices in separate regions, please create separate firm locations for each office, indicating the Region for each office.
3. To enter salary data, click on the Job Title on the "Salary" page. To enter benefit data, click on the name of the benefit on the "Benefits" page.
4. Positions to Report: Please refer to the enclosed Job Description Index and match your jobs as accurately as possible with the job description contained in the survey questions, based upon content and level of the duties and not by the job title alone.
5. Job Classifications: Report the number of positions exempt (salaried) or non-exempt (hourly) by job title. All positions should be reported on an hourly basis. **Report bonus amounts in annual terms**. Report number of part-time employees in each position.
6. Number of employees the position supervised: This information is requested in certain positions to determine the average scope of responsibility of the job. If you are responding for one of these positions, please fill in a number. **DO NOT LEAVE BLANK**.
7. Assistance/Questions: If you have questions, call **Kevin Russell at 414/225-1462**.

WALA COMPENSATION SURVEY

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Administrative Assistant

Job Code: AA

Job Description: Specialized non-exempt staff position reporting to the Firm Administrator, Office Manager, Human Resources/Personnel Manager, etc., performing ongoing clerical, administrative functions normally handled by managers in smaller law firms. May include job titles such as:

- Employee Benefits Coordinator/Assistant
- Personnel Assistant
- Receptionist Supervisor
- Assistant to Administrator
- Assistant to Controller
- Office Services Supervisor

Standard hours per week: _____

Number of non-exempt positions: _____

Number of employees the position supervised: _____

Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____

Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Accounting Clerk

Job Code: AC

Job Description: Under direct supervision, following specified procedures, performs routine clerical accounting duties of limited scope. Checks items on reports; posts data to designated books and ledgers; prepares invoices and bank deposits; verifies bank account; checks and verifies regular entry detail for accounts payable and accounts receivable. May also perform general typing, filing of records and statements, and arithmetic computations. Usually requires high school education with some specialization in business courses (or business school training) and/or one to two years of related clerical experience. May also include job titles such as Billing Clerk.

Standards hours per week: _____

Number of non-exempt positions: _____

Number of employees the position supervised: _____

Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____

Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Accounting Clerk, Senior

Job Code: ACS

Job Description: Under minimum supervision, performs reasonably difficult or complex clerical accounting duties requiring exercise of independent judgment and thorough knowledge of established procedure, instructions and organization's working relationships. Reviews, checks, verifies entry data for accuracy, completeness, irregularities or discrepancies. Codes regular entries for distribution to accounts. Prepares, posts, and reconciles journal or ledger entries; assists with trial balance and preparation of statements and reports, types statements, summaries, reports, and invoices; prepares bank deposits. May originate correspondence or memoranda as authorized, handle and maintain petty cash. Does not require knowledge of accounting principles. Usually requires high school education with specialization in business courses (or business school training) and at least 3 years of directly related clerical experience. May also include job titles such as "Bookkeeper", or "Assistant to Controller or Bookkeeper". Could be responsible (1) for payroll or (2) for coordinating the billing and collections function.

Standards hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Accounting Manager

Job Code: ACT

Job Description: Responsible for the internal accounting functions for a law firm with gross receipts or budget allocation greater than \$1 million. May have college or vocational level training. Prepares balance sheets and income statements, closes the books and may prepare payrolls. Typically supervises a staff of assistants.

May report to Firm Administrator or Chief Financial Officer/Controller. Other job titles may include Accountant or Accounting Supervisor.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Lowest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Average of all annual salaries in this category for the period ending nearest to March 31, 2010 . \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Associates – FULL TIME

Job Code: AS

Job Description: Attorney with job duties as per title.

Total number of full-time associates: _____

Law School Graduation Date	Number of Associates	Average Annual Base Salary	Signing Bonus	Lowest Annual Bonus	Highest Annual Bonus
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					
2000					
1999					
1998					
1997					
1996					
Prior to 1995					

How many billable hours are Associates expected to work annually? _____

Associate - PART TIME

Job Code: AS-PT

Job Description: Attorney with job duties as per title.

Total number of part-time associates: _____

Law School Graduation Date	Number of Associates	Average Annual Base Salary	Signing Bonus	Lowest Annual Bonus	Highest Annual Bonus
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					
2000					
1999					
1998					
1997					
1996					
1995					
Prior to 1995					

Calendar/Docket and/or Conflicts Clerk/Technician

Job Code: CDT

Job Description: In larger firms the calendar and conflicts duties will be divided between two positions; in smaller firms they will be combined into one position. Determines docket/calendar deadline dates and enters same into the docket/calendar system(s). Ensures responsible parties are notified of dates. Produces printed calendars/docket schedules. May perform court filings. Performs conflicts checks by searching manual and/or computerized databases. Coordinates with other people/departments in opening files.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Clerk

Job Code: CK

Job Description: Under supervision, performs clerical duties. Maintains files and records; prepares repetitive forms. May have light typing duties and operate office machinery. Researches and answers inquiries of simple, routine, and/or repetitive nature. May compile, compute, reconcile, post, and check data from simple, routine sources. May require a year of clerical experience.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Clerk, Senior

Job Code: CKS

Job Description: Under general direction, performs responsible clerical duties involving frequent exercise of independent judgment and initiative. Prepares various forms and reports, maintains records and reference data in prescribed manner. Varied functions, may require operating office equipment with skill. May have light typing duties. Researches and answers inquiries of technical nature in conjunction with assignments; may compile, compute, reconcile, post, and check data from several sources; may coordinate filing. May direct and assign work to one or more general clerks, but only as lead clerk. Requires specific technical competency, usually acquired by prior experience.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Chief Financial Officer/Controller

Job Code: CFO

Job Description: Responsible for financial projections, reports, and treasurer functions of the firm, oversees all aspects of the firm's financial, time, billing and collection systems.

Number of employees the position supervises: _____
Is this a full-time or part-time position? (circle one)

Full-Time	Part-Time
-----------	-----------

Actual annual base salary for the period ending nearest to March 31, 2010 \$ _____
Actual bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Total Compensation. \$ _____

Collections Manager/Supervisor

Job Code: CM

Job Description: Organizes and manages the firm's financial relationship with clients, client intake recommendations, establishes credit thresholds, monitors work-in-progress of clients to assure timely billing and the development of strategies for collection of past due client accounts. Responsible for the development and distribution of cash-flow reports to management and the coordination of the collection plan for delinquent accounts. Sometimes this function is performed by the Firm Administrator or Chief Financial Officer/Controller.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Actual annual base salary for the period ending nearest to March 31, 2010 \$ _____
Actual bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Total Compensation. \$ _____

Computer Support Technician

Job Code: CST

Job Description: Responsible for software and hardware installation and support for end users either on a LAN or as free-standing PCs. May also coordinate and/or implement training on PC and LAN hardware and application software. May require a minimum of 2 years related experience or an Associate degree. May report to Network Administrator or Director/Manager of Information Technology. In smaller firms, may report to Firm Administrator or Office Manager.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Firm Administrator/Business Manager

Job Code: FA

Job Description: Responsible for non-legal administration of the organization. Reports to the President, Managing Partner or management committee of the organization. Is an ex officio member of most committees and attends executive, management, and partnership committee meetings.

Recommends the formalization of policy in the areas of finance, personnel, and general administration. Accountable for the supervision and direction of all non-legal personnel and physical facilities. Directs the preparation and management of fiscal budgets, financial plans, tax reports, and forecasts. Directs development and maintenance of management information systems. Has custody, control, and supervision of confidential partnership records.

Actual annual base salary for the period ending nearest to March 31, 2010 \$ _____
Actual bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Total Compensation. \$ _____

General Services Assistant

Job Code: GSA

Job Description: Responsible for routine office support duties such as conference room cleaning, office supply delivery, and miscellaneous duties not performed by other staff. Requires no previous experience. Must have the ability to read and/or to follow oral instructions. May report to the Office Services Manager or Office Manager.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

**Human Resources Director/Personnel Manager/
Recruiting Coordinator/Benefits Coordinator**

Job Code: HRM

Job Description: Responsible for firm HR policy development and maintenance. Provides information, guidance, and assistance on all questions relating to firm human resources management.

May supervise secretarial, stenographic, filing, clerical and typing services to attorneys. Generally conducts or manages recruitment and interviewing, trains and develops new employees, allocates and assigns work, maintains benefit and personnel records, and may have additional duties in such matters as purchasing supplies and reception/switchboard. May report to a Firm Administrator, Managing Partner, or Office Manager.

Number of employees the position supervised: _____

Is this a full-time or part-time position? (circle one)

Full-Time	Part-Time
_____	_____

Actual annual base salary for the period ending nearest to March 31, 2010 \$ _____

Actual bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Total Compensation. \$ _____

Human Resources Assistant

Job Code: HRA

Job Description: Generally conducts or manages recruitment and interviewing, trains and develops new employees, allocates and assigns work, maintains benefit and personnel records, and may have additional duties in such matters as purchasing supplies and reception/switchboard. Reports to the Firm Administrator or Human Resources Director.

Number of exempt positions: _____

Number of non-exempt positions: _____

Number of employees the position supervised: _____

Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____

Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Information Technology, Director/Manager

Job Code: ITM

Job Description: Senior-level position with overall responsibility for planning, managing, and directing the technology and communications systems of the organization. Directs planning, budgeting, reviews new products/systems, applications development/support, training, etc., and supervises all staff directly engaged in these activities.

Number of employees the position supervised: _____

Is this a full-time or part-time position? (circle one)

Full-Time	Part-Time
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Actual annual base salary for the period ending nearest to March 31, 2010 \$ _____

Actual bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Total Compensation. \$ _____

Law Clerk

Job Code: LC

Job Description: Law school student who is employed on an hourly basis.

Number of exempt positions: _____

Number of non-exempt positions: _____

Number of employees the position supervised: _____

Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____

Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Lead Secretary/Coordinator

Job Code: LSC

Job Description: Coordinates the secretarial workflow for a designated group of secretaries. Generally reports to the Firm Administrator, Office Manager, or Human Resources/Personnel Manager. Duties may also include orientation and training of new and temporary secretaries. Other titles include Floor Coordinator, Group Supervisor.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Legal Secretary - I

Job Code: LS1

Job Description: Works under close supervision. Types correspondence, briefs, forms, memoranda, and general material following standard procedures. May transcribe from dictating equipment or shorthand dictation. May work in a center. May have 0-1 years experience. May have title of Legal Assistant in some firms.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Legal Secretary - II

Job Code: LS2

Job Description: Performs secretarial function for attorney or supervisor requiring knowledge of format, procedures, and terminology. Transcribes dictation and prepares documents with minimal instruction. Maintains files and calendar. Schedules appointments and meetings and makes travel arrangements. May have limited client contact. May have between 2 and 4 years total experience as a legal secretary. May have title of Legal Assistant in some firms.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Legal Secretary - III

Job Code: LS3

Job Description: Performs complete secretarial function for attorney or supervisor requiring knowledge of format, procedures, and specialized terminology. Transcribes dictation and prepares documents with minimal instruction. Maintains files and calendar. Schedules appointments and meetings and makes travel arrangements. May have client contact requiring discretion and judgment. May have between 5 and 10 years total experience as a legal secretary. May have title of Legal Assistant in some firms.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Legal Secretary - IV

Job Code: LS4

Job Description: Performs complete secretarial function for attorney or supervisor requiring knowledge of format, procedures, and specialized terminology. Transcribes dictation and prepares documents with minimal instruction. Maintains files and calendar. Schedules appointments and meetings and makes travel arrangements. Usually has client contact requiring discretion and judgment. May assume responsibility for special projects. May have 10 to 15 years total experience as a legal secretary. May have title of Legal Assistant in some firms.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Legal Secretary - V

Job Code: LS5

Job Description: Performs complete secretarial function for attorney or supervisor requiring knowledge of format, procedures, and specialized terminology. Transcribes dictation and prepares documents with minimal instruction. Maintains files and calendar. Schedules appointments and meetings and makes travel arrangements. Usually has client contact requiring discretion and judgment. May assume responsibility for special projects. May have between 16 to 25 years of experience. May have title of Legal Assistant in some firms.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Legal Secretary - VI

Job Code: LS6

Job Description: Performs complete secretarial function for attorney or supervisor requiring knowledge of format, procedures, and specialized terminology. Transcribes dictation and prepares documents with minimal instruction. Maintains files and calendar. Schedules appointments and meetings and makes travel arrangements. Usually has client contact requiring discretion and judgment. May assume responsibility for special projects. May have between 26+ years of experience. May have title of Legal Assistant in some firms.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Library Clerk

Job Code: LBC

Job Description: Performs clearly defined tasks, e.g., bookkeeping, interlibrary loans, book orders, mail processing, book shelving, loose-leaf filing. Does not usually provide reference services, but may provide routine information services within narrowly defined limits. May report to Director/Manager of Library Services or Director of Technology/Information Services. Requires high school diploma, college experience preferred.

Standard hours per week: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Library Services, Director/Manager

Job Code: LIB

Job Description: Responsible for managing all aspects of the law library, including acquisitions, budget, legal research and inter-library loans. Reports to a Library Partner, Committee, or Firm Administrator. May require a Master's degree in library or information science.

Number of employees the position supervised: _____

Is this a full-time or part-time position? (circle one)

Full-Time	Part-Time
-----------	-----------

Actual annual base salary for the period ending nearest to March 31, 2010 \$ _____

Actual bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Total Compensation. \$ _____

Library Services, Assistant

Job Code: LBA

Job Description: Can be responsible for maintaining library materials, conducting research, provides reference services, ordering library materials and supplies. Reports to a Library Services Director or Firm Administrator, Committee, or Firm Administrator. May require a Bachelor's degree in library or information science.

Standard hours per week: _____

Number of non-exempt positions: _____

Number of employees the position supervised: _____

Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____

Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Network Administrator

Job Code: NA

Job Description: Responsible for the day to day operation and maintenance of the cable plant, network design, and the network. This may include diagnosing repair problems on a timely basis, relocating and changing computer equipment, and cabling as it becomes necessary.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Lowest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Average of all annual base salary in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Office Manager

Job Code: OM

Job Description:

In Smaller Firms

Administers the firm or, legal department and reports to a Managing Partner or Committee. Generally supervises or conducts the accounting function and exercises direct, day-to-day supervision over the clerical and other support functions of the organization, assists the Managing Partner in the preparation of budgets and may make recommendations with regard to changes in systems, major purchases, personnel, benefits, and the like. This position differs from Administrator largely in degree.

May also be responsible for the supervision of other exempt administrative positions such as personnel supervisor, services supervisor, accountants, librarians, records department, word processing department, etc.

In Larger Firms

This position may be responsible for management of a smaller satellite or regional office and may report to the Principal Administrator and/or office Managing Partner. This position is more limited in scope. The personnel function may be emphasized.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Lowest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Average of all annual base salary in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Office Services Manager

Job Code: OSM

Job Description: Responsible for auxiliary support services to a legal organization such as facilities management, duplicating, copying, library, filing, reception, telephone, and messenger service. May have additional duties in such matters as purchasing supplies, docket control, and other matters within the Support Service area. May report to the Firm Administrator or Office Manager.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Lowest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Average of all annual base salary in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Paralegal - I Non-Exempt

Job Code: P1

Job Description: A timekeeper capable of performing legal research; drafting legal documents; may have client contact; may or may not be certified. Less than 2 years of experience.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Average annual overtime wages paid in this category for the period ending March 31, 2010 ... \$ _____

Paralegal – II Non-Exempt

Job Code: P2

Job Description: Same as Paralegal-I but with 2 to 4 years of experience as a paralegal.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Average annual overtime wages paid in this category for the period ending March 31, 2010 ... \$ _____

Paralegal – III Non-Exempt

Job Code: P3

Job Description: Same as Paralegal-I but with 5 to 10 years of experience as a paralegal.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Average annual overtime wages paid in this category for the period ending March 31, 2010 ... \$ _____

Paralegal – IV Non-Exempt

Job Code: P4

Job Description: Same as Paralegal-I but with 11 to 15 years of experience as a paralegal.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Average annual overtime wages paid in this category for the period ending March 31, 2010 ... \$ _____

Paralegal – V Non-Exempt

Job Code: P5

Job Description: Same as Paralegal-I but with 16 to 25 years of experience as a paralegal.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Average annual overtime wages paid in this category for the period ending March 31, 2010 ... \$ _____

Paralegal – VI Non-Exempt

Job Code: P6

Job Description: Same as Paralegal-I but with 26+ years of experience as a paralegal.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____
Average annual overtime wages paid in this category for the period ending March 31, 2010 ... \$ _____

Paralegal - I Exempt

Job Code: P1E

Job Description: A timekeeper capable of performing legal research; drafting legal documents; may have client contact; may or may not be certified. Less than 2 years of experience.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual salary for the period ending nearest to March 31, 2010\$ _____
Lowest annual salary for the period ending nearest to March 31, 2010\$ _____
Average of all annual salaries in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Paralegal – II Exempt

Job Code: P2E

Job Description: Same as Paralegal-I but with 2 to 4 years of experience as a paralegal.

Number of exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual salary for the period ending nearest to March 31, 2010\$ _____
Lowest annual salary for the period ending nearest to March 31, 2010\$ _____
Average of all annual salaries in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010\$ _____

Paralegal – III Exempt

Job Code: P3E

Job Description: Same as Paralegal-I but with 5 to 10 years of experience as a paralegal.

Number of exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual salary for the period ending nearest to March 31, 2010\$ _____
Lowest annual salary for the period ending nearest to March 31, 2010\$ _____
Average of all annual salaries in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010\$ _____

Paralegal – IV Exempt

Job Code: P4E

Job Description: Same as Paralegal-I but with 11 to 15 years of experience as a paralegal.

Number of exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual salary for the period ending nearest to March 31, 2010\$ _____
Lowest annual salary for the period ending nearest to March 31, 2010\$ _____
Average of all annual salaries in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010\$ _____

Paralegal – V Exempt

Job Code: P5E

Job Description: Same as Paralegal-I but with 16 to 25 years of experience as a paralegal.

Number of exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual salary for the period ending nearest to March 31, 2010\$ _____
Lowest annual salary for the period ending nearest to March 31, 2010\$ _____
Average of all annual salaries in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Paralegal – VI Exempt

Job Code: P6E

Job Description: Same as Paralegal-I but with 26+ years of experience as a paralegal.

Number of exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual salary for the period ending nearest to March 31, 2010\$ _____
Lowest annual salary for the period ending nearest to March 31, 2010\$ _____
Average of all annual salaries in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010\$ _____

Receptionist

Job Code: REC

Job Description: Includes Switchboard and Receptionist. Duties as per job title.

Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010\$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Records Manager

Job Code: RM

Job Description: Supervises the file room and maintenance of all records, maintains and updates case files, and maintains computerized inventory of all records. Supervises subordinate staff and may report to Firm Administrator, Office Manager, Director of Technology, or a Managing Partner.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Trainer

Job Code: TR

Job Description: Responsible for the delivery of technical and non-technical training to all employees. May be a member of the IT and/or Human Resources Department.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Lowest annual base salary for the period ending nearest to March 31, 2010 \$ _____
Average of all annual base salary in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Word Processing Lead Operator/Coordinator

Job Code: WPC

Job Description: Functions as a word processing operator but is also responsible for work allocation within the department. Can perform duties of word processing supervisor in his/her absence. Generally reports to Firm Administrator, Office Manager, or Human Resources/Personnel Manager.

Number of exempt positions: _____
Number of non-exempt positions: _____
Number of employees the position supervised: _____
Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____
Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____
Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

Word Processing Operator

Job Code: WPO

Job Description: Duties are as suggested in the title.

Number of exempt positions: _____

Number of non-exempt positions: _____

Number of employees the position supervised: _____

Number of designated part-time employees in this position: _____

Highest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Lowest hourly base wage for the period ending nearest to March 31, 2010 \$ _____

Average of all hourly base wages in this category for the period ending March 31, 2010 \$ _____

Average bonus paid during the 12-month period paid nearest to March 31, 2010 \$ _____

OVERALL PERCENTAGE INCREASE

What was the overall percentage pay increase for the below job titles at the last performance review?

Legal Secretary: _____

Other Exempt Staff: _____

Other Non-Exempt Staff: _____

Paralegal: _____

Associate: _____

Overall Firm: _____

ATTORNEY TO STAFF RATIO INFORMATION

Please answer the following with full-time equivalent (FTE) numbers, e.g., a half-time secretary or lawyer would be counted as 0.5.

1. If your law firm/legal department is a single office firm, please provide the number of FTE attorneys and staff for the following positions:

Single Office

	Partners/Shareholders
	Of Counsel or Contract Attorneys
	Associates
	Secretaries (include word processors)
	Information Technology/Systems Staff
	Accounting Staff
	Marketing Staff
	Trainers
	HR Staff
	Library Staff
	Office Services (include mail/copy/messengers/receptionist)
	Records/File Room Clerks

2. If you are in a branch office of a multi-office firm, please answer the following only for employees actually in your office. Do not report on firmwide personnel, such as IT and accounting staff.

If you are in the main office of a multi-office Wisconsin firm, please provide the number of FTE attorneys and staff for the main office and the firmwide totals.

If you are in the main Wisconsin office or the only Wisconsin office of a multi-office firm with offices outside of Wisconsin, please only provide numbers for FTE attorneys and staff who are located in Wisconsin.

If you have offices outside Wisconsin and have centralized staff for such functions as Accounting, IT, HR, etc., please enter the number of FTE staff as a proportion of the number of attorneys in Wisconsin compared to firmwide attorneys. Example: if you have 40 firmwide IT staff, 200 attorneys in Wisconsin and 1,000 attorneys firmwide, then your Wisconsin IT staff would be 20% of 40, or 8 Wisconsin IT staff (200/1000 * 40 = 8 IT staff in WI)

<u>Branch or Main Office</u>	<u>Firmwide</u>	
		Partners/Shareholders
		Of Counsel or Contract Attorneys
		Associates
		Secretaries (include word processors)
		Information Technology/Systems Staff
		Accounting Staff
		Marketing Staff
		Trainers
		HR Staff
		Library Staff
		Office Services
		(include mail/copy/messengers/receptionist)
		Records/File Room Clerks

2010 WALA BENEFITS SURVEY

Fill in the indicated blanks and boxes with a "yes" or "no", and answer any other questions in spaces provided. When indicating percentages, list the amount of Firm contribution. If benefits were not offered at all, please check column so indicating.

Information should be as of 3/31/2010. If the data you are providing is as of a different date, please indicate the date here: _____

1) HEALTH INSURANCE (Respond for in-networks only)

Please indicate the type of health insurance plan available to your employees. If you offer more than one type of plan, please indicate the percentage of employees covered by each plan:

PPO/POS	_____ Yes	_____ No	_____ % of employees covered
HMO	_____ Yes	_____ No	_____ % of employees covered
High Deductible	_____ Yes	_____ No	_____ % of employees covered
High Deductible with HAS	_____ Yes	_____ No	_____ % of employees covered

If your plan has a deductible, please indicate the amount of the annual "in network" deductible for each:

Employee	_____
Spouse	_____
Child(ren)	_____
Family	_____

If your plan requires a co-pay for physician office visits, how much is the co-pay for an office visit to a "in network" primary care physician?

\$ _____

If you have an HSA, does the Firm make a contribution for:

Employee (EE)	_____ Yes	_____ No	If yes, how much is the annual contribution? _____
EE and Spouse	_____ Yes	_____ No	If yes, how much is the annual contribution? _____
EE and Child(ren)	_____ Yes	_____ No	If yes, how much is the annual contribution? _____
EE and Family	_____ Yes	_____ No	If yes, how much is the annual contribution? _____

What is your plan's "in network" maximum annual Out-of-Pocket expense for:

Employee	_____
Spouse	_____
Child(ren)	_____
Family	_____

1) HEALTH INSURANCE (continued)

	Benefit Cost Paid by Firm Entirely	Benefit Cost Shared by Firm and Employee	Benefit Cost Paid By Employee Entirely	Not Offered
Staff/Legal Assistant:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Associates:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Partners/Shareholders:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		

2) VISION INSURANCE

	Benefit Cost Paid by Firm Entirely	Benefit Cost Shared by Firm and Employee	Benefit Cost Paid By Employee Entirely	Not Offered
Staff/Legal Assistant:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Associates:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Partners/Shareholders:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		

3) DENTAL INSURANCE

	Benefit Cost Paid by Firm Entirely	Benefit Cost Shared by Firm and Employee	Benefit Cost Paid By Employee Entirely	Not Offered
Staff/Legal Assistant:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Associates:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Partners/Shareholders:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		

4) LIFE INSURANCE

	Benefit Cost Paid by Firm Entirely	Benefit Cost Shared by Firm and Employee	Benefit Cost Paid By Employee Entirely	Not Offered
Staff/Legal Assistant:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Associates:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		
Partners/Shareholders:				
Employee:		Firm paid ____%		
Dependents:		Firm paid ____%		

WAS BENEFIT CALCULATED ON:

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	If yes, % of Employee Cont.	Yes	No	If yes, % of Employee Cont.	Yes	No	If yes, % of Employee Cont.
One times wage?									
Two times wage?									
Flat?									
Other (If so, explain on back)									

5) LONG TERM DISABILITY

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	If yes, % of Employee Cont.	Yes	No	If yes, % of Employee Cont.	Yes	No	If yes, % of Employee Cont.
Did you offer long term disability insurance?									
Was additional coverage available for purchase?									
What was your elimination Period (waiting time)?									

6) SHORT TERM DISABILITY

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	If yes, % of Employee Cont.	Yes	No	If yes, % of Employee Cont.	Yes	No	If yes, % of Employee Cont.
Did you offer short term disability?									
Was additional coverage available for purchase?									
What was your elimination Period (waiting time)?									

7) HEALTH SAVINGS ACCOUNT

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Did you offer a Health Savings Account?									
Amount of Employer Contribution									
What was the employee deductible?									
What was the family deductible?									

8) LONG TERM CARE

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Did you offer Long Term Care?									
Did you offer a \$100, \$200, or \$300 daily benefit subsidy?									
Did you offer a 3 year, 6 year, of lifetime benefit period?									
Did you offer a 3%, 4%, or 5% ABI inflation option?									

9) MEDICAL REIMBURSEMENT PLANS

	Staff/Legal Assistants		Associates		Partners/Shareholders	
	Yes	No	Yes	No	Yes	No
Employee Contributed						
Did you offer a Section 125 Plan/Cafeteria Plan?						
If yes: Did you offer pre-tax insurance premiums?						
Did you offer medical reimbursement accounts?						
What amount did your firm provide?						
Did you offer dependent care reimbursement?						
Employer Contributed						
Did your firm reimburse for medical expenses incurred?						

10) RETIREMENT BENEFITS

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	If yes, _____%	Yes	No	If yes, _____%	Yes	No	If yes, _____%
Did you offer a 401(k) or other savings plan?			_____% of Comp Matching			_____% of Comp Matching			_____% of Comp Matching
Did you offer Profit Sharing?			Is there a vest. schedule? _____			Is there a vest. schedule? _____			Is there a vest. schedule? _____
Did you offer a Defined Benefit Pension Plan*?			Is there a vest. schedule? _____			Is there a vest. schedule? _____			Is there a vest. schedule? _____
Did you offer a Defined Contribution Pension?			Is there a vest. schedule? _____			Is there a vest. schedule? _____			Is there a vest. schedule? _____
Other retirement benefits offered?			Is there a vest. schedule? _____			Is there a vest. schedule? _____			Is there a vest. schedule? _____

*Defined Benefit Pension Plans focus on what is received as a benefit, not what employers contribute to the plan.

11) FAMILY LEAVE

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	If yes, Max. length of paid time: _____	Yes	No	If yes, Max. length of paid time: _____	Yes	No	If yes, Max. length of paid time: _____
Did you offer paid family leave (not including vacation and/or sick time)?									

12) PAID TIME OFF

When did you begin accruing paid time off?	<input type="checkbox"/> Immediately upon hire	<input type="checkbox"/> First day of the month following start date	<input type="checkbox"/> Other _____	
Was there a waiting period before employees can begin using their paid time off?	<input type="checkbox"/> 30 days	<input type="checkbox"/> 60 days	<input type="checkbox"/> 90 days	<input type="checkbox"/> Other _____
Could you carry over paid time off from year to year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
What was the accrual schedule?	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other _____	
Was there a payback policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

13) VACATION

	Staff/Legal Assistants		Associates		Partners/Shareholders	
	Yes	No	Yes	No	Yes	No
Accrual Rate:	1 week after ____ MONTHS		1 week after ____ MONTHS		1 week after ____ MONTHS	
	2 weeks after ____ years		2 weeks after ____ years		2 weeks after ____ years	
	3 weeks after ____ years		3 weeks after ____ years		3 weeks after ____ years	
	4 weeks after ____ years		4 weeks after ____ years		4 weeks after ____ years	
	5 weeks after ____ years		5 weeks after ____ years		5 weeks after ____ years	
	6 weeks after ____ years		6 weeks after ____ years		6 weeks after ____ years	
Could accrued vacation be carried from year to year?						
Could pay be issued in lieu of unused vacation days?						

14) SICK TIME

	Staff/Legal Assistants		Associates		Partners/Shareholders	
Accrual Rate:	_____ days per year		_____ days per year		_____ days per year	
	Yes	No	Yes	No	Yes	No
Could accrued sick pay be carried from year to year?						
Could pay be issued in lieu of unused sick days?						

15) HOLIDAYS

	Check if office is officially closed	Staff/Legal Assistants	Associates	Partners/Shareholders
New Year's Day				
Memorial Day				
July 4 th				
Labor Day				
Thanksgiving				
Friday after Thanksgiving Day				
Christmas Eve				
Christmas				
Day after Christmas				
Other				

Holidays – Other: Please name additional holidays in space below:

16) PERSONAL DAYS

	Staff/Legal Assistants		Associates		Partners/Shareholders	
	Yes	No	Yes	No	Yes	No
Could personal days be carried from year to year?						
Could pay be issued in lieu of personal days?						
Were the number of personal days tied to the length of employment?						
Number of personal days per year?						

17) MISCELLANEOUS BENEFITS

DID YOU OFFER:

	Staff/Legal Assistants			Associates			Partners/Shareholders		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Free parking or parking subsidy?									
Public transit voucher or subsidy?									
Tuition reimbursement?									
If yes, did class have to be job related?									
How much did the firm contribute to tuition reimbursement?									
Membership expenses in professional organization?									
Continuing education programs?									
Summer hours program?									
Meals allowance?									
Wellness awards?									
Holiday gifts?									
Anniversary gifts?									
Social functions (picnics, holiday parties, etc.)									

18) How did your firm address the rising cost of health care?

Increase co-pays and co-insurance? _____
Increase deductibles, HSA's, etc.? _____
Other? Please explain: _____

19) What, if anything did you outsource? IT, payroll, marketing, etc.?

20) Were your benefit programs offered in the form of a cafeteria plan that allowed staff/attorneys to choose various levels of participation plan by plan?

Yes No

21) BONUSES

HOW DID YOU CALCULATE BONUSES FOR:

	Seniority	Merit-based	Discretionary	No bonus given
Staff/Legal Assistants?				
Associates:				
Administrator?				
Partners/Shareholders?				

22) PART-TIME STAFF (Less than 30 Hours Per Week)

WAS PARTICIPATION ALLOWED IN:

	Staff/Legal Assistants		Associates		Partners/ Shareholders		Costs/ Explain
	Yes	No	Yes	No	Yes	No	Who Pays?
Health Insurance?							
Vision Care Insurance?							
Dental Insurance?							
Life Insurance?							
Long Term Disability Insurance?							
Short Term Disability Insurance?							
Health Savings Account?							
Medical Reimbursement Plan?							
Long Term Care?							
Section 125 Plan?							
Retirement Benefits?							
Paid Family Leave?							
Paid Time Off (PTO)?							
Vacations?							
Sick Time?							
Holidays?							
Personal Days?							
Bonuses?							
Other?							

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