

## 2008 WALA COMPENSATION SURVEY

### INSTRUCTIONS

Please return your completed survey by **Friday, June 13, 2008**

Thank you for participating in the WALA 2008 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 along with your completed survey.

#### **SURVEY INSTRUCTIONS: (READ CAREFULLY BEFORE COMPLETING QUESTIONNAIRE)**

1. Data Effective Date: Report historical data only-information as of **March 31, 2008**. If you are unable to provide data as of that date, please advise data date here (Note: cannot be any more current than 3/31/08 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 make copies of the survey before completing it and indicate Region A, B, C, or D on the Identification Page.**
3. 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.
4. 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.
5. 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.**
6. Assistance/Questions: If you have questions, call **Kevin Russell at 414/225-1462**.
7. Retain a copy of your data should you need to answer questions or verify your data.
8. Complete and return data sheets, identification page, order form, check, and comments/suggestion page.