Registration and Submission

Welcome to the 2023 Boland Survey, administered by CCVO (Calgary Chamber of Voluntary Organizations). This guide explains how to register and complete the survey.

Data collected through the survey – on salaries, bonuses, compensation and benefit policies, contractor rates, plans for salary adjustments, and other human resource practices – is analyzed and summarized in in-depth reports. The detailed reports provide a comprehensive analysis of salaries, benefits, and human resource practices among Canadian nonprofits. This guide explains how to register for the survey and enter and submit organization data.

CONFIDENTIALITY

The survey platform is a web-based data submission system and is encrypted to ensure data security. You can submit your organizational data with the assurance that no specific participant data will be revealed and that only aggregated, anonymous statistics will be reported regardless of format.

DATA SUBMISSION TIMELINE

The 2023 Boland Survey opens for data collection on March 1st, 2023. Data submissions for the 2023 reporting cycle will be accepted until April 30th, 2023. Please note: to allow enough time for analysis and to ensure that data is available on time, we will not be granting deadline extensions.
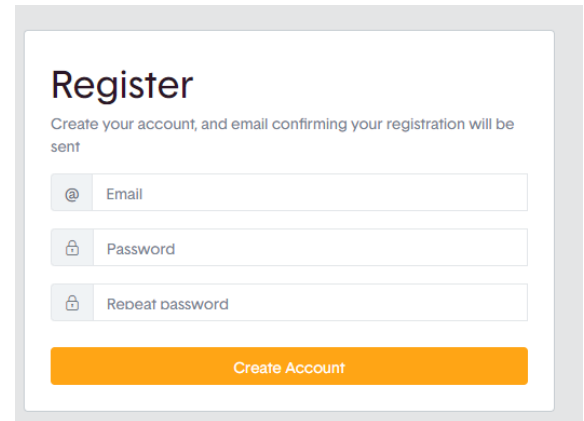
REGISTRATION AND SUBSCRIPTION

Registration begins with creating your organization's profile on the survey platform (see image) by entering your email address and password at survey.bolandsurvey.com. When you receive the confirmation email, click on the registration link.

Previous subscribers can skip this step by using their previous login credentials.

This will take you to a form where you will enter basic information about your organization, such as staff size and contact information. Once you have completed this form, submit by clicking "Register & Subscribe" at the bottom of the screen.


Payment of an annual subscription for your organization is now required at registration. A PayPal account or credit card is required to complete payment. Once you have registered and paid your annual subscription fee, you can immediately return to survey.bolandsurvey.com and begin the survey. If you do not have a PayPal account or credit card and wish to pay by cheque, please contact us for an invoice at bolandsurvey@calgarycvo.org. In your email, please include your organization's name, mailing address, and number of full-time equivalent (FTE) employees, so we can ensure you're invoiced for the correct amount.

COMPLETING AND SAVING DATA

The survey consists of five sections: ORGANIZATION, HR POLICY, BENEFITS, EMPLOYEES, and CONTRACTORS. The left sidebar (see image) contains links to allow you to easily navigate between sections. In order to submit the survey, organizations must complete the first three sections (ORGANIZATION, HR POLICY, and BENEFITS), plus at least one page in the EMPLOYEE section.

The survey will no longer auto-save your data and you will need to click "save" at the bottom of the screen to ensure your information will be available when you return. You do not need to complete the survey in one session, but if you wish to leave you will need to save your data before logging off.
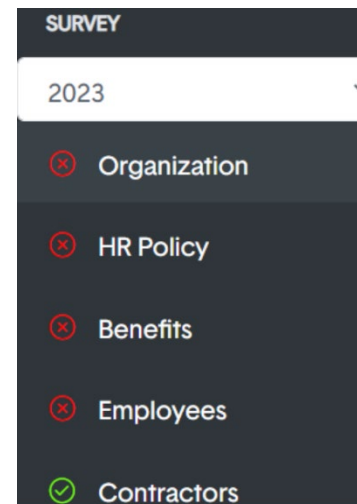
Each section now contains several tabs, as opposed to one long page. Data entry for each tab must be completed and saved before the survey can be submitted. In the example below, several tabs, marked by a red 'x', still require data to be entered.

COMPLETING AND SAVING DATA

If your organization completed the previous survey, your data is available to view at any time by changing the year from 2023 to your previous year's submission (see image to the right). Once you've reviewed it and want to continue your submission, just change it back to the current year. This can be done on any page of the survey.
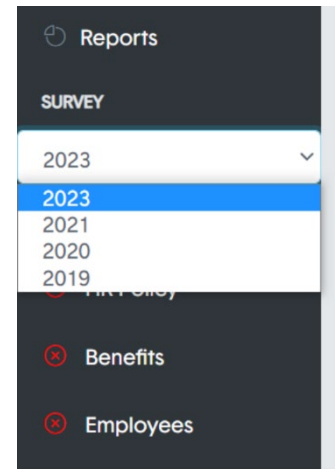
Any missing data will be highlighted with red text so you can easily enter information in order to complete the tab.

When do the majority of your salary increases take place?*
- On or around the start of the fiscal year
- On or around an employee's anniversary date
- On or around January 1
- On or around contract renewal
- Other

The When do the majority of your salary increases take place? field is required.

After you enter and save this data, the ⊗ on the tab will change to ✓

Blue text helps with information about what is required to answer a question. In the example below, the survey indicates how to calculate the required figure:

> 6

Please include only cost of living, merit increases, and/or other increases to base salary (e.g. collective agreement, minimum wage increase, etc.)

In some places you will see the question mark icon ⑦ next to a given question. If you click this icon, a pop up will appear to give you additional instructions about the question.

What is your sick leave policy for non-management, full-time staff? ⑦

REVIEWING AND MATCHING POSITIONS

The Boland Survey currently includes 96 positions. The position descriptions can be accessed directly from the EMPLOYEE or CONTRACTOR pages while in the survey. The survey positions are now searchable by area and/or keyword. A full list of positions in Excel is available at calgarycvo.org/bolandsurvey.

When you open the EMPLOYEE or CONTRACTOR pages you will see all the survey positions displayed in a spreadsheet format. You cannot enter data directly into this page – instead, you will need to click on a position code to open the *Position Info* form. A separate Position Info form will open for each position you wish to enter data for, and each must be submitted separately.

It is important to review the descriptions carefully to ensure the best match from the list with your organization's related position. The 96 position descriptions have been developed to reflect positions available regardless of subsector. The responsibilities, accountability reports, and qualifications (when applicable) listed are intended to be representative of the position. Your organization's position need not match all of the suggested responsibilities, but there be sufficient similarity based on the responsibilities and accountability reports before you enter any data into that Position Info form. You can click on VIEW under the description column to read the descriptions for each position while in the survey or refer to the document mentioned above.

As a rule of thumb, a position in your organization that matches at least 60% of the survey position should be considered a "Fair" match, whereas anything that matches 80% or higher should be considered a "Good" match. When rating the quality of your match, please do not use perceptions of the size or complexity of your organization relative to others. For example, in smaller organizations, payroll responsibilities may fall under the Senior Accounting Position and in larger organizations this responsibility may belong in Human Resources. In either case a match will be "Good" if it is substantially similar to the survey description in other respects.

Rate the quality of your match against the following scale**.** If the job matches the survey description reasonably well (i.e. it is aligned with 80% or more of the responsibilities), you should choose "Good." If the job matches the survey description well (i.e. it matches 60% - 80% of the responsibilities), you should choose "Fair." Where your organization does not have a position that is a "fair" or "good" match for a particular position description listed in the database, you do not need to enter any data for it.

GOOD	FAIR
This position is substantially similar to the survey description.	This position is generally similar to the Survey Position Description but there are some important differences.

In many cases you will have only one incumbent in a position that matches the survey position. Should there be more than one incumbent, please report averaged data. If your matched position is occupied by a contracted employee rather than a regular staff member please enter the relevant data via the CONTRACTOR page of the survey.

If you start entering data for a position and decide it is not a match, please delete the data and set the match to blank (i.e. the default position). Only report on those positions that you can find a match for. If you have a position that you cannot match, it is alright to leave them out of your data submission.

SUBMITTING DATA

Once all tabs in a section have been completed, review the information and, if ready, return to the first tab and click the SUBMIT button. This will change the section indicator from ⊗ to ⊘.

Once all sections have been completed and submitted, the final submit button for all survey data will appear in the sidebar above the ORGANIZATION section title. Once you click submit, this button will change to indicate that your data has been submitted. The data you have entered will be available to view in these sections after submitted; however, any changes will require you to email us.

QUESTIONS? CONTACT CCVO

If you require assistance while completing the survey, please contact bolandsurvey@calgarycvo.org