

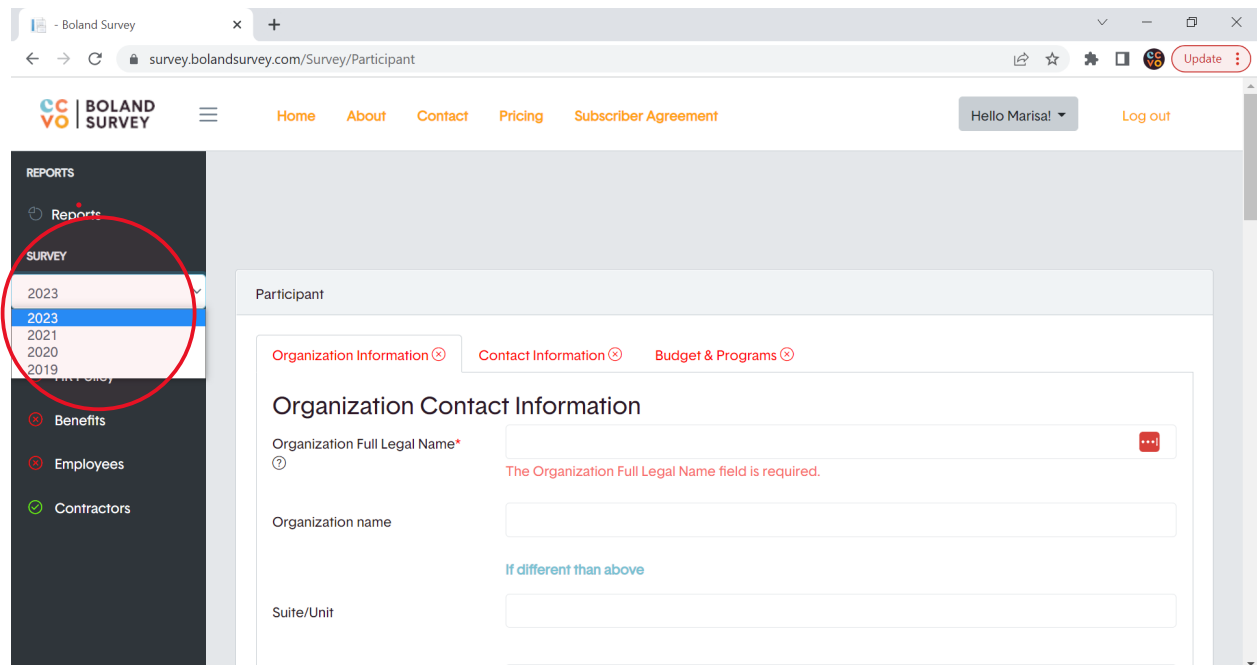
Getting started on the 2023 Boland Survey

What you should do before you start:

1. Identify which Boland survey positions are the best match to your organization's positions. Be sure to read the full descriptions as the same title can represent very different jobs in different organizations. Do NOT match to a position if it doesn't represent at least 50% of your job's duties and accountabilities. **See the excel version of the position descriptions in the separate attachment.**
2. Have your HR policies and practices as well as organization operating budget and other financial information available to reference
3. Gather your most recent completed fiscal year data as well as your most current employee compensation data: base pay, bonuses, pension & savings value, benefits, and "perk" values. You will also need contractor hourly rates to report in the contractor section.

How to log in:

Under Survey, click on 2023



Once you've logged in, you can complete the sections in any order:

- Organization
- HR Policy
- Benefits
- Employees
- Contractors

Helpful tips:

Organization

Full-time Equivalent (FTE). If you have part-time employees, you are asked to input those as FTE's. For an organization with a 35-hour work week (5 days a week, 7 hours per day), a part-time employee that works 4 days a week, 7 hours per day would be 4/5 or 80% and entered as .8 FTE. If two part-time employees work 50% of the time each, that would be entered as 1 FTE.

HR Policy

Training – Global Training budget is expressed as a % of regular payroll. 3.5% would be entered as 3.5. If your organization's training budget is a \$ amount, please divide that amount by your regular payroll (sum of annual regular salaries and wages) to get the % calculation. For example, if your regular payroll is \$285,000 and you have a \$4,000 global training budget, that would be 1.4% entered as 1.4

Leaves – Sick Leave Policy – There is additional information about the different categories of sick leave. Click on the question mark symbol (?) within a circle beside the word "staff".

The screenshot shows a web browser window with the URL survey.bolandsurvey.com/Survey/HRPolicy#Leave. The page title is "Human Resources Policy Data". The navigation menu includes "Home", "About", "Contact", "Pricing", and "Subscriber Agreement". The user is logged in as "Hello Marisa!". The left sidebar shows the survey progress: "Organization" (selected), "HR Policy", "Benefits", "Employees", and "Contractors". The main content area has tabs for "Salary", "Hours", "Training", "Recognition", "Vacation", "Leave", "Recruitment", and "Other". The "Leave" tab is active. Under "Sick Leave Policy - Non-management", there is a dropdown menu with "Please select one" selected. A red error message states: "The What is your sick leave policy for non-management, full-time staff? field is required." Below this, there is another dropdown menu for "Sick Leave Policy - Management" also set to "Please select one".

Recruitment – “On average, how much do you pay for a single job posting”. Please enter the average cost of a job posting (in \$). If you have not posted any jobs this year, enter 0.

Benefits

Insured Benefit plan – your organization pays premiums or fees to a 3rd party to provide the benefit to employees. Example – extended health & dental care, life insurance, disability insurances.

Average total benefit cost as a % of payroll: Sum the annual amount of employer CPP/QPP, EI, WCB and any employer costs / paid premiums for health & wellness benefits. Do not include paid time off or training costs. Divide that number by your organization’s gross regular payroll (sum of regular wages). Do not include overtime pay or other premiums or allowances. Enter the % of payroll as a number – e.g., enter 15.7 for 15.7%

Health & Financial

Savings Plan – This does not include RRSP or other types of pension plans as these are recorded on a position-by-position basis in the Employees section.

Employees

Click on the Codes for which your organization has a match. You do not need to fill in any information (including that you have no match) for jobs that you don’t have in your organization. You can narrow down your search by using the drop-down feature.

The screenshot shows the Boland Survey website interface. The top navigation bar includes links for Home, About, Contact, Pricing, and Subscriber Agreement. A user profile for 'Hello Marisa!' and a 'Log out' button are visible. The main content area is titled 'Salary Positions' and features a search bar and a 'Category' dropdown menu set to 'All'. Below this is a table with the following data:

Code	Submitted	Survey Position Title	Description	Accountable Reports	Qualifications
101		Chief Executive Officer (CEO)	view	Board of Directors. If the Chief Executive Officer does not report to a governance-focused or independent Board of Directors, please match to position 121 or 136.	No specific requirements, although some level of postsecondary degree is common.
116		Director of Operations	view	Top Executive	No specific

Salary & Wages

If you have multiple positions (employees) that are a good match to a single survey job (e.g., Administrative Assistant II), and some are salaried and some are hourly, report all pay as hourly. To calculate hourly pay from salary, divide by their regular annual # of hours paid (e.g., 1950 (7.5 hours/day, 5 days/week, 1820 (7 hours/day, 5 days/week).

What is the average annual salary or hourly wage? If you have both full-time and part-time salaried employees, please provide the average **FTE** salary. E.g., A part-time (60%) salaried employee earning \$30,000 would have an FTE salary of \$50,000.

The Calculated Salary field will populate as needed.

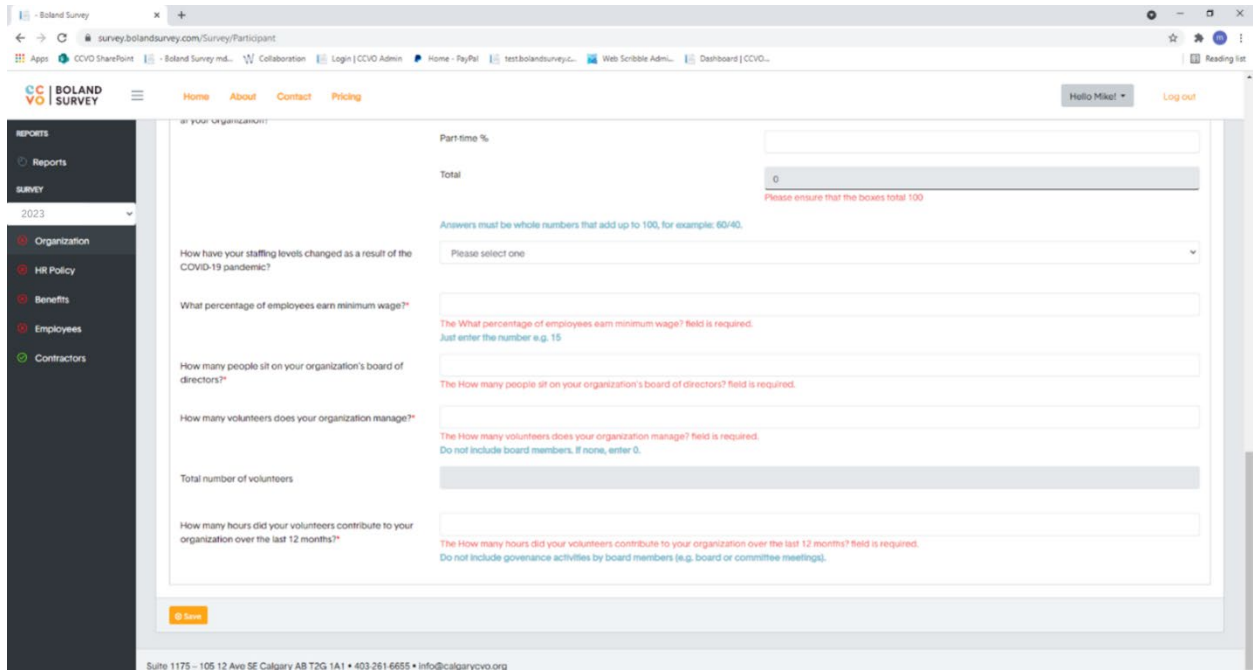
Contractors

It is understood that contractors are not employees. Please provide the number of contractors for the question “How many employees occupy this position”?

How to save your data so you can leave and re-enter the survey:

Simply hit “SAVE” once you have **fully** completed the page you are on. Your data will then be available should you leave the site and come back to it later.

The screenshot shows a web browser window displaying the Boland Survey website. The browser's address bar shows the URL "survey.bolandsurvey.com/Survey/Participant". The website header includes the Boland Survey logo and navigation links for Home, About, Contact, and Pricing. A user profile "Hello Mike!" and a "Log out" button are visible in the top right corner. The main content area is a survey form with several questions and input fields. A red circle highlights a yellow "Save" button at the bottom left of the form. The footer of the page contains the address "Suite 1175 - 105 12 Ave SE Calgary AB T2G 1A1" and contact information "403-261-6655 • info@calgarycvo.org".



Once you have completed a section i.e., Organization you can submit that section (it will change from a red X to a green check mark):

REPORTS

- Reports
- SURVEY
- 2020
- Organization**
- HR Policy
- Benefits
- Employees
- Contractors

Other Benefits

Is this position eligible for a monthly vehicle allowance?*

No

Is this position eligible to receive a Health Spending Account (HSA)?*

Yes

Health Spending Account (HSA) annual amount*

1000

This Section is for Position 101 only

Has your organization experienced a change in the CEO/ED position over the last 12 months?*

No

Gender of Incumbent*

Female

Age of Incumbent*

30-45

Years in Current Position*

1-5 Years

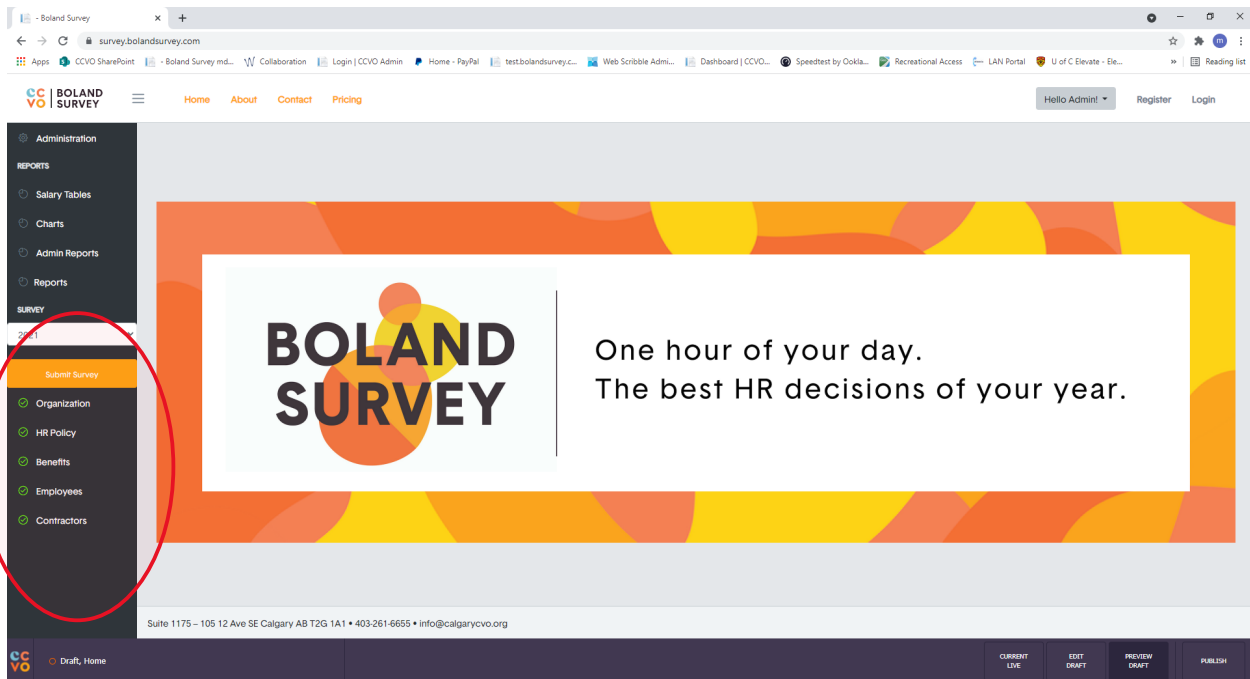
What is the highest level of education that your highest executive has achieved?*

University

Save Submit Delete

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Once you have completed all the sections and submitted each section (see all green check marks) you must click the orange “Submit Survey” button:



You are then done. Thank you for your participation!