

SURVEY DEFINITIONS

VERMILION COUNTY WAGE & SKILLS SURVEY - 2010

Hourly And Salary Questionnaires

NOTE: The definitions below correspond with sections on the paper survey.

Section I.

Job Share: Two workers sharing the same job, split salary or hours

Flex hours: Work hours that are different and/or more flexible than the traditional 7-3 or 9-5 schedules.

Absenteeism Rates: (days of absence as a percent of scheduled workdays)

Defined as unscheduled absence. It does not include long-term absences after the first four days; vacations, holidays, or other scheduled leave; or absences of less than a full day.

Calculated as:

$$\frac{\text{Number of worker-days lost through absence during the month}}{(\text{avg. \# of employees}) \times (\text{no. of workdays})} \times 100$$

Turnover Rates: (separations as a percent of the average work force)

All permanent separations, whether voluntary or involuntary. Do not include employees placed on temporary or indefinite layoff.

Calculated as:

$$\frac{\text{Number of separations during a month}}{(\text{avg. \# of employees on payroll during the month})} \times 100$$

Section III.

Flex Spending Account: Income deducted before taxes to apply to health care premium co-pay responsibility.

Section VII.

Reading for information: Reading and understanding work-related instructions and policies based on actual demands of the workplace such as memos, bulletins, notices, letters, policy manuals, & governmental regulations.

Applied mathematics: Applying mathematical reasoning to work-related problems.

Writing: Ability to compose correspondence, written communication to co-workers, customers, suppliers and writing reports that are grammatically correct, concise and easy to understand.

Observation: Ability to pay attention to instructions and demonstrations, and to notice details such as following safety procedures and quality control standards.

Applied Technology: Skills in solving problems of a technological nature such as knowledge of basic principles of mechanics, electricity, fluid dynamics, and thermodynamics as they apply to machines and equipment found in the work place.

Locating Information: Level of skills in using information presented in work place graphics such as diagrams, floor plans, tables, forms, graphs, charts, and instrument gauges.