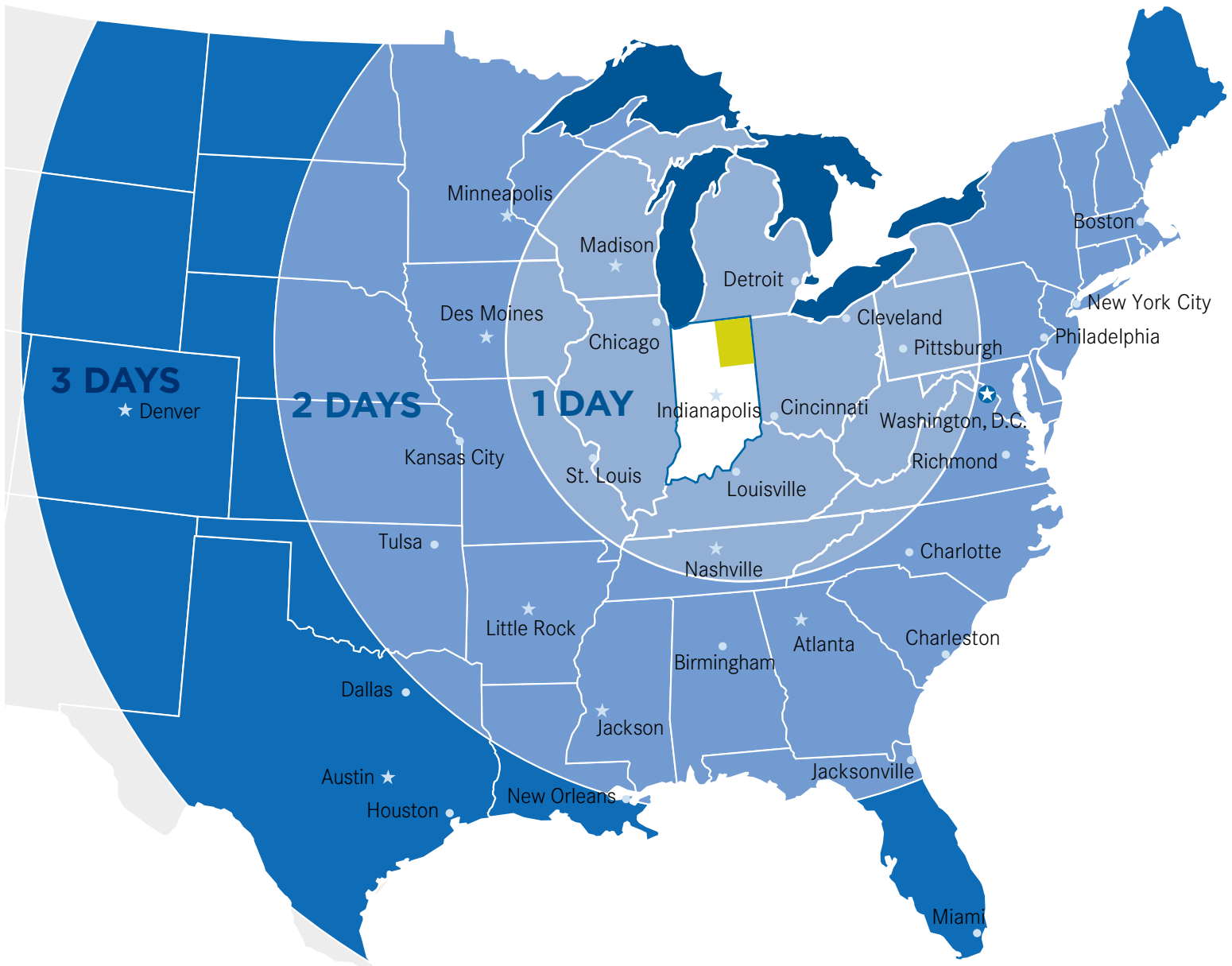


NORTHEAST INDIANA

WAGE AND BENEFITS SURVEY FIVE COUNTY NORTH REGION

2018



DEKALB >> LAGRANGE >> NOBLE >> STEUBEN >> WHITLEY

SPONSORS



TABLE OF CONTENTS

INTRODUCTION	2
INTERPRETATIONS	3
ALL PARTICIPANTS	
Employer Profile	5
Union participation	5
Wages	6
Benefits	10
Employment Outlook	26
LARGE PARTICIPANTS	
Employer Profile	30
(Annual sales of at least \$25 million)	
Union participation	30
Wages	31
Benefits	35
Employment Outlook	51
SMALL PARTICIPANTS	
Small Employer Profile	55
(Annual sales less than \$25 million)	
Union participation	55
Wages	56
Benefits	60
Outlook for hiring and layoffs in 2016 and 2017.	75
SUPPLEMENTAL REPORTS	79
Employer workforce assessments	81
Workers commuting into and out of DeKalb County	80
Workers commuting into and out of LaGrange County.	80
Workers commuting into and out of Noble County.	80
Workers commuting into and out of Steuben County.	80
Workers commuting into and out of Whitley County.	80
Educational attainment	81
Employment	81
Employment by industry sector	81
Labor force	81
Population	81
Definitions of job titles used in this report	82-85
Members of the Northeast Indiana Regional Partnership.	Back Cover

INTRODUCTION

This survey of human resources practices represents the self-reported descriptions of salaries, wages, and benefits from 74 manufacturing and nonmanufacturing companies and organizations within five counties in northeastern Indiana. Participants have been divided into two categories: companies large in size (sales volume of at least \$25 million) and companies relatively small in size (sales volume less than \$25 million).

This publication is compiled from data from DeKalb, LaGrange, Noble, Steuben and Whitley counties derived from a larger survey of 113 businesses and organizations in 11 counties in the northeastern region of Indiana.

Participation in the survey is voluntary. While the report accurately reflects data given by participants, it does not claim to be a statistically accurate report of all pay and benefits practices in the five county region. It may be useful to also consider federal and state wage reports.

This publication includes a report of wages and benefits. It begins with survey results from all respondents and follows with separate reports for large and small companies. The wage reports give an average minimum pay rate, average actual pay rate and average maximum pay rate for more than 130 position titles within the counties. Benefit reports express typical as well as average practices since averages may be skewed by numbers that are significantly higher or lower than what is most common.

This report also includes an expanded supplemental data section which provides more information about the work and labor force in the five county region. The mobility of the workforce is illustrated by reports about commuting patterns for the counties. Each section also reports on union representation and on anticipated hiring, layoff and wage activity for 2018 and 2019.

This analysis was supported by the DeKalb County

About the Data:

Information used in this survey is self-reported by the participating organizations and is only as accurate and complete as provided by them. Confidentiality is promised to participants and information is not included if readers might be able to connect it to specific companies or organizations. Not all participants answered all questions so totals may be inconsistent across the survey. In addition, to ensure a statistically meaningful report and to protect confidentiality, data is not reported unless supplied by at least two participants. Asterisks indicate where insufficient responses were received.

Economic Development Partnership; LaGrange County Economic Development Corporation; Noble County Economic Development Corporation; Steuben County Economic Development Corporation; Whitley County Economic Development Corporation. Further supporting sponsors include Duke Energy, Indiana Michigan Power, NIPSCO, Wabash Valley Power, Indiana Municipal Power Agency, Northeast Indiana Works, the Regional Chamber, the Northeast Indiana Regional Partnership and the Building Contractors Association of Northeast Indiana.

Both electronic and hard copies of this survey report are available and will be distributed to participating companies. Additional copies may be purchased for \$200 from your local EDC office.

If you have questions or comments or would like to order additional copies of this publication, please contact your local participating EDC at:

Anton King

Executive Director
DeKalb County EDP
260.927.1180
Anton@dekalbedp.org

Bill Bradley

President & CEO
LaGrange County EDC
260.499.4994
bbradley@lagrafcountyedc.com

Rick Sherck

Executive Director
Noble County EDC
260.636.3800
info@noblecountyedc.com

Isaac Lee

Executive Director
Steuben County EDC
260.665.6889
isaac@steubenedc.com

Jon Myers

President
Whitley County EDC
260.244.5506
jmyers@whitleyedc.com

DEFINITIONS AND INTERPRETATION OF THE DATA

Wage and salary figures are reported for 130 different positions, as described on Pages 82 through 85. The figures represent data as of Sept. 21, 2018.

PARTICIPANT Classifications

Small Companies: Participants reporting a sales volume of less than \$25 million. The 2018 Survey includes information from 30 such companies.

Large Companies: Participants reporting a sales volume of at least \$25 million. The 2018 Survey includes information from 44 such companies.

WAGES Section Definitions

Number of Workers: The total number of individuals for whom data was reported for each position.

Average Minimum Rate: The lowest amount an organization would pay for a position. This figure represents the average of all minimum figures reported for each position.

Average Actual Rate: The average of actual salary or wage participants pay for each position. The published figure represents the average of all actual wages or salaries for each position.

Average Maximum Rate: The highest amount an organization pays for a position. This figure represents the average of all maximum figures reported for each position.

Hourly and Salary: Wages are reported as annual salaries or hourly amounts based on usual compensation practices for each position. They do not mean that employees in those positions are classified as exempt or nonexempt.

When Considering the Data: Wages are those actually reported by participating companies and organizations. The survey is not necessarily a statistically accurate report of average compensation practices in the region.

BENEFITS Section

Participants were asked to report their benefits packages for full-time workers. Benefits are reported for the participant classifications described above. Benefits programs may differ between hourly and salaried personnel; therefore, benefits data is reported separately for each group. In cases where benefits differed within the same classification of employees, respondents were asked to report average or most common practices.

BENEFITS Section Definitions

Average: This represents the average benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Typical: The most common benefit, practice or contribution among all companies or organizations reporting in each participant classification.

Hourly and Salary: Unlike the wage section, benefits reports reflect the difference between exempt and nonexempt classifications.

Confidentiality and Missing Data

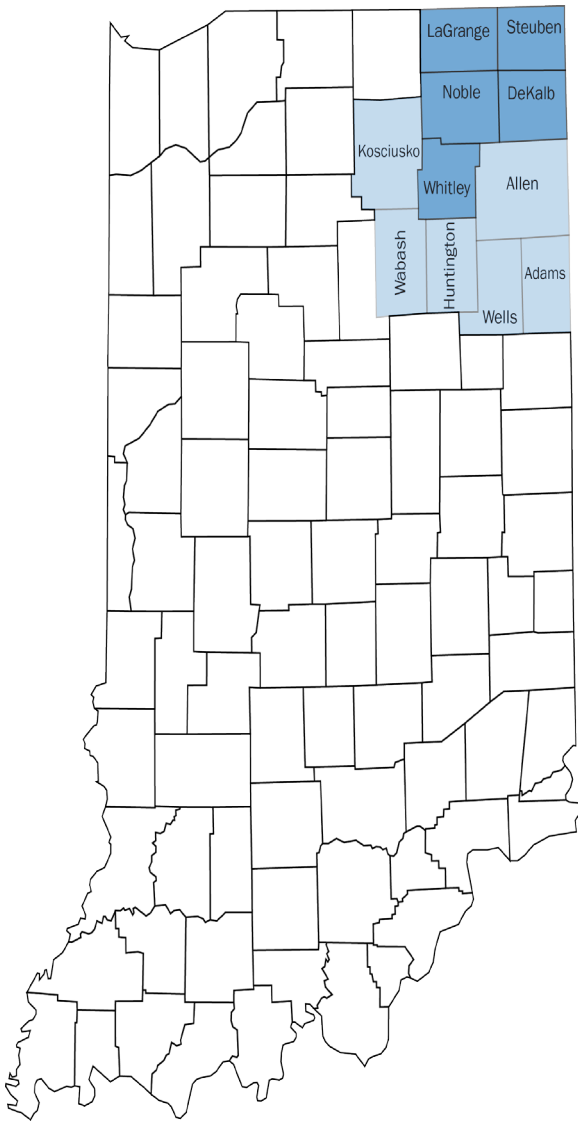
To protect the confidentiality of the participants, wage and benefit information is not disclosed for occupations or benefit categories unless it is provided by at least two sources. These entries are indicated with an asterisk (*). If data is missing from one section, similar information may be found in one of the other sections of the report.

Survey Preparation

The survey is conducted online and the report prepared by Two Things LLC. For more information contact twothingsllc@gmail.com.

Five County North Region Northeast Indiana

Wages and Benefits All Participants 2018



PROFILE OF ALL PARTICIPANTS

All Participants

Number of all participants	74
Number of large* participants	44
(*Annual sales of \$25 million or higher)	
Number of small* participants	30
(*Annual sales less than \$25 million)	
Manufacturing/Distribution	65
Nonmanufacturing	9

Size

Total Annual Sales	\$9.6 billion
Average Annual Sales	\$130 million
Total Number of Employees	15,091
Average Number of Employees	204

Union Participation

Percentage with union	9%
Percentage Nonunion	91%
Percentage of Total Workforce	7%

Where Union Members Work

Maintenance	5%
Office	8%
Production	86%
Transportation	1%

INSIDE THIS SECTION

Wages

All Participants	6-9
------------------	-----

Benefits

Time off	10-12
Health insurance plans and costs	13-20
Financial benefits and incentives	21, 23
Training and Development	24
Retirement	25

Employment

Hiring and Layoffs	26
Recruiting and workforce assessments	27, 28
Salary outlook	29
Drug screening	29

Northeast Indiana Wages: All Companies

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE AND ADMINISTRATIVE				
General Manager/President	72	\$130,092.00 . . .	\$153,767.20	\$180,789.66
Chief Financial Officer	12	\$127,217.58 . . .	\$150,450.67	\$163,571.58
Vice President of Sales	15	\$186,401.14 . . .	\$152,625.79	\$177,352.21
Director of Human Resources	12	\$73,927.09 . . .	\$84,583.45	\$94,558.91
Director of Engineering	15	\$102,956.17 . . .	\$117,278.17	\$126,813.00
Director of Procurement	7	\$106,088.00 . . .	\$114,917.67	\$124,749.00
FINANCE				
Chief Financial Manager	10	\$105,846.30 . . .	\$117,433.70	\$129,987.20
Controller	29	\$81,474.92 . . .	\$95,831.92	\$105,714.69
Internal Auditor	1	*	*	*
Credit Manager	6	\$55,095.00 . . .	\$61,391.17	\$65,786.33
Accountant	50	\$56,616.13 . . .	\$64,072.95	\$72,380.11
Accounts Payable/Receivable Clerk	56	\$15.72	\$18.45	\$20.53
Bill and/or Account Collector	4	\$15.95	\$17.92	\$19.32
Payroll Clerk	16	\$19.70	\$22.78	\$24.77
HUMAN RESOURCES				
Human Resources Manager	38	\$67,985.11 . . .	\$78,094.30	\$86,860.84
Benefits Specialist	8	\$50,858.86 . . .	\$58,881.29	\$64,209.86
HR Generalist	37	\$45,647.29 . . .	\$52,647.39	\$59,377.14
Recruitment Specialist	5	\$47,846.80 . . .	\$49,246.80	\$56,107.80
Training and Development Specialist	7	\$70,703.50 . . .	\$83,662.50	\$92,350.00
SALES AND CUSTOMER SERVICE				
Advertising/Marketing/Public Relations Manager	28	\$76,538.79 . . .	\$89,242.14	\$96,736.00
Sales Manager/Supervisor	47	\$78,095.07 . . .	\$95,964.32	\$113,213.39
Call Center Manager	7	\$63,337.00 . . .	\$71,220.43	\$81,137.00
Call Center Team Leader	6	\$41,263.00 . . .	\$47,304.50	\$59,546.25
Customer Service/Telephone Representative	128	\$16.43	\$19.73	\$22.80
Order and Billing Clerk	80	\$15.23	\$17.25	\$19.37
Product Specialist	18	\$67,493.30 . . .	\$79,029.50	\$91,581.30
Sales Representative/Account Executive	110	\$51,921.89 . . .	\$66,903.11	\$84,360.54

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
OFFICE/SUPPORT				
Office Manager	31	\$44,114.79	\$53,596.14	\$59,437.57
Administrative Services Manager	11	\$35,358.67	\$38,005.67	\$44,926.33
Executive Secretary/Administrative Assistant	43	\$39,061.58	\$46,295.92	\$52,330.03
Data Entry Clerk	24	\$13.57	\$16.40	\$18.10
File Clerk	1	*	*	*
Mail Clerk	4	*	*	*
Receptionist	20	\$14.69	\$16.57	\$18.85
Secretary	17	\$18.39	\$19.63	\$21.75
Teller	70	*	*	*
TECHNICAL/ENGINEERING				
Chief Information Officer	5	\$133,464.00	\$145,315.40	\$149,569.20
Information Technology Manager	19	\$71,032.80	\$82,833.13	\$90,969.67
Engineering Manager	32	\$79,872.64	\$92,687.79	\$104,877.64
CAD Technician	26	\$18.37	\$19.81	\$22.00
Chemical Engineer	1	*	*	*
Computer Operator	1	*	*	*
Computer Programmer	14	\$57,459.00	\$63,771.00	\$72,183.40
Computer Support Specialist	9	\$19.04	\$20.51	\$20.78
Designer	12	\$21.67	\$24.23	\$27.17
Electrical Engineer	39	\$71,031.29	\$91,247.00	\$104,616.29
Electrical or Electronic Technician	67	\$22.95	\$29.91	\$33.83
Engineer (Not Otherwise Specified)	83	\$61,444.50	\$76,766.31	\$92,533.33
Estimator	6	\$19.84	\$23.68	\$25.86
Graphic Designer	6	\$17.73	\$19.76	\$26.21
Industrial Engineer	4	\$64,125.00	\$73,500.00	\$76,125.00
Laboratory/Engineering Technician	33	\$17.00	\$19.63	\$24.32
Manufacturing Engineer	108	\$58,179.76	\$71,428.80	\$82,339.80
Materials Engineer	16	\$50,744.00	\$73,610.33	\$90,600.33
Mechanical Engineer	57	\$59,764.73	\$74,372.91	\$87,839.09
Quality Engineer	65	\$57,932.20	\$72,129.20	\$84,314.68
Network and Computer Systems Administrator	16	\$58,341.09	\$67,589.55	\$66,072.91
System Analyst	15	\$56,535.33	\$67,884.56	\$71,631.11
Technical Support Specialist	27	\$17.31	\$21.09	\$28.70
IT Support Specialist	13	\$17.81	\$19.59	\$23.86
IT Hardware Installer/Maintenance Professional	1	*	*	*
Web Developer	2	\$34.38	\$34.38	\$34.38

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
PRODUCTION				
Operations/Plant Manager	83	\$83,605.31	\$102,791.60	\$121,604.84
Materials Manager	24	\$70,120.04	\$78,392.22	\$93,889.91
Production Manager/Foreman	232	\$52,763.48	\$63,956.79	\$76,718.15
Purchasing Manager	22	\$65,236.89	\$78,553.05	\$86,634.53
Buyer/Purchasing Agent	45	\$43,109.36	\$50,946.04	\$60,739.14
Quality Control Manager	48	\$65,060.44	\$77,811.69	\$87,484.14
Group Leader	339	\$17.61	\$19.72	\$21.70
Assembler, skilled	1320	\$14.57	\$17.03	\$19.77
Assembler, unskilled	583	\$13.56	\$15.32	\$16.38
CNC Machinist	497	\$16.98	\$20.36	\$22.59
CNC Programmer	10	\$17.45	\$19.08	\$19.84
Cutting, Punching and/or Press Machine Operator	518	\$15.00	\$16.97	\$19.13
Drilling and/or Boring Machine Operator	23	\$16.25	\$17.99	\$19.25
Extruding and/or Drawing Machine Operator	96	\$15.93	\$19.43	\$21.59
Forging Machine Operator	12	\$16.75	\$18.97	\$24.97
General Laborer	2935	\$13.40	\$15.61	\$17.76
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	97	\$15.70	\$18.47	\$21.33
Lathe and Turning Machine Tool Operator	36	\$18.60	\$20.10	\$21.34
Manual Machinist	111	\$20.33	\$22.35	\$23.98
Mold Maker	44	\$16.68	\$19.88	\$21.08
Certified Painter	37	\$12.55	\$17.65	\$23.30
Painting/Spraying Machine Operator	62	\$14.61	\$16.71	\$17.71
Plastic Processing Machine Operator	82	\$13.73	\$15.24	\$16.48
Printing Press Operator	77	\$19.78	\$22.47	\$25.68
Print Binding and Finishing	68	\$16.87	\$19.16	\$21.00
Production Control Worker	42	\$18.11	\$21.47	\$23.76
Quality Control Inspector/Tester	228	\$15.92	\$18.51	\$19.86
Sewing Machine Operator	3	\$18.72	\$19.15	\$19.37
Tool and Die Maker	103	\$21.82	\$25.31	\$27.32
Welder, Cutter, Solderer and/or Brazier	277	\$15.91	\$17.97	\$20.01

MAINTENANCE AND REPAIR

Manager of Mechanics, Installers and Repairers	35	\$63,036.00	\$92,360.64	\$83,803.54
Maintenance Mechanic, Motor Vehicle	9	\$22.54	\$25.71	\$27.51
Maintenance Mechanic	217	\$19.52	\$23.53	\$26.42
Maintenance and Repair Worker	262	\$18.35	\$21.57	\$24.17
General Millwright	33	\$23.09	\$24.16	\$24.99

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: All Companies ((continued))

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
CONSTRUCTION				
Construction Manager	3	\$60,060.00	\$60,060.00	\$60,060.00
Construction Laborer	18	\$13.33	\$20.12	\$26.42
Electrician	28	\$19.85	\$26.76	\$28.00
Plumber, Pipefitter and/or Steamfitter	4	*	*	*
WAREHOUSING, TRANSPORTATION AND DISTRIBUTION				
Transportation, Storage and Distribution Manager	9	\$52,058.78	\$56,491.78	\$65,078.44
Supervisor/Manager of Material Movers	26	\$51,881.90	\$58,986.65	\$68,105.55
Inventory Control Coordinator	10	\$17.41	\$20.90	\$22.19
Driver, Truck Heavy and Tractor-Trailer	70	\$17.33	\$19.34	\$22.03
Driver, Truck Light or Delivery Services	39	\$13.74	\$15.85	\$18.12
Heavy Equipment/Forklift Operator	173	\$15.02	\$17.70	\$20.85
Shipping, Receiving and/or Traffic Clerk	237	\$15.82	\$17.85	\$19.27
Material Handler	446	\$15.06	\$16.91	\$17.84
Picker and Packer	233	\$13.15	\$14.86	\$16.72
Quality Monitor	58	\$15.76	\$17.67	\$18.49
Safety Technician	9	\$22.29	\$24.56	\$26.05
LEGAL				
Attorney	2	\$147,960.00	\$147,960.00	\$147,960.00
Regulatory Compliance Analyst	3	\$58,170.00	\$60,503.33	\$63,170.00
MEDICAL				
Nurse Manager/Unit Director	20	*	*	*
Nurse, RN	106	\$24.21	\$26.81	\$29.73
Nurse, LPN	9	*	*	*
Nurse Practitioner	7	*	*	*
Physicians' Assistant	2	*	*	*
Medical Assistant	12	*	*	*
Medical Technician	5	*	*	*
Occupational Therapist	3	*	*	*
Physical Therapist	5	*	*	*
Pharmacist	7	*	*	*
Counselor/Human Service Worker	1	*	*	*
Radiological Technologist and Technician	31	*	*	*
HOUSEKEEPING				
Housekeeper/Cleaner	40	\$12.70	\$13.47	\$14.97
Janitor	39	\$12.57	\$13.76	\$15.33

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: All Companies

Five County North Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	99%	99%
Typical number of paid holidays offered annually	10	10

Percentage of those companies offering these common holidays

New Year's Eve	60%	60%
New Year's Day	100%	99%
Martin Luther King Jr.	10%	11%
Lincoln's Birthday	0%	0%
President's Day	4%	5%
Washington's Birthday	1%	1%
Good Friday	48%	49%
Memorial Day	100%	100%
Independence Day	100%	100%
Labor Day	100%	100%
Columbus Day	1%	3%
Election Day	1%	3%
Floating Holiday	38%	37%
Veterans' Day	4%	5%
Thanksgiving Day	100%	99%
Day After Thanksgiving	79%	81%
Christmas Eve	79%	81%
Christmas Day	100%	100%
Other	16%	15%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	20%	20%
Average number of PTO days offered first year	2	3
Typical number of PTO days offered first year	10	15
Average number of carryover days per year	10	10

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	4	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	9	10
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	12	12
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **81%** **79%**

How soon after hire may employee take paid vacation?

One to 30 days	10%	47%
One to three months	15%	7%
Three to six months	15%	10%
Six months to one year	17%	12%
After 1 year	42%	24%

Number of days offered

Average number of paid vacation days offered in first year:	6	6
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	7	6
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	14	13
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	19	19
Typical number of years that must be worked to earn more than 20 days (when offered)	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **16%** **24%**

Average number of paid illness days offered annually	13	11
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	19	16
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	42%	67%
One to three months	17%	17%
Three to six months	25%	6%
Six months to one year	0%	0%
After 1 year	17%	11%

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	23%	30%
Average number of personal days offered per year	4	4
Typical number of personal days offered in first year:	5	5

How soon after hire may employee take personal day?

One to 30 days	12%	45%
One to three months	53%	32%
Three to six months	24%	9%
Six months to one year	6%	5%
After 1 year	6%	9%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	89%	88%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	59%	75%
One to three months	23%	15%
Three to six months	12%	6%
Six months to year	2%	2%
After one year	5%	2%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	77%	80%
Percentage of those that pay regular wages plus payment from court	33%	47%
Percentage of those that pay regular wages minus payment from court	67%	53%
Percentage where employee receives only payment from court	23%	20%

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	95%	95%
Percentage of those offering health insurance to families and children	97%	97%
Percentage of companies reporting as self-insured	76%	76%
Percentage of companies reporting indemnity insurance	29%	29%
Percentage of companies that offer a single plan	46%	49%
Percentage of companies that offer multiple plans	54%	51%
Percentage of companies offering only traditional plans	69%	69%
Percentage of companies offering only high-deductible plans	69%	69%
Percentage of companies offering both high-deductible and traditional plans	37%	37%
Percentage of companies considering dropping health plan in coming year	3%	3%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	27%	30%
Percentage of companies offering optional HSA or HRA plan	36%	36%
Percentage of companies with no HSA or HRA plan	37%	34%

Average company contribution to HSA/HRA account

For employee only plan	\$732.50	\$703.91
For family plan	\$1,146.59	\$1,110.87

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,471.02	\$4,471.02
Average maximum annual out of pocket expense family	\$8,845.45	\$8,845.45

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	43%	44%
Average amount that may be earned	\$488.61	\$488.98
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	71%	71%
Percentage of those plans that offer family coverage	100%	95%

How soon after hire is employee eligible?

One to 30 days	22%	41%
One to three months	51%	41%
Three to six months	24%	15%
Six months to year	3%	3%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$120.50	\$120.00
Employee and spouse	\$282.33	\$291.39
Employee and child	\$257.17	\$266.01
Family	\$396.27	\$400.94

Average monthly cost paid by employer for each employee

Employee-only coverage	\$452.30	\$459.26
Employee and spouse	\$861.64	\$894.24
Employee and child	\$1,008.42	\$1,031.86
Family	\$1,335.18	\$1,371.50

Deductibles

Average annual deductible per person	\$1,194.03	\$1,196.78
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,802.00	\$2,802.06
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	79%	79%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$21.86	\$21.18
Typical copay for physician office visit	\$20	\$20

Average out of pocket limit

Single coverage	\$4,264.31	\$4,239.28
Family Coverage	\$8,732.43	\$8,928.97

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plan

Percentage of self insured companies offering a high-deductible plan	65%	63%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	23%	32%
One to three months	57%	56%
Three to six months	20%	12%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$79.84	\$81.60
Employee and spouse	\$230.82	\$232.81
Employee and child	\$205.32	\$208.58
Family	\$328.09	\$331.21

Average monthly cost paid by employer for each employee

Employee-only coverage	\$411.11	\$408.79
Employee and spouse	\$823.75	\$769.39
Employee and child	\$774.58	\$760.38
Family	\$1,127.68	\$1,114.26

Deductibles

Average annual deductible per person	\$2,786.76	\$2,795.45
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,582.35	\$5,478.79
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	74%	71%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,380.16	\$4,380.16
Family Coverage	\$8,883.24	\$8,663.44

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$6,000.00	\$6,000.00

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of Indemnity insured companies offering a traditional plan	50%	55%
Percentage of those plans that offer family coverage	90%	91%

How soon after hire is employee eligible?

One to 30 days	30%	36%
One to three months	50%	45%
Three to six months	20%	18%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$116.03	\$110.98
Employee and spouse	\$291.06	\$240.48
Employee and child	\$233.97	\$216.33
Family	\$388.73	\$328.38

Average monthly cost paid by employer for each employee

Employee-only coverage	\$531.51	\$575.85
Employee and spouse	\$866.62	\$1,009.60
Employee and child	\$798.48	\$963.95
Family	\$1,054.86	\$1,222.76

Deductibles

Average annual deductible per person	\$1,605.00	\$1,768.18
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$3,483.33	\$3,715.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	83%	74%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$24.44	\$25.56
Typical copay for physician office visit	\$20	\$20

Average out of pocket limit

Single coverage	\$3,955.00	\$4,205.00
Family Coverage	\$8,483.33	\$10,150.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High Deductible Plans

Percentage of indemnity insured companies offering a high-deductible plan	60%	60%
Percentage of those plans that offer family coverage	87%	87%

How soon after hire is employee eligible?

One to 30 days	27%	33%
One to three months	53%	53%
Three to six months	20%	13%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$153.84	\$117.51
Employee and spouse	\$238.94	\$314.75
Employee and child	\$234.93	\$233.78
Family	\$363.62	\$446.37

Average monthly cost paid by employer for each employee

Employee-only coverage	\$597.21	\$511.79
Employee and spouse	\$942.34	\$1,012.65
Employee and child	\$815.87	\$853.33
Family	\$1,189.42	\$1,301.68

Deductibles

Average annual deductible per person	\$2,806.67	\$2,806.67
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,130.77	\$6,130.77
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	72%	72%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,761.33	\$4,761.33
Family Coverage	\$9,523.08	\$9,523.08

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs 67% 67%

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$11.52	\$11.75
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$31.87	\$32.74
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$56.78	\$58.79
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$21.98	\$22.62
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$67.11	\$68.85
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$123.83	\$127.74
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	17%	17%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	13%	13%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	25%	25%
What is the typical employee copay for retail generic?	30%	30%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	31%	31%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order formulary?	16%	16%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order non-formulary?	24%	24%
What is the typical employee copay for retail generic?	20%	20%

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	78%	80%
Percentage of those plans that cover orthodontia	83%	83%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	21%	36%
One to three months after hire	60%	54%
Three to six months after hire:	17%	10%
Six months to one year after hire:	0%	0%
After first year:	2%	0%

Deductibles and Limits

Average annual deductible	\$64.66	\$67.80
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,349	\$1,383
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,650	\$1,707
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage:	\$16.84	\$17.25
Employee and spouse:	\$33.70	\$34.55
Employee and child(ren)	\$38.71	\$39.51
Family	\$57.08	\$58.30

Average monthly premium paid by employer for

Employee only coverage:	\$12.53	\$12.15
Employee and spouse:	\$25.89	\$25.19
Employee and child(ren)	\$27.09	\$26.03
Family	\$39.93	\$37.89

Typical monthly premium paid by employer for

Employee only coverage:	\$0.00	\$0.00
Employee and spouse:	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	100%	99%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	77%	77%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered:	53%	54%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	73%	72%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	28%	30%

How soon after hire is employee eligible for coverage?

One to 30 days	28%	40%
One to three months	52%	47%
Three to six months	20%	13%
Six months to one year.	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$6.29	\$6.31
Employee and spouse.	\$11.41	\$11.40
Employee and child(ren)	\$12.20	\$12.20
Family	\$17.51	\$17.43

Average monthly premium paid by employer for

Employee only coverage.	\$4.00	\$4.00
Employee and spouse.	\$6.82	\$6.82
Employee and child(ren)	\$6.88	\$6.88
Family	\$10.92	\$10.93

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance.	91%	91%
Percentage of those plans that pay a set amount	87%	75%
Percentage of those plans that pay a percentage of salary	24%	37%

How soon after hire is employee covered?

One to 30 days	24%	36%
One to three months	48%	45%
Three to six months	25%	16%
Six months to one year.	0%	0%
After 1 year	3%	3%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	74%	77%
Average percentage of wages employee receives while on short-term disability	59%	70%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	20	21
Typical number of weeks employee receives payment.	26	26

How soon after hire is employee covered?

One to 30 days	25%	42%
One to three months	38%	35%
Three to six months	25%	14%
Six months to one year.	4%	4%
After first year	7%	5%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	64%	74%
Average percentage of wages employee receives while on disability.	60%	60%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	65	65
Typical age when employee no longer receives payment.	65	65

How soon after hire is employee covered?

One to 30 days	23%	36%
One to three months	45%	38%
Three to six months	15%	11%
Six months to one year.	9%	7%
After first year	9%	7%

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PROFIT SHARING

Percentage of companies offering profit sharing program	33%	33%
Percentage of programs that are team based	83%	83%
Percentage of programs that are individual based	17%	33%

How soon after hire is employee eligible?

One to 30 days	17%	0%
One to three months	17%	33%
Three to six months	33%	33%
Six months to one year	17%	33%
After 1 year	17%	0%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	15%	
Average amount each worker receives	\$7,994	\$11,938

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	89%
Percentage of companies operating more than one shift	76%
Percentage of those companies that pay a shift differential:	91%
Average Second Shift Differential	54 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	48 Cents
Typical Third Shift Differential	50 Cents

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

OTHER INCENTIVES

WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	11%	24%
Casual dress (every day)	68%	62%
Child day care services	1%	0%
Child care subsidy	0%	0%
Compressed work week	11%	11%
Discounted product purchases	49%	47%
Employee assistance programs	66%	37%
Emergency/sick child care	1%	3%
English as second language assistance	1%	1%
Fitness center membership subsidy	30%	31%
Fitness center on site	7%	8%
Flex time	11%	24%
Flexible spending account	54%	47%
Job sharing	3%	1%
Informal recognition program	50%	47%
Open communication policy	72%	69%
Scholarships-employees/spouses/children	18%	18%
Smoking cessation programs	50%	50%
Smoke-free work environment	66%	65%
Telecommuting	3%	9%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	53%	53%
Other	11%	9%

COST OF BENEFITS

Cost of benefits as percentage of wages **29%**

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

TRAINING AND CAREER DEVELOPMENT

TRAINING AND CAREER DEVELOPMENT

Percentage of companies offering training or career development programs	66%	69%
How soon after hire is employee eligible?		
One to 30 days	22%	31%
One to three months	20%	20%
Three to six months	20%	14%
Six months to one year	6%	12%
After 1 year	31%	25%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	57%	62%
Percentage that require classes be job related to receive tuition assistance	95%	100%
Average percent of tuition reimbursement	92%	113%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	64%	65%
Percentage of companies that offer off-site career development programs	61%	65%

MENTORING

Percentage of companies with formal mentoring program	28%	31%
---	-----	-----

ORIENTATION

Percentage of companies that offer orientation for new employees	62%	65%
--	-----	-----

INTERNSHIPS

Percentage of companies with internships	51%
--	-----

Northeast Indiana Benefits: All Companies (continued)

Five County North Region

Hourly

Salary

RETIREMENT

COMPANY FUNDED PENSION

Percentage of companies that offer traditional pension plan	15%	16%
Percentage of companies where the employee also contributes	55%	50%
Average age when employee is eligible to receive benefits	59	59
Typical age when employee is eligible to receive benefits	65	65

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	88%	88%
Average percentage of wages an employee may contribute to fund	50%	48%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes.	86%	86%
Average percentage of contribution the employer matches	20%	20%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches 65% of the first 7%	65%	7%
Percentage of companies where the match is guaranteed	86%	86%
Percentage of companies where the match is intended	20%	20%

How soon after hire is employee eligible to participate?

One to 30 days	25%	28%
One to three months	31%	9%
Three to six months	12%	9%
Six months to a year.	17%	17%
After one year	15%	14%

Northeast Indiana Employment All Companies

Five County North Region

HIRING AND LAYOFFS

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months **92%**

Total number of employees added in preceding six months 2899

Average number of employees added in preceding six months 43

Layoffs

Percentage of companies that laid off employees in preceding six months **1%**

Total number of employees laid off in preceding six months 1

Average number of employees laid off in preceding six months 1

In 2018

Hiring

Percentage of companies adding workers later in 2018 **57%**

Total anticipated increase later 2018 605

Average anticipated increase later in 2018 14

Layoffs

Percentage of companies expecting layoffs later in 2018 **0%**

Total anticipated layoffs later in 2018 0

Average anticipated layoffs later in 2018 0

No change

Percentage of companies anticipating neither hiring nor layoffs in 2017 **43%**

Percentage of companies uncertain of change in 2018 0%

In 2019

Hiring

Percentage of companies adding workers in 2019 **42%**

Total anticipated increase in 2019 404

Average anticipated increase in 2019 13

Layoffs

Percentage of companies anticipating layoffs in 2019 **0%**

Total anticipated layoffs in 2019 0

Average anticipated layoff in 2019 0

No change

Percentage of companies anticipating no change in 2019 **57%**

Percentage of companies uncertain of change in 2019 0%

ANNUAL TURNOVER

Average annual turnover as percentage of employees **18%**

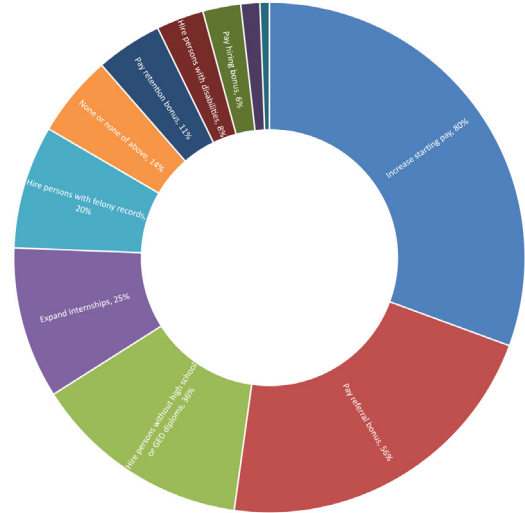
Northeast Indiana Employment: All Companies (continued)

Five County North Region

HIRING INCENTIVES

Percentage of Companies offering Hiring or Recruiting Incentives 86%

Increase starting pay.	80%
Pay referral bonus	56%
Hire persons without high school or GED diploma.	36%
Expand internships	25%
Hire persons with felony records	20%
None or none of above.	14%
Pay retention bonus	11%
Hire persons with disabilities	8%
Pay hiring bonus	6%
Relax drug screening requirements.	3%
Offer housing assistance.	2%
Offer child care assistance	0%



EMPLOYERS FIND THESE POSITIONS MOST DIFFICULT TO FILL

Maintenance	21%
Production.	15%
Engineers.	11%
Machinists/CNC Operators.	11%
Anything off shift.	11%
Welding.	10%
Skilled trades	8%
Warehouse/distribution	7%
None	7%
Production technician	6%
Supervisors/Managers	6%
Quality Control.	3%
Commercial truck driver	3%
Sales.	3%
All positions.	3%
Janitor/Housekeeping	0%



Northeast Indiana Employment: All Companies (continued)

Five County North Region

CRITICAL SKILLS

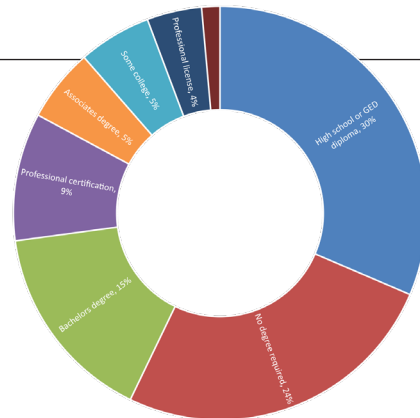
Skills or attributes most in demand by employers

Quality/Pay attention to detail	30%
Attendance	25%
Work ethic	23%
CNC Machinist	17%
Customer service	15%
Effective communications	14%
None	14%
Mathematics	11%
Welding	10%
Computer literacy	10%
Teamwork	10%
Trainability/Flexibility	8%
Use measuring tools	8%
Problem solving	8%
Forklift operator	4%



MINIMUM EDUCATION REQUIREMENTS

High school or GED diploma	30%
No degree required	24%
Bachelor's degree	15%
Professional certification	9%
Some college	5%
Associate degree	5%
Professional license	4%
Graduate degree	1%
Professional degree	0%



SOFTWARE SKILLS

Percentage of employers who cite these software or technical skills as most in demand

Excel	37%
Outlook	23%
Word	11%
Office Suite	33%
Computer basics	11%
Quickbooks/Accounting	5%
CAD/Autocad	4%
Solidworks	9%
Employer specific	16%
None	11%



Northeast Indiana Employment: All Companies (continued)

Five County North Region

SALARY OUTLOOK

PAY INCREASES

In 2018

Percentage of companies giving pay raises in preceding 12 months	96%
Average raise given in preceding 12 months	4.13%
Typical raise given in preceding 12 months	3%

In 2019

Percentage of companies planning pay raises in next 12 months	93%
Average raise planned in next 12 months	4.62%
Typical increase planned in next 12 months	4%

DRUG SCREENING

Percentage of companies that conduct drug screening **88%**

Which screening protocol is used?

Five panel	45%
Seven panel	14%
DOT	18%
Other	49%

	Hourly	Salary
Percentage of those companies that require new applicants to pass	95%	92%

Percentage of those companies that screen current employees

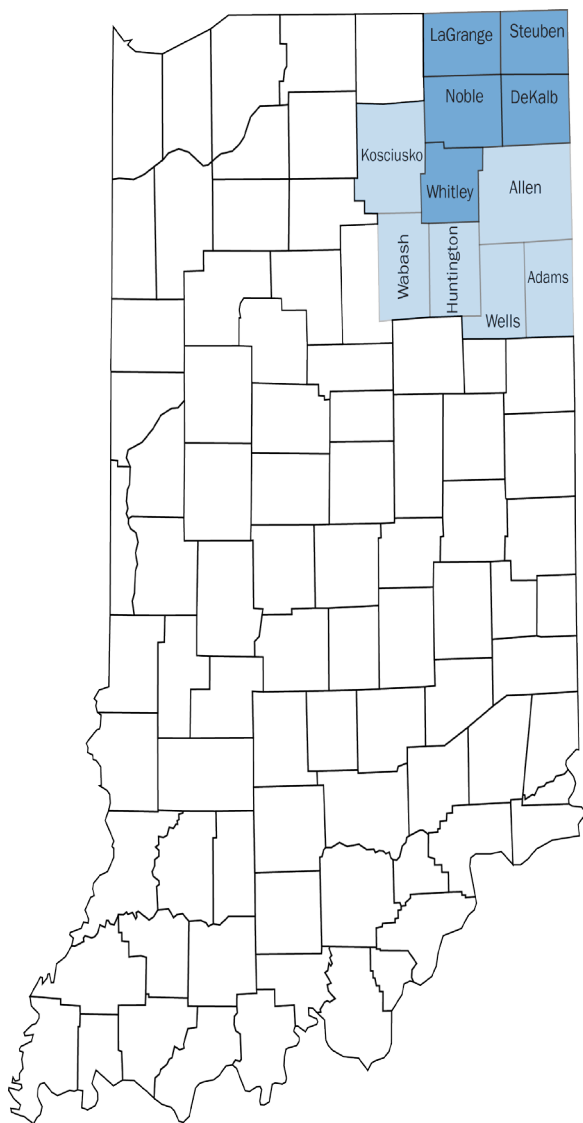
Current employees are screened

Randomly	39%	34%
After incident/injury	72%	70%
For cause	89%	86%

Employees who fail are

Dismissed	72%	69%
Referred to an EAP or counseling program	55%	54%

Five County North Region Northeast Indiana



Wages and Benefits Large Participants*

* Annual Sales of \$25 million or higher

2018

PROFILE OF LARGE PARTICIPANTS

Large Participants

Number of all participants	74
Number of large* participants	44
	(*Annual sales of \$25 million or higher)
Number of small* participants	30
	(*Annual sales less than \$25 million)
Large Manufacturing/Distribution	39
Large Nonmanufacturing	5

Size

Total Annual Sales	\$9.3 billion
Average Annual Sales	\$221 million
Total Number of Employees	12,411
Average Number of Employees	

Union Participation

Percentage with union	14%
Percentage Nonunion	86%
Percentage of Total Workforce	8%

Where Union Members Work

Maintenance	4%
Office	8%
Production	86%
Transportation	1%

INSIDE THIS SECTION

Wages

All Participants	31-34
------------------------	-------

Benefits

Time off	35-37
Health insurance plans and costs	38-45
Financial benefits and incentives	46-48
Training and Development	49
Retirement	50

Employment

Hiring and Layoffs	51
Recruiting and workforce assessments	52, 53
Salary outlook	54
Drug screening	54

Northeast Indiana Wages: Large Companies

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE AND ADMINISTRATIVE				
General Manager/President	36	\$151,649.04 . . .	\$182,741.13 . . .	\$221,644.17
Chief Financial Officer	9	\$139,623.44 . . .	\$163,646.44 . . .	\$177,539.89
Vice President of Sales	12	\$206,966.18 . . .	\$161,344.09 . . .	\$189,085.73
Director of Human Resources	10	\$80,177.56 . . .	\$91,410.89 . . .	\$100,998.67
Director of Engineering	14	\$105,497.64 . . .	\$118,848.91 . . .	\$126,977.82
Director of Procurement	6	\$100,005.60 . . .	\$110,601.20 . . .	\$122,398.80
FINANCE				
Chief Financial Manager	7	\$120,600.00 . . .	\$136,879.14 . . .	\$152,229.86
Controller	22	\$83,755.16 . . .	\$98,169.37 . . .	\$108,925.37
Internal Auditor	1	*	*	*
Credit Manager	5	\$54,114.00 . . .	\$60,669.40 . . .	\$64,643.60
Accountant	37	\$55,275.18 . . .	\$64,546.52 . . .	\$75,123.88
Accounts Payable/Receivable Clerk	35	\$16.57	\$18.90	\$20.93
Bill and/or Account Collector	3	\$16.60	\$17.43	\$17.60
Payroll Clerk	11	\$20.66	\$23.11	\$25.75
HUMAN RESOURCES				
Human Resources Manager	29	\$69,267.46 . . .	\$80,052.71 . . .	\$89,953.25
Benefits Specialist	6	\$56,496.80 . . .	\$63,044.00 . . .	\$68,757.80
HR Generalist	32	\$45,611.61 . . .	\$53,312.17 . . .	\$60,548.83
Recruitment Specialist	5	\$47,846.80 . . .	\$49,246.80 . . .	\$56,107.80
Training and Development Specialist	7	\$70,703.50 . . .	\$83,662.50 . . .	\$92,350.00
Sales and Customer Service				
Advertising/Marketing/Public Relations Manager	15	\$71,801.70 . . .	\$85,745.80 . . .	\$92,758.80
Sales Manager/Supervisor	25	\$80,554.40 . . .	\$104,254.67 . . .	\$122,581.67
Call Center Manager	7	\$63,337.00 . . .	\$71,220.43 . . .	\$81,137.00
Call Center Team Leader	6	\$41,263.00 . . .	\$47,304.50 . . .	\$59,546.25
Customer Service/Telephone Representative	103	\$15.83	\$19.11	\$22.13
Order and Billing Clerk	77	\$15.28	\$17.30	\$19.12
Product Specialist	13	\$66,419.00 . . .	\$79,411.14 . . .	\$91,509.00
Sales Representative/Account Executive	83	\$51,766.94 . . .	\$66,987.82 . . .	\$86,790.35
LEGAL				
Attorney	2	\$147,960.00 . . .	\$147,960.00 . . .	\$147,960.00
Regulatory Compliance Analyst	2	\$68,255.00 . . .	\$68,255.00 . . .	\$68,255.00

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
OFFICE / SUPPORT				
Office Manager	22	\$60,633.40	\$76,309.20	\$86,309.20
Administrative Services Manager	3	*	*	*
Executive Secretary/Administrative Assistant	36	\$40,133.13	\$47,146.23	\$53,159.67
Data Entry Clerk	17	\$14.41	\$17.17	\$18.41
File Clerk	1	*	*	*
Mail Clerk	4	*	*	*
Receptionist	16	\$14.75	\$16.80	\$19.06
Secretary	17	\$18.39	\$19.63	\$21.75
Teller	70	*	*	*
TECHNICAL / ENGINEERING				
Chief Information Officer	5	\$133,464.00	\$145,315.40	\$149,569.20
Information Technology Manager	12	\$74,616.80	\$84,819.60	\$93,156.00
Engineering Manager	17	\$79,805.50	\$96,383.93	\$111,013.93
CAD Technician	21	\$18.94	\$20.34	\$22.00
Chemical Engineer	1	*	*	*
Computer Programmer	9	\$59,016.25	\$65,942.50	\$72,358.75
Computer Support Specialist	8	\$18.96	\$20.64	\$20.66
Designer	9	\$21.95	\$24.82	\$28.18
Electrical Engineer	31	\$61,936.00	\$83,602.40	\$98,120.00
Electrical or Electronic Technician	26	\$22.39	\$27.05	\$30.85
Engineer (Not Otherwise Specified)	59	\$61,885.20	\$77,127.20	\$91,906.70
Estimator	2	*	*	*
Graphic Designer	5	\$18.60	\$21.15	\$29.32
Industrial Engineer	2	\$70,750.00	\$78,250.00	\$79,750.00
Laboratory/Engineering Technician	23	\$17.86	\$21.24	\$26.40
Manufacturing Engineer	81	\$59,029.06	\$69,573.06	\$80,205.59
Materials Engineer	1	*	*	*
Mechanical Engineer	46	\$56,837.14	\$75,039.14	\$90,854.29
Quality Engineer	54	\$57,728.56	\$70,431.28	\$85,025.11
Network and Computer Systems Administrator	13	\$58,650.00	\$69,771.89	\$67,556.67
System Analyst	13	\$57,815.86	\$69,863.71	\$73,523.14
Technical Support Specialist	27	\$17.31	\$21.09	\$28.70
IT Support Specialist	12	\$18.29	\$19.88	\$24.34
IT Hardware Installer/Maintenance Professional	1	*	*	*
Web Developer	2	\$34.38	\$34.38	\$34.38

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
PRODUCTION				
Operations/Plant Manager	45	\$90,986.23	\$109,202.58	\$130,658.27
Materials Manager	19	\$71,693.72	\$80,930.39	\$99,455.22
Production Manager/Foreman	147	\$56,167.07	\$67,529.89	\$81,630.96
Purchasing Manager	14	\$75,093.18	\$93,943.00	\$102,371.82
Buyer/Purchasing Agent	36	\$41,434.00	\$49,289.27	\$59,445.45
Quality Control Manager	30	\$73,797.33	\$87,158.88	\$98,731.04
Group Leader	286	\$18.50	\$20.50	\$22.18
Assembler, skilled	1190	\$14.60	\$16.87	\$18.58
Assembler, unskilled	579	\$13.61	\$15.68	\$16.93
CNC Machinist	369	\$17.26	\$20.66	\$23.31
CNC Programmer	9	\$17.26	\$18.77	\$19.12
Cutting, Punching and/or Press Machine Operator	437	\$15.47	\$17.53	\$19.50
Drilling and/or Boring Machine Operator	18	\$15.00	\$16.65	\$17.67
Extruding and/or Drawing Machine Operator	96	\$15.93	\$19.43	\$21.59
Forging Machine Operator	12	\$16.75	\$18.97	\$24.97
General Laborer	2161	\$14.16	\$16.06	\$17.44
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	46	\$15.11	\$18.77	\$22.68
Lathe and Turning Machine Tool Operator	14	\$19.77	\$20.66	\$21.39
Manual Machinist	30	\$21.13	\$22.60	\$23.41
Mold Maker	35	\$18.10	\$20.53	\$21.10
Certified Painter	35	*	*	*
Painting/Spraying Machine Operator	38	\$15.41	\$17.60	\$17.81
Plastic Processing Machine Operator	36	\$13.72	\$15.52	\$16.20
Printing Press Operator	77	\$19.78	\$22.47	\$25.68
Print Binding and Finishing	68	\$16.87	\$19.16	\$21.00
Production Control Worker	41	\$18.27	\$21.09	\$23.70
Quality Control Inspector/Tester	162	\$16.14	\$18.75	\$19.88
Sewing Machine Operator	1	*	*	*
Tool and Die Maker	80	\$21.95	\$25.89	\$28.47
Welder, Cutter, Solderer and/or Brazer	243	\$15.33	\$17.82	\$20.39
MAINTENANCE AND REPAIR				
Manager of Mechanics, Installers and Repairers	18	\$67,285.35	\$109,674.82	\$89,092.65
Maintenance Mechanic, Motor Vehicle	5	\$23.56	\$26.18	\$27.51
Maintenance Mechanic	203	\$19.96	\$24.00	\$27.46
Maintenance and Repair Worker	164	\$18.65	\$21.92	\$23.92
General Millwright	31	\$25.14	\$26.49	\$27.49

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Large Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
CONSTRUCTION				
Construction Manager	1	*	*	*
Construction Laborer	10	*	*	*
Electrician	22	\$21.47	\$26.34	\$27.33
Warehousing, Transportation and Distribution				
Transportation, Storage and Distribution Manager	7	\$54,789.86	\$59,226.86	\$64,386.57
Supervisor/Manager of Material Movers	21	\$49,755.47	\$58,780.60	\$69,367.47
Inventory Control Coordinator	6	\$14.34	\$17.89	\$18.34
Driver, Truck Heavy and Tractor-Trailer	55	\$17.82	\$19.85	\$23.15
Driver, Truck Light or Delivery Services	32	\$14.05	\$16.69	\$19.44
Heavy Equipment/Forklift Operator	88	\$14.42	\$17.30	\$20.42
Shipping, Receiving and/or Traffic Clerk	198	\$16.46	\$18.23	\$19.41
Material Handler	417	\$15.39	\$17.27	\$18.22
Picker and Packer	220	\$13.19	\$15.16	\$16.61
Quality Monitor	48	\$14.93	\$17.13	\$17.53
Safety Technician	6	\$20.06	\$21.41	\$22.16
MEDICAL				
Nurse Manager/Unit Director	20	*	*	*
Nurse, RN	105	\$23.38	\$26.59	\$30.37
Nurse, LPN	9	*	*	*
Nurse Practitioner	7	*	*	*
Physicians' Assistant	2	*	*	*
Medical Assistant	12	*	*	*
Medical Technician	5	*	*	*
Occupational Therapist	3	*	*	*
Physical Therapist	5	*	*	*
Pharmacist	7	*	*	*
Counselor/Human Service Worker	1	*	*	*
Radiological Technologist and Technician	31	*	*	*
HOUSEKEEPING				
Housekeeper/Cleaner	37	\$13.43	\$14.22	\$16.21
Janitor	31	\$13.34	\$14.41	\$15.65

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: Large Companies

Five County North Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	98%	98%
Typical number of paid holidays offered annually	10	10

Percentage of those companies offering these common holidays

New Year's Eve	67%	67%
New Year's Day	100%	98%
Martin Luther King Jr.	9%	12%
Lincoln's Birthday	0%	0%
President's Day	2%	5%
Washington's Birthday	0%	0%
Good Friday	49%	51%
Memorial Day	100%	100%
Independence Day	100%	100%
Labor Day	100%	100%
Columbus Day	2%	5%
Election Day	0%	2%
Floating Holiday	44%	42%
Veterans' Day	5%	7%
Thanksgiving Day	100%	98%
Day After Thanksgiving	88%	88%
Christmas Eve	86%	88%
Christmas Day	100%	100%
Other	26%	23%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	18%	20%
Average number of PTO days offered first year	1	3
Typical number of PTO days offered first year	10	15
Average number of carryover days per year	10	10

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	3	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	11	10
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	14	13
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **82%** **77%**

How soon after hire may employee take paid vacation?

One to 30 days	11%	56%
One to three months	14%	3%
Three to six months	17%	12%
Six months to one year.	19%	12%
After 1 year	39%	18%

Number of days offered

Average number of paid vacation days offered in first year:	6	6
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days.	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days.	2	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days.	7	6
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	14	14
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	20	21
Typical number of years that must be worked to earn more than 20 days (when offered).	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **11%** **23%**

Average number of paid illness days offered annually	6	6
Typical number of paid illness days offered per year.	5	5
Average maximum number of illness days that may be accumulated	9	13
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	60%	80%
One to three months	0%	10%
Three to six months	20%	10%
Six months to one year.	0%	0%
After 1 year	20%	0%

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	18%	23%
Average number of personal days offered per year	4	4
Typical number of personal days offered in first year:	5	5

How soon after hire may employee take personal day?

One to 30 days	0%	80%
One to three months	50%	10%
Three to six months	38%	0%
Six months to one year	0%	0%
After 1 year	13%	10%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	95%	93%
Average number of bereavement days offered annually	4	4
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	62%	85%
One to three months	19%	7%
Three to six months	14%	5%
Six months to year	0%	0%
After one year	5%	2%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	89%	89%
Percentage of those that pay regular wages plus payment from court	36%	51%
Percentage of those that pay regular wages minus payment from court	64%	49%
Percentage where employee receives only payment from court	11%	11%

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	100%	98%
Percentage of those offering health insurance to families and children	100%	100%
Percentage of companies reporting as self-insured	89%	91%
Percentage of companies reporting indemnity insurance	14%	14%
Percentage of companies that offer a single plan	36%	40%
Percentage of companies that offer multiple plans	64%	60%
Percentage of companies offering only traditional plans	75%	77%
Percentage of companies offering only high-deductible plans	68%	70%
Percentage of companies offering both high-deductible and traditional plans	43%	47%
Percentage of companies considering dropping health plan in coming year	0%	0%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	23%	28%
Percentage of companies offering optional HSA or HRA plan	45%	42%
Percentage of companies with no HSA or HRA plan	32%	30%

Average company contribution to HSA/HRA account

For employee only plan	\$408.33	\$395.00
For family plan	\$705.00	\$691.67

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,700.00	\$4,700.00
Average maximum annual out of pocket expense family	\$9,373.21	\$9,373.21

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	50%	53%
Average amount that may be earned	\$544.00	\$542.09
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	77%	77%
Percentage of those plans that offer family coverage	100%	93%

How soon after hire is employee eligible?

One to 30 days	23%	43%
One to three months	53%	40%
Three to six months	20%	12%
Six months to year	3%	3%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$115.28	\$111.23
Employee and spouse	\$264.58	\$267.94
Employee and child	\$247.37	\$254.45
Family	\$372.10	\$369.70

Average monthly cost paid by employer for each employee

Employee-only coverage	\$447.05	\$443.04
Employee and spouse	\$844.10	\$859.51
Employee and child	\$1,075.69	\$1,101.06
Family	\$1,390.37	\$1,416.23

Deductibles

Average annual deductible per person	\$1,223.62	\$1,227.03
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,913.21	\$2,917.41
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	79%	79%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$22.32	\$21.48
Typical copay for physician office visit	\$20	\$20

Average out of pocket limit

Single coverage	\$4,381.55	\$4,350.48
Family Coverage	\$8,828.04	\$9,079.07

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plans

Percentage of self insured companies offering a high-deductible plan	64%	62%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	24%	38%
One to three months	56%	54%
Three to six months	20%	8%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$74.27	\$76.56
Employee and spouse	\$233.46	\$236.47
Employee and child	\$197.79	\$202.18
Family	\$324.20	\$332.18

Average monthly cost paid by employer for each employee

Employee-only coverage	\$415.11	\$411.92
Employee and spouse	\$837.21	\$812.66
Employee and child	\$787.62	\$766.98
Family	\$1,132.47	\$1,113.26

Deductibles

Average annual deductible per person	\$2,600.00	\$2,604.35
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$5,312.50	\$5,152.17
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	76%	76%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,269.57	\$4,269.57
Family Coverage	\$8,883.33	\$8,500.00

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$6,000.00	\$6,000.00

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of Indemnity insured companies offering a traditional plan	50%	50%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	67%	67%
One to three months	33%	33%
Three to six months	0%	0%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$116.41	\$116.41
Employee and spouse	\$261.14	\$261.14
Employee and child	\$262.50	\$262.50
Family	\$359.44	\$359.44

Average monthly cost paid by employer for each employee

Employee-only coverage	\$425.05	\$424.95
Employee and spouse	\$968.79	\$968.79
Employee and child	\$1,026.89	\$1,026.89
Family	\$1,283.88	\$1,283.88

Deductibles

Average annual deductible per person	\$733.33	\$733.33
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$1,883.33	\$1,883.33
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	90%	50%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$20.00	\$20.00
Typical copay for physician office visit	\$20	\$20

Average out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$7,416.67	\$7,416.67

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	100%	100%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	33%	50%
One to three months	33%	33%
Three to six months	33%	17%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$85.88	\$85.88
Employee and spouse	\$226.28	\$226.28
Employee and child	\$229.74	\$229.74
Family	\$366.53	\$366.53

Average monthly cost paid by employer for each employee

Employee-only coverage	\$494.55	\$492.88
Employee and spouse	\$981.83	\$981.83
Employee and child	\$879.05	\$879.05
Family	\$1,340.38	\$1,340.38

Deductibles

Average annual deductible per person	\$3,533.33	\$3,533.33
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$7,483.33	\$7,483.33
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	69%	69%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$5,378.33	\$5,378.33
Family Coverage	\$10,750.00	\$10,750.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs 70% 70%

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$11.14	\$11.02
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$30.69	\$30.72
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$52.40	\$52.48
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$22.66	\$22.66
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$65.84	\$65.84
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$116.46	\$116.46
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	12%	12%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	14%	14%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	26%	26%
What is the typical employee copay for retail generic?	30%	30%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	33%	33%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order formulary?	17%	17%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order non-formulary?	25%	25%
What is the typical employee copay for retail generic?	20%	20%

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	86%	86%
Percentage of those plans that cover orthodontia	89%	89%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	24%	42%
One to three months after hire	58%	47%
Three to six months after hire:	16%	11%
Six months to one year after hire:	0%	0%
After first year:	3%	0%

Deductibles and Limits

Average annual deductible	\$72.37	\$72.37
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,397	\$1,420
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,680	\$1,680
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage.	\$16.94	\$17.34
Employee and spouse.	\$33.54	\$34.36
Employee and child(ren)	\$39.90	\$40.70
Family	\$58.58	\$59.76

Average monthly premium paid by employer for

Employee only coverage.	\$12.76	\$12.20
Employee and spouse.	\$27.26	\$26.21
Employee and child(ren)	\$28.37	\$26.77
Family	\$40.41	\$37.40

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	100%	100%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	76%	76%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered	54%	54%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	82%	80%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	25%	29%

How soon after hire is employee eligible for coverage?

One to 30 days	31%	46%
One to three months	53%	43%
Three to six months	17%	11%
Six months to one year.	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$6.27	\$6.26
Employee and spouse.	\$11.53	\$11.49
Employee and child(ren)	\$12.32	\$12.32
Family	\$16.94	\$16.83

Average monthly premium paid by employer for

Employee only coverage.	\$3.97	\$3.97
Employee and spouse.	\$6.61	\$6.61
Employee and child(ren)	\$6.53	\$6.53
Family	\$10.39	\$10.40

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	93%	93%
Percentage of those plans that pay a set amount	85%	71%
Percentage of those plans that pay a percentage of salary	22%	39%

How soon after hire is employee covered?

One to 30 days	29%	46%
One to three months	46%	39%
Three to six months	22%	12%
Six months to one year	0%	0%
After 1 year	2%	2%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	82%	86%
Average percentage of wages employee receives while on short-term disability	58%	69%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	21	21
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	33%	53%
One to three months	36%	32%
Three to six months	22%	11%
Six months to one year	0%	0%
After first year	8%	5%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	66%	80%
Average percentage of wages employee receives while on disability	59%	59%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	64	65
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	34%	49%
One to three months	34%	29%
Three to six months	14%	9%
Six months to one year	7%	6%
After first year	10%	9%

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PROFIT SHARING

Percentage of companies offering profit sharing program	13%	25%
Percentage of programs that are team based	100%	50%
Percentage of programs that are individual based	0%	50%

How soon after hire is employee eligible?

One to 30 days	0%	0%
One to three months	0%	50%
Three to six months	0%	0%
Six months to one year	100%	50%
After 1 year	0%	0%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	14%	
Average amount each worker receives	\$2,167	\$8,400

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	89%
Percentage of those companies that pay a shift differential:	92%
Average Second Shift Differential	55 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	48 Cents
Typical Third Shift Differential	50 Cents

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

OTHER INCENTIVES

WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	18%	36%
Casual dress (every day)	68%	61%
Child day care services	0%	0%
Child care subsidy	0%	0%
Compressed work week	9%	9%
Discounted product purchases	59%	57%
Employee assistance programs	82%	37%
Emergency/sick child care	2%	5%
English as second language assistance	0%	0%
Fitness center membership subsidy	36%	36%
Fitness center on site	9%	11%
Flex time	7%	27%
Flexible spending account	68%	59%
Job sharing	2%	2%
Informal recognition program	61%	59%
Open communication policy	82%	77%
Scholarships-employees/spouses/children	23%	23%
Smoking cessation programs	61%	61%
Smoke-free work environment	70%	68%
Telecommuting	0%	9%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	70%	73%
Other	11%	11%

COST OF BENEFITS

Cost of benefits as percentage of wages **31%**

Northeast Indiana Benefits: Large Companies (continued)

Five County North Region

Hourly

Salary

TRAINING AND CAREER DEVELOPMENT

TRAINING AND CAREER DEVELOPMENT

Percentage of companies offering training or career development programs **64%** **68%**

How soon after hire is employee eligible?

One to 30 days	14%	27%
One to three months	21%	23%
Three to six months	25%	13%
Six months to one year	7%	12%
After 1 year	32%	27%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	57%	64%
Percentage that require classes be job related to receive tuition assistance	92%	100%
Average percent of tuition reimbursement	95%	129%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	59%	64%
Percentage of companies that offer off-site career development programs	57%	64%

MENTORING

Percentage of companies with formal mentoring program **27%** **30%**

ORIENTATION

Percentage of companies that offer orientation for new employees **61%** **66%**

INTERNSHIPS

Percentage of companies with internships **55%**

Northeast Indiana Benefits: Large Companies (continued)
 Five County North Region

RETIREMENT

COMPANY FUNDED PENSION

Percentage of companies that offer traditional pension plan	18%	20%
Percentage of companies where the employee also contributes	50%	44%
Average age when employee is eligible to receive benefits	59	59
Typical age when employee is eligible to receive benefits	65	65

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	91%	91%
Average percentage of wages an employee may contribute to fund	56%	53%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes.	88%	88%
Average percentage of contribution the employer matches	17%	16%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches 67% of the first 5%		
Percentage of companies where the match is guaranteed	86%	86%
Percentage of companies where the match is intended	20%	20%

How soon after hire is employee eligible to participate?

One to 30 days	33%	35%
One to three months	40%	5%
Three to six months	5%	5%
Six months to a year.	18%	18%
After one year	5%	3%

Northeast Indiana Employment Large Companies

Five County North Region

HIRING AND LAYOFFS

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months 95%

Total number of employees added in preceding six months 2561

Average number of employees added in preceding six months 61

Layoffs

Percentage of companies that laid off employees in preceding six months 2%

Total number of employees laid off in preceding six months 1

Average number of employees laid off in preceding six months 1

In 2018

Hiring

Percentage of companies adding workers later in 2018 61%

Total anticipated increase later 2018 517

Average anticipated increase later in 2018 19

Layoffs

Percentage of companies expecting layoffs later in 2018 0%

Total anticipated layoffs later in 2018 0

Average anticipated layoffs later in 2018 0

No change

Percentage of companies anticipating neither hiring nor layoffs in 2017 39%

Percentage of companies uncertain of change in 2018 0%

In 2019

Hiring

Percentage of companies adding workers in 2019 39%

Total anticipated increase in 2019 331

Average anticipated increase in 2019 19

Layoffs

Percentage of companies anticipating layoffs in 2019 0%

Total anticipated layoffs in 2019 0

Average anticipated layoff in 2019 0

No change

Percentage of companies anticipating no change in 2019 61%

Percentage of companies uncertain of change in 2019 0%

ANNUAL TURNOVER

Average annual turnover as percentage of employees 23%

Northeast Indiana Employment: Large Companies (continued)

Five County North Region

HIRING INCENTIVES

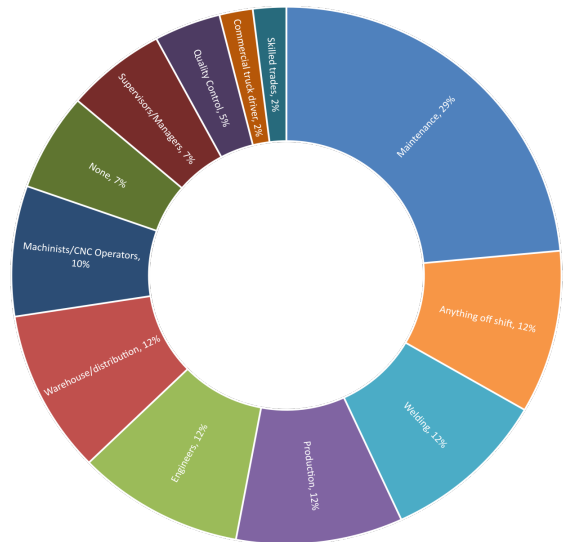
Percentage of Companies offering Hiring or Recruiting Incentives 86%

Increase starting pay.	84%
Pay referral bonus.	74%
Hire persons without high school or GED diploma.	39%
Hire persons with felony records.	21%
Expand internships.	21%
None or none of above.	14%
Pay retention bonus.	13%
Hire persons with disabilities.	11%
Relax drug screening requirements.	5%
Pay hiring bonus.	5%
Offer housing assistance.	3%
Offer child care assistance.	0%



EMPLOYERS FIND THESE POSITIONS MOST DIFFICULT TO FILL

Maintenance.	29%
Warehouse/distribution.	12%
Engineers.	12%
Production.	12%
Welding.	12%
Anything off shift.	12%
Machinists/CNC Operators.	10%
Supervisors/Managers.	7%
None.	7%
Quality Control.	5%
Skilled trades.	2%
Commercial truck driver.	2%
Production technician.	0%
Janitor/Housekeeping.	0%
Sales.	0%
All positions.	0%



Northeast Indiana Employment: Large Companies (continued)

Five County North Region

CRITICAL SKILLS

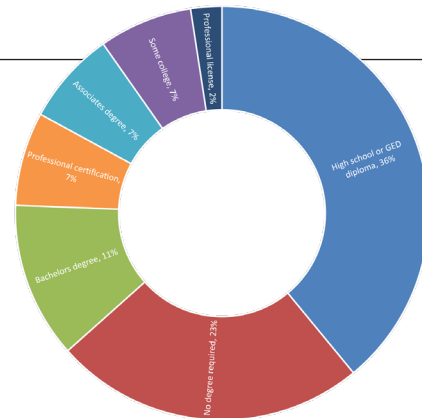
Skills or attributes most in demand by employers

Quality/Pay attention to detail	31%
Work ethic	19%
Attendance	19%
None	19%
Customer service	17%
Mathematics	14%
Effective communications	14%
Teamwork	14%
Computer literacy	12%
Use measuring tools	10%
CNC Machinist	10%
Trainability/Flexibility	7%
Forklift operator	7%
Welding	7%
Problem solving	2%



MINIMUM EDUCATION REQUIREMENTS

High school or GED diploma	36%
No degree required	23%
Bachelor's degree	11%
Some college	7%
Associate degree	7%
Professional certification	7%
Professional license	2%
Graduate degree	0%
Professional degree	0%



SOFTWARE SKILLS

Percentage of employers who cite these software or technical skills as most in demand

Excel	33%
Outlook	21%
Word	15%
Office Suite	30%
Computer basics	18%
Quickbooks/Accounting	3%
CAD/Autocad	6%
Solidworks	3%
Employer specific	21%
None	12%



Northeast Indiana Employment: Large Companies (continued)

Five County North Region

SALARY OUTLOOK

PAY INCREASES

In 2018

Percentage of companies giving pay raises in preceding 12 months	95%
Average raise given in preceding 12 months	3.52%
Typical raise given in preceding 12 months	3%

In 2019

Percentage of companies planning pay raises in next 12 months	91%
Average raise planned in next 12 months	5.30%
Typical increase planned in next 12 months	4%

DRUG SCREENING

Percentage of companies that conduct drug screening 98%

Which screening protocol is used?

Five panel	47%
Seven panel	7%
DOT	19%
Other	53%

	Hourly	Salary
Percentage of those companies that require new applicants to pass	98%	95%

Percentage of those companies that screen current employees

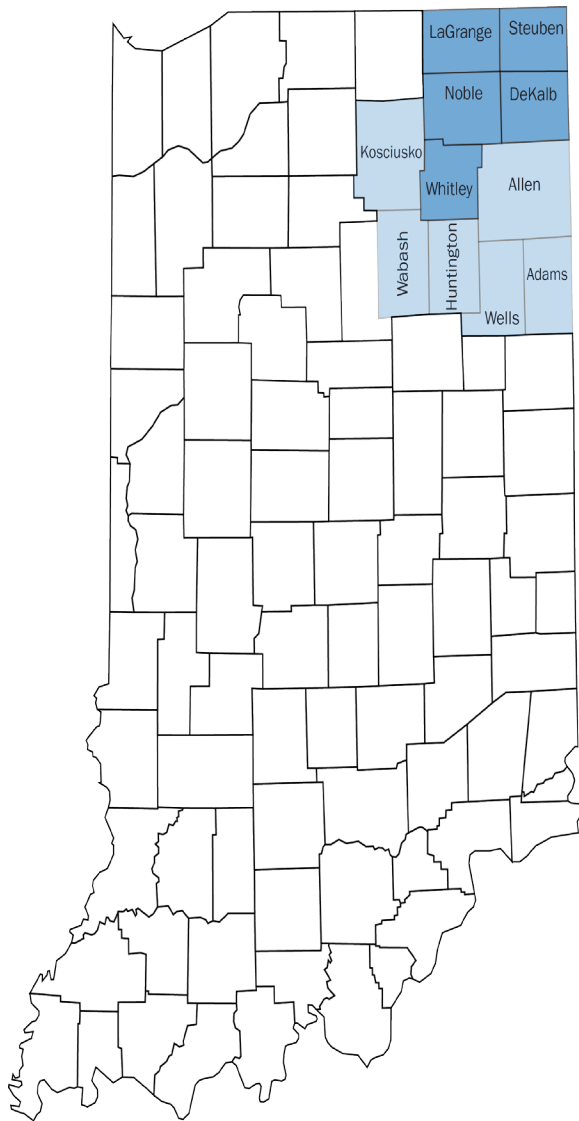
Current employees are screened

Randomly	43%	36%
After incident/injury	80%	77%
For cause	98%	91%

Employees who fail are

Dismissed	67%	63%
Referred to an EAP or counseling program	53%	51%

Five County North Region Northeast Indiana



Wages and Benefits Small Participants*

* Annual Sales less than \$25 million

2018

PROFILE OF SMALL PARTICIPANTS

Small Participants

Number of all participants	74
Number of small* participants	30
	(*Annual sales less than \$25 million)
Number of large* participants.	44
	(*Annual sales of \$25 million or higher)
Small Manufacturing/Distribution	26
Small Nonmanufacturing	4

Size

Total Annual Sales.	\$285 million
Average Annual Sales.	\$9.5 million
Total Number of Employees	2,680
Average Number of Employees	89

Union Participation

Percentage with union.....	3%
Percentage Nonunion.....	97%
Percentage of Total Workforce.....	1%

Where Union Members Work

Maintenance.....	19%
Office	0%
Production.....	81%
Transportation	0%

INSIDE THIS SECTION

Wages

All Participants	56-58
----------------------------	-------

Benefits

Time off	59-61
Health insurance plans and costs.	62-69
Financial benefits and incentives.	70-72
Training and Development	73
Retirement	74

Employment

Hiring and Layoffs	75
Recruiting and workforce assessments.	76-77
Salary outlook.	78
Drug screening	78

Northeast Indiana Wages: Small Companies

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
EXECUTIVE / ADMINISTRATIVE				
General Manager/President	36	\$110,193.19	\$127,022.04	\$143,077.81
Chief Financial Officer	3	\$90,000.00	\$110,863.33	\$121,666.67
Vice President of Sales	3	\$110,996.00	\$120,658.67	\$134,329.33
Director of Human Resources	2	\$45,800.00	\$53,860.00	\$65,580.00
Director of Engineering	1	*	*	*
Director of Procurement	1	*	*	*
FINANCE				
Chief Financial Manager	3	\$71,421.00	\$72,061.00	\$78,087.67
Controller	7	\$75,285.71	\$89,487.43	\$97,000.00
Credit Manager	1	*	*	*
Accountant	13	\$59,894.00	\$62,915.33	\$65,673.11
Accounts Payable/Receivable Clerk	21	\$13.80	\$17.43	\$19.62
Bill and/or Account Collector	1	*	*	*
Payroll Clerk	5	\$17.59	\$22.05	\$22.62
HUMAN RESOURCES				
Human Resources Manager	9	\$63,995.56	\$72,001.44	\$77,240.00
Benefits Specialist	2	\$36,764.00	\$48,474.50	\$52,840.00
HR Generalist	5	\$45,811.40	\$49,589.40	\$53,987.40
Sales and Customer Service				
Advertising/Marketing/Public Relations Manager	13	\$88,381.50	\$97,983.00	\$106,679.00
Sales Manager/Supervisor	22	\$75,257.38	\$86,398.54	\$102,403.85
Customer Service/Telephone Representative	25	\$18.34	\$21.66	\$24.91
Order and Billing Clerk	3	\$15.00	\$17.00	\$20.50
Product Specialist	5	\$70,000.00	\$78,139.00	\$91,750.00
Sales Representative/Account Executive	27	\$52,161.36	\$66,772.18	\$80,605.36
OFFICE / SUPPORT				
Office Manager	9	\$34,937.78	\$40,977.78	\$44,508.89
Administrative Services Manager	8	\$33,365.50	\$35,187.50	\$45,568.50
Executive Secretary/Administrative Assistant	7	\$35,387.71	\$43,380.57	\$49,485.57
Data Entry Clerk	7	\$11.89	\$14.86	\$17.49
Receptionist	4	\$14.51	\$15.83	\$18.16
TECHNICAL / ENGINEERING				
Information Technology Manager	7	\$63,864.80	\$78,860.20	\$86,597.00
Engineering Manager	15	\$79,939.79	\$88,991.64	\$98,741.36
CAD Technician	5	\$17.25	\$18.75	\$22.00

Technical/Engineering continued on next page

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
Technical/Engineering <i>continued from previous page</i>				
Computer Operator	1	*	*	*
Computer Programmer	5	*	*	*
Computer Support Specialist	1	*	*	*
Designer	3	*	*	*
Electrical Engineer	8	\$93,769.50	\$110,358.50	\$120,857.00
Electrical or Electronic Technician	41	*	*	*
Engineer (Not Otherwise Specified)	24	\$60,893.63	\$76,315.19	\$93,316.63
Estimator	4	\$22.26	\$25.52	\$26.30
Graphic Designer	1	*	*	*
Industrial Engineer	2	\$57,500.00	\$68,750.00	\$72,500.00
Laboratory/Engineering Technician	10	\$15.70	\$17.22	\$21.20
Manufacturing Engineer	27	\$56,375.00	\$75,372.25	\$86,875.00
Materials Engineer	15	\$56,730.50	\$81,337.50	\$106,822.50
Mechanical Engineer	11	\$64,888.00	\$73,207.00	\$82,562.50
Quality Engineer	11	\$58,455.86	\$76,495.29	\$82,487.86
Network and Computer Systems Administrator	3	\$56,951.00	\$57,769.00	\$59,396.00
System Analyst	2	\$52,053.50	\$60,957.50	\$65,009.00
IT Support Specialist	1	*	*	*

PRODUCTION

Operations/Plant Manager	38	\$73,505.11	\$94,018.68	\$109,215.95
Materials Manager	5	\$64,454.80	\$69,254.80	\$73,854.80
Production Manager/Foreman	85	\$48,387.43	\$59,362.81	\$70,401.67
Purchasing Manager	8	\$51,684.50	\$57,391.88	\$64,995.75
Buyer/Purchasing Agent	9	\$49,252.33	\$57,020.83	\$65,482.67
Quality Control Manager	18	\$47,586.67	\$59,117.33	\$64,990.33
Group Leader	53	\$16.02	\$18.33	\$20.84
Assembler, skilled	130	\$14.51	\$17.41	\$22.67
Assembler, unskilled	4	\$13.25	\$13.34	\$13.38
CNC Machinist	128	\$16.58	\$19.93	\$21.56
CNC Programmer	1	*	*	*
Cutting, Punching and/or Press Machine Operator	81	\$14.19	\$16.00	\$18.49
Drilling and/or Boring Machine Operator	5	*	*	*
General Laborer	774	\$12.50	\$15.07	\$18.14
Grinding, Lapping, Polishing and Buffing Machine Tool Operator	51	\$16.28	\$18.17	\$19.99
Lathe and Turning Machine Tool Operator	22	\$17.73	\$19.69	\$21.30
Manual Machinist	81	\$19.73	\$22.16	\$24.41
Mold Maker	9	*	*	*
Certified Painter	2	*	*	*
Painting/Spraying Machine Operator	24	\$13.40	\$15.39	\$17.56

Production *continued on next page*

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Wages: Small Companies (continued)

Five County North Region

	Number of Workers	Average Minimum Rate	Average Actual Rate	Average Maximum Rate
Production <i>continued from previous page</i>				
Plastic Processing Machine Operator	46	\$13.75	\$14.97	\$16.76
Production Control Worker	1	*	*	*
Quality Control Inspector/Tester	66	\$15.41	\$17.97	\$19.82
Sewing Machine Operator	2	*	*	*
Tool and Die Maker	23	\$21.66	\$24.66	\$26.05
Welder, Cutter, Solderer and/or Brazier	34	\$16.49	\$18.12	\$19.62

MAINTENANCE AND REPAIR

Manager of Mechanics, Installers and Repairers	17	\$56,468.82	\$65,602.36	\$75,629.45
Maintenance Mechanic, Motor Vehicle	4	\$21.00	\$25.00	\$27.50
Maintenance Mechanic	14	\$17.97	\$21.88	\$22.78
Maintenance and Repair Worker	98	\$17.91	\$21.06	\$24.53
General Millwright	2	*	*	*

CONSTRUCTION

Construction Manager	2	*	*	*
Construction Laborer	8	\$15.00	\$21.00	\$25.50
Electrician	6	*	*	*
Plumber, Pipefitter and/or Steamfitter	4	*	*	*
Warehousing, Transportation and Distribution				
Transportation, Storage and Distribution Manager	2	\$42,500.00	\$46,919.00	\$67,500.00
Supervisor/Manager of Material Movers	5	\$58,261.20	\$59,604.80	\$64,319.80
Inventory Control Coordinator	4	\$21.50	\$24.91	\$27.31
Driver, Truck Heavy and Tractor-Trailer	15	\$16.50	\$18.50	\$20.17
Driver, Truck Light or Delivery Services	7	\$13.35	\$14.79	\$16.48
Heavy Equipment/Forklift Operator	85	\$16.81	\$18.89	\$22.15
Shipping, Receiving and/or Traffic Clerk	39	\$14.30	\$16.95	\$18.95
Material Handler	29	\$14.38	\$16.16	\$17.05
Picker and Packer	13	\$13.03	\$14.01	\$17.03
Quality Monitor	10	\$17.15	\$18.57	\$20.08
Safety Technician	3	*	*	*

LEGAL

Regulatory Compliance Analyst	1	*	*	*
---	---	---	---	---

MEDICAL

Nurse, RN	1	*	*	*
---------------------	---	---	---	---

HOUSEKEEPING

Housekeeper/Cleaner	3	\$11.60	\$12.35	\$13.10
Janitor	8	\$11.31	\$12.72	\$14.81

* Asterisks indicate not enough data to publish. See About the Data on Page 2.

Northeast Indiana Benefits: Small Companies

Five County North Region

Hourly

Salary

PAID TIME OFF

HOLIDAYS

Percentage of companies offering paid holidays	100%	100%
Typical number of paid holidays offered annually	10	10

Percentage of those companies offering these common holidays

New Year's Eve	50%	50%
New Year's Day	100%	100%
Martin Luther King Jr.	10%	10%
Lincoln's Birthday	0%	0%
President's Day	7%	7%
Washington's Birthday	3%	3%
Good Friday	47%	47%
Memorial Day	100%	100%
Independence Day	100%	100%
Labor Day	100%	100%
Columbus Day	0%	0%
Election Day	3%	3%
Floating Holiday	30%	30%
Veterans' Day	3%	3%
Thanksgiving Day	100%	100%
Day After Thanksgiving	67%	70%
Christmas Eve	70%	70%
Christmas Day	100%	100%
Other	3%	3%

COMBINED PAID TIME OFF

Percentage of companies that combine vacation, sick and personal days	23%	20%
Average number of PTO days offered first year	2	3
Typical number of PTO days offered first year	10	15
Average number of carryover days per year	10	10

How Paid Time Off is earned

Average number of years that must be worked to earn 5 days	1	1
Typical number of years that must be worked to earn 5 days	1	First Year
Average number of years that must be worked to earn 10 days	1	1
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days	4	3
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	8	10
Typical number of years that must be worked to earn 20 days (when offered)	10	10
Average number of years that must be worked to earn more than 20 days (when offered)	9	9
Typical number of years that must be worked to earn more than 20 days (when offered)	15	15

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

PAID TIME OFF (continued)

VACATION

Percentage of all companies that offer paid vacation **79%** **83%**

How soon after hire may employee take paid vacation?		
One to 30 days	9%	33%
One to three months	17%	13%
Three to six months	13%	8%
Six months to one year.	13%	13%
After 1 year	48%	33%

Number of days offered

Average number of paid vacation days offered in first year:	6	6
Typical number of vacation days offered in first year:	5	5

How vacation time is earned

Average number of years that must be worked to earn 5 days.	1	1
Typical number of years that must be worked to earn 5 days	1	1
Average number of years that must be worked to earn 10 days.	2	2
Typical number of years that must be worked to earn 10 days	1	1
Average number of years that must be worked to earn 15 days.	7	7
Typical number of years that must be worked to earn 15 days	5	5
Average number of years that must be worked to earn 20 days (when offered)	13	13
Typical number of years that must be worked to earn 20 days (when offered)	15	15
Average number of years that must be worked to earn more than 20 days (when offered)	18	18
Typical number of years that must be worked to earn more than 20 days (when offered)	20	20

ILLNESS DAYS

Percentage of companies that offer paid illness days **23%** **27%**

Average number of paid illness days offered annually	19	17
Typical number of paid illness days offered per year	5	5
Average maximum number of illness days that may be accumulated	26	20
Typical number of paid illness days that may be accumulated	5	5

How soon after hire is employee eligible?

One to 30 days	29%	50%
One to three months	29%	25%
Three to six months	29%	0%
Six months to one year.	0%	0%
After 1 year	14%	25%

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

PAID TIME OFF (continued)

PERSONAL DAYS

Percentage of companies offering paid personal days	30%	40%
Average number of personal days offered per year	4	4
Typical number of personal days offered in first year:	5	5

How soon after hire may employee take personal day?

One to 30 days	22%	17%
One to three months	56%	50%
Three to six months	11%	17%
Six months to one year	11%	8%
After 1 year	0%	8%

BEREAVEMENT LEAVE

Percentage of companies offering paid bereavement leave	80%	80%
Average number of bereavement days offered annually	3	3
Typical number of bereavement days offered annually	3	3

How soon after hire is employee eligible?

One to 30 days	54%	58%
One to three months	29%	29%
Three to six months	8%	8%
Six months to year	4%	4%
After one year	4%	0%

COMPENSATION DURING JURY SERVICE

Percentage of companies that pay employees during jury service	60%	67%
Percentage of those that pay regular wages plus payment from court	28%	40%
Percentage of those that pay regular wages minus payment from court	72%	60%
Percentage where employee receives only payment from court	40%	33%

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH RELATED BENEFITS

HEALTH INSURANCE OFFERED

Percentage of companies offering health insurance to employees	87%	90%
Percentage of those offering health insurance to families and children	92%	93%
Percentage of companies reporting as self-insured	54%	52%
Percentage of companies reporting indemnity insurance	54%	52%
Percentage of companies that offer a single plan	62%	63%
Percentage of companies that offer multiple plans	38%	37%
Percentage of companies offering only traditional plans	58%	56%
Percentage of companies offering only high-deductible plans	69%	67%
Percentage of companies offering both high-deductible and traditional plans	27%	22%
Percentage of companies considering dropping health plan in coming year	8%	8%

HEALTH SAVINGS ACCOUNTS AND HEALTH REIMBURSEMENT ARRANGEMENTS

Percentage of companies offering only HSA or HRA plans	35%	33%
Percentage of companies offering optional HSA or HRA plan	19%	26%
Percentage of companies with no HSA or HRA plan	46%	41%

Average company contribution to HSA/HRA account

For employee only plan	\$1,427.14	\$1,283.13
For family plan	\$2,092.86	\$1,896.88

Typical company contribution to HSA/HRA account

For employee only plan	\$500	\$500
For family plan	\$1,000	\$1,000

Average annual out of pocket limit with HSA/HRA plan

Average maximum annual out of pocket expense single	\$4,070.31	\$4,070.31
Average maximum annual out of pocket expense family	\$7,921.88	\$7,921.88

Typical annual out of pocket limit with HSA/HRA plan

Typical maximum annual out of pocket expense single	\$5,000	\$5,000
Typical maximum annual out of pocket expense family	\$10,000	\$10,000

WELLNESS INCENTIVE

Percentage of companies that offer a wellness incentive	31%	30%
Average amount that may be earned	\$336.30	\$336.30
Typical amount that may be earned	\$500.00	\$500.00

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS

SELF-INSURED COMPANIES

Traditional Plans

Percentage of self insured companies offering a traditional plan	54%	54%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	14%	29%
One to three months	43%	43%
Three to six months	43%	29%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$142.08	\$156.32
Employee and spouse	\$353.34	\$381.81
Employee and child	\$296.35	\$310.59
Family	\$492.97	\$521.44

Average monthly cost paid by employer for each employee

Employee-only coverage	\$473.31	\$524.11
Employee and spouse	\$929.28	\$1,023.23
Employee and child	\$748.96	\$774.81
Family	\$1,114.40	\$1,198.98

Deductibles

Average annual deductible per person	\$1,071.43	\$1,071.43
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$2,357.14	\$2,357.14
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	79%	72%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$23.50	\$23.50
Typical copay for physician office visit	\$20	\$20

Average out of pocket limit

Single coverage	\$3,625.00	\$4,025.00
Family Coverage	\$7,505.00	\$8,405.00

Typical out of pocket limit

Single coverage	\$5,000.00	\$6,000.00
Family Coverage	\$10,000.00	\$12,000.00

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

SELF-INSURED COMPANIES

High-Deductible Plan

Percentage of self insured companies offering a high-deductible plan	71%	71%
Percentage of those plans that offer family coverage	100%	100%

How soon after hire is employee eligible?

One to 30 days	20%	20%
One to three months	60%	50%
Three to six months	20%	20%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$93.21	\$93.21
Employee and spouse	\$224.75	\$224.75
Employee and child	\$222.67	\$222.67
Family	\$337.43	\$328.98

Average monthly cost paid by employer for each employee

Employee-only coverage	\$401.90	\$401.90
Employee and spouse	\$794.14	\$678.54
Employee and child	\$747.19	\$747.19
Family	\$1,116.68	\$1,116.48

Deductibles

Average annual deductible per person	\$3,235.00	\$3,235.00
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$6,230.00	\$6,230.00
Typical annual deductible per family	\$6,000.00	\$6,000.00

Copays and Limits

Average percentage of costs covered by insurance	70%	56%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,662.78	\$4,662.78
Family Coverage	\$8,883.00	\$9,081.11

Typical out of pocket limit

Single coverage	\$3,000.00	\$3,000.00
Family Coverage	\$6,000.00	\$6,000.00

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY-INSURED COMPANIES

Traditional Plans

Percentage of Indemnity insured companies offering a traditional plan	50%	57%
Percentage of those plans that offer family coverage	86%	88%

How soon after hire is employee eligible?

One to 30 days	14%	25%
One to three months	57%	50%
Three to six months	29%	14%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$115.86	\$108.94
Employee and spouse	\$306.02	\$231.63
Employee and child	\$222.56	\$200.93
Family	\$403.37	\$315.07

Average monthly cost paid by employer for each employee

Employee-only coverage	\$577.14	\$632.44
Employee and spouse	\$815.54	\$1,027.10
Employee and child	\$707.12	\$942.97
Family	\$940.35	\$1,196.57

Deductibles

Average annual deductible per person	\$1,978.57	\$2,156.25
Typical annual deductible per person	\$1,500.00	\$1,500.00
Average annual deductible per family	\$4,283.33	\$4,500.00
Typical annual deductible per family	\$3,000.00	\$3,000.00

Copays and Limits

Average percentage of costs covered by insurance	81%	81%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	\$25.71	\$27.14
Typical copay for physician office visit	\$20	\$20

Average out of pocket limit

Single coverage	\$4,364.29	\$4,721.43
Family Coverage	\$9,016.67	\$11,516.67

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

INDEMNITY INSURED COMPANIES

High-Deductible Plan

Percentage of indemnity insured companies offering a high-deductible plan	64%	64%
Percentage of those plans that offer family coverage	78%	78%

How soon after hire is employee eligible?

One to 30 days	22%	22%
One to three months	67%	67%
Three to six months	11%	11%
Six months to year	0%	0%
After one year	0%	0%

Average monthly premium paid by employee for:

Employee only coverage	\$199.14	\$138.60
Employee and spouse	\$251.60	\$390.58
Employee and child	\$238.63	\$237.16
Family	\$361.13	\$514.80

Average monthly cost paid by employer for each employee

Employee-only coverage	\$665.65	\$524.40
Employee and spouse	\$902.86	\$1,039.07
Employee and child	\$770.73	\$831.90
Family	\$1,060.02	\$1,268.51

Deductibles

Average annual deductible per person	\$2,322.22	\$2,322.22
Typical annual deductible per person	\$3,000.00	\$3,000.00
Average annual deductible per family	\$4,971.43	\$4,971.43
Typical annual deductible per family	\$5,000.00	\$5,000.00

Copays and Limits

Average percentage of costs covered by insurance	74%	74%
Typical percentage of costs covered by insurance	80%	80%
Average copay for physician office visit	n/a	n/a
Typical copay for physician office visit	n/a	n/a

Average out of pocket limit

Single coverage	\$4,350.00	\$4,350.00
Family Coverage	\$8,471.43	\$8,471.43

Typical out of pocket limit

Single coverage	\$5,000.00	\$5,000.00
Family Coverage	\$10,000.00	\$10,000.00

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

PRESCRIPTION DRUG BENEFIT

Percentage of all companies where insurance covers prescription drugs **62%** **62%**

Retail copay when paying dollars

What is the average employee copay for retail generic?	\$12.16	\$12.95
What is the typical employee copay for retail generic?	\$10.00	\$10.00
What is the average employee copay for retail formulary?	\$33.89	\$36.11
What is the typical employee copay for retail formulary?	\$30.00	\$30.00
What is the average employee copay for retail non-formulary?	\$63.68	\$68.42
What is the typical employee copay for retail non-formulary?	\$60.00	\$60.00

Mail order copay when paying dollars

What is the average employee copay for mail-order generic?	\$20.89	\$22.56
What is the typical employee copay for mail-order generic?	\$20.00	\$20.00
What is the average employee copay for mail-order formulary?	\$69.29	\$74.00
What is the typical employee copay for mail-order formulary?	\$75.00	\$75.00
What is the average employee copay for mail-order non-formulary?	\$135.28	\$145.28
What is the typical employee copay for mail-order nonformulary?	\$150.00	\$150.00

Retail copay when paying a percentage

What is the average employee copay for retail generic?	5%	5%
What is the typical employee copay for retail generic?	10%	10%
What is the average employee copay for retail formulary?	10%	10%
What is the typical employee copay for retail formulary?	20%	20%
What is the average employee copay for retail non-formulary?	20%	20%
What is the typical employee copay for retail generic?	30%	30%

Mail order copay when paying a percentage

What is the average employee copay for mail-order generic?	25%	25%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order formulary?	10%	10%
What is the typical employee copay for retail generic?	20%	20%
What is the average employee copay for mail-order non-formulary?	20%	20%
What is the typical employee copay for retail generic?	20%	20%

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

DENTAL INSURANCE

Percentage of all companies that offer a dental plan	67%	70%
Percentage of those plans that cover orthodontia	70%	71%

How soon after hire is employee eligible for coverage?

One to 30 days after hire:	15%	24%
One to three months after hire	65%	67%
Three to six months after hire:	20%	10%
Six months to one year after hire:	0%	0%
After first year:	0%	0%

Deductibles and Limits

Average annual deductible	\$50.00	\$59.52
Typical annual deductible	\$50.00	\$50.00
Average annual limit single coverage:	\$1,258	\$1,317
Typical annual limit single coverage	\$1,000	\$1,000
Average annual limit family coverage:	\$1,595	\$1,757
Typical annual limit family coverage	\$1,500	\$1,500

Premiums and Costs

Average monthly premium paid by employee for

Employee only coverage:	\$16.60	\$17.05
Employee and spouse:	\$34.06	\$34.97
Employee and child(ren)	\$36.15	\$36.96
Family	\$53.77	\$55.07

Average monthly premium paid by employer for

Employee only coverage:	\$12.04	\$12.04
Employee and spouse:	\$23.16	\$23.16
Employee and child(ren)	\$24.54	\$24.54
Family	\$38.92	\$38.92

Typical monthly premium paid by employer for

Employee only coverage:	\$0.00	\$0.00
Employee and spouse:	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Percentage of Costs Covered

Average of preventive costs covered	99%	99%
Typical percentage of preventive costs covered	100%	100%
Average of basic costs covered	78%	79%
Typical percentage of basic costs covered	80%	80%
Average of major costs covered:	53%	54%
Typical percentage of major costs covered	50%	50%

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

HEALTH INSURANCE COSTS AND BENEFITS (continued)

VISION INSURANCE

Percentage of all companies offering a separate vision plan.	60%	60%
Percentage of those plans that cover glasses/contacts	100%	100%
Percentage of those plans that cover LASIK or similar procedures	33%	33%

How soon after hire is employee eligible for coverage?

One to 30 days	22%	28%
One to three months	50%	56%
Three to six months	28%	17%
Six months to one year.	0%	0%
After first year	0%	0%

Premiums and Costs

Average monthly premium paid by employee for:

Employee only coverage.	\$6.35	\$6.44
Employee and spouse.	\$11.07	\$11.19
Employee and child(ren)	\$11.84	\$11.84
Family	\$19.11	\$19.08

Average monthly premium paid by employer for

Employee only coverage.	\$4.06	\$4.06
Employee and spouse.	\$7.38	\$7.38
Employee and child(ren)	\$7.80	\$7.80
Family	\$12.31	\$12.31

Typical monthly premium paid by employer for

Employee only coverage.	\$0.00	\$0.00
Employee and spouse.	\$0.00	\$0.00
Employee and child(ren)	\$0.00	\$0.00
Family	\$0.00	\$0.00

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES

LIFE INSURANCE

Percentage of all companies offering life insurance	87%	87%
Percentage of those plans that pay a set amount	88%	81%
Percentage of those plans that pay a percentage of salary	27%	35%

How soon after hire is employee covered?

One to 30 days	15%	19%
One to three months	50%	54%
Three to six months	31%	23%
Six months to one year	0%	0%
After 1 year	4%	4%

SHORT TERM DISABILITY

Percentage of all companies that offer a short-term disability benefit	63%	63%
Average percentage of wages employee receives while on short-term disability	60%	70%
Typical percentage of wages employee receives while on short-term disability	60%	60%
Average number of weeks employee receives payment	19	20
Typical number of weeks employee receives payment	26	26

How soon after hire is employee covered?

One to 30 days	11%	21%
One to three months	42%	42%
Three to six months	32%	21%
Six months to one year	11%	11%
After first year	5%	5%

LONG TERM DISABILITY

Percentage of all companies that offer a long-term disability benefit	60%	67%
Average percentage of wages employee receives while on disability	62%	62%
Typical percentage of wages employee receives while on disability	60%	60%
Average age when employee no longer receives payment	67	66
Typical age when employee no longer receives payment	65	65

How soon after hire is employee covered?

One to 30 days	6%	15%
One to three months	61%	55%
Three to six months	17%	15%
Six months to one year	11%	10%
After first year	6%	5%

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

FINANCIAL BENEFITS AND INCENTIVES (continued)

PROFIT SHARING

Percentage of companies offering profit sharing program	50%	40%
Percentage of programs that are team based	80%	100%
Percentage of programs that are individual based	20%	25%

How soon after hire is employee eligible?

One to 30 days	20%	0%
One to three months	20%	25%
Three to six months	40%	50%
Six months to one year	0%	25%
After 1 year	20%	0%

BONUS POOL

Percentage of companies whose employees participate in a bonus pool	17%	
Average amount each worker receives	\$11,490	\$17,833

SHIFT DIFFERENTIAL

Percentage of companies operating more than one shift	57%
Percentage of those companies that pay a shift differential:	88%
Average Second Shift Differential	53 Cents
Typical Second Shift Differential	50 Cents
Average Third Shift Differential	50 Cents
Typical Third Shift Differential	50 Cents

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

OTHER INCENTIVES

WORKPLACE

Percentage of companies that offer these workplace benefits

Casual dress day (one per week)	0%	7%
Casual dress (every day)	67%	63%
Child day care services	3%	0%
Child care subsidy	0%	0%
Compressed work week	13%	13%
Discounted product purchases	33%	33%
Employee assistance programs	43%	37%
Emergency/sick child care	0%	0%
English as second language assistance	3%	3%
Fitness center membership subsidy	20%	23%
Fitness center on site	3%	3%
Flex time	17%	20%
Flexible spending account	33%	30%
Job sharing	3%	0%
Informal recognition program	33%	30%
Open communication policy	57%	57%
Scholarships-employees/spouses/children	10%	10%
Smoking cessation programs	33%	33%
Smoke-free work environment	60%	60%
Telecommuting	7%	10%
Transit subsidy	0%	0%
Tutoring-employees/spouses/children	0%	0%
Wellness program, resources and information	27%	23%
Other	10%	7%

COST OF BENEFITS

Cost of benefits as percentage of wages **27%**

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

TRAINING AND CAREER DEVELOPMENT

TRAINING AND CAREER DEVELOPMENT

Percentage of companies offering training or career development programs **70%** **70%**

How soon after hire is employee eligible?

One to 30 days	33%	38%
One to three months	19%	14%
Three to six months	14%	14%
Six months to one year	5%	12%
After 1 year	29%	24%

TUITION ASSISTANCE

Percentage of companies offering tuition assistance	57%	60%
Percentage that require classes be job related to receive tuition assistance	100%	100%
Average percent of tuition reimbursement	87%	88%
Typical percent of tuition reimbursement	100%	100%
Percentage of companies that offer in-house career development programs	70%	67%
Percentage of companies that offer off-site career development programs	67%	67%

MENTORING

Percentage of companies with formal mentoring program **30%** **33%**

ORIENTATION

Percentage of companies that offer orientation for new employees **63%** **63%**

INTERNSHIPS

Percentage of companies with internships **47%**

Northeast Indiana Benefits: Small Companies (continued)

Five County North Region

Hourly

Salary

RETIREMENT

COMPANY FUNDED PENSION

Percentage of companies that offer traditional pension plan	10%	10%
Percentage of companies where the employee also contributes	67%	67%
Average age when employee is eligible to receive benefits	59	59
Typical age when employee is eligible to receive benefits	65	65

401(K) AND SIMILAR PLANS

Percentage of companies that offer a 401(k)/403(b) plan	83%	83%
Average percentage of wages an employee may contribute to fund	40%	40%
Typical percentage of wages an employee may contribute to fund	100%	100%
Percentage of companies where the employer contributes.	84%	84%
Average percentage of contribution the employer matches	25%	25%
Typical percentage of contribution the employer matches	3%	3%
Average percentage of contribution the company matches 62% of the first 9%		
Percentage of companies where the match is guaranteed	86%	86%
Percentage of companies where the match is intended	19%	19%

How soon after hire is employee eligible to participate?

One to 30 days	12%	16%
One to three months	16%	16%
Three to six months	24%	16%
Six months to a year.	16%	16%
After one year	32%	32%

Northeast Indiana Employment Small Companies

Five County North Region

HIRING AND LAYOFFS

CHANGES IN STAFFING

Preceding six months

Hiring

Percentage of companies that added workers in preceding six months **87%**

Total number of employees added in preceding six months 338

Average number of employees added in preceding six months 13

Layoffs

Percentage of companies that laid off employees in preceding six months **0%**

Total number of employees laid off in preceding six months 0

Average number of employees laid off in preceding six months 0

In 2018

Hiring

Percentage of companies adding workers later in 2018 **50%**

Total anticipated increase later 2018 88

Average anticipated increase later in 2018 6

Layoffs

Percentage of companies expecting layoffs later in 2018 **0%**

Total anticipated layoffs later in 2018 0

Average anticipated layoffs later in 2018 0

No change

Percentage of companies anticipating neither hiring nor layoffs in 2017 **50%**

Percentage of companies uncertain of change in 2018 0%

In 2019

Hiring

Percentage of companies adding workers in 2019 **47%**

Total anticipated increase in 2019 73

Average anticipated increase in 2019 5

Layoffs

Percentage of companies anticipating layoffs in 2019 **0%**

Total anticipated layoffs in 2019 0

Average anticipated layoff in 2019 0

No change

Percentage of companies anticipating no change in 2019 **50%**

Percentage of companies uncertain of change in 2019 0%

ANNUAL TURNOVER

Average annual turnover as percentage of employees **12%**

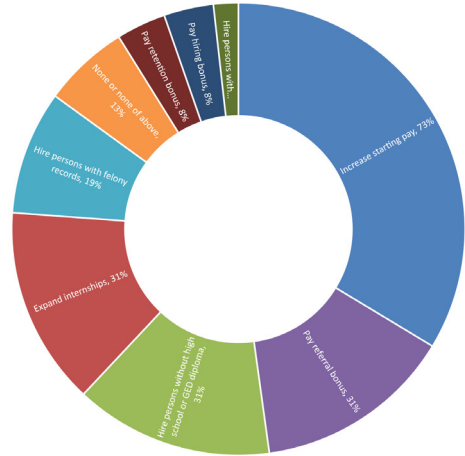
Northeast Indiana Employment Small Companies (continued)

Five County North Region

HIRING INCENTIVES

Percentage of Companies offering Hiring or Recruiting Incentives 87%

Increase starting pay	73%
Expand internships	31%
Hire persons without high school or GED diploma	31%
Pay referral bonus	31%
Hire persons with felony records	19%
None or none of above.	13%
Pay hiring bonus	8%
Pay retention bonus	8%
Hire persons with disabilities	4%
Relax drug screening requirements.	0%
Offer housing assistance.	0%
Offer child care assistance	0%



EMPLOYERS FIND THESE POSITIONS MOST DIFFICULT TO FILL

Production	21%
Skilled trades	17%
Production technician	14%
Machinists/CNC Operators.	14%
Engineers.	10%
Maintenance	10%
Anything off shift.	10%
Sales	7%
Welding.	7%
All positions.	7%
None	7%
Supervisors/Managers	3%
Commercial truck driver	3%
Janitor/Housekeeping	0%
Quality Control.	0%
Warehouse/distribution	0%



Northeast Indiana Employment: Small Companies (continued)

Five County North Region

CRITICAL SKILLS

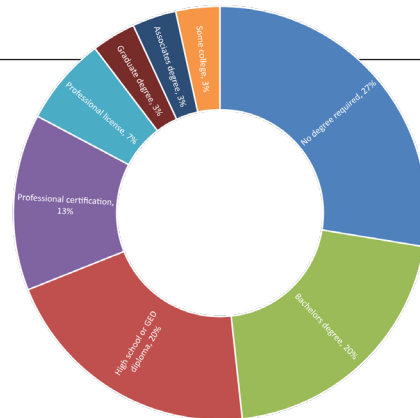
Skills or attributes most in demand by employers

Attendance	34%
CNC Machinist	28%
Quality/Pay attention to detail	28%
Work ethic	28%
Problem solving	17%
Welding	14%
Effective communications	14%
Customer service	14%
Trainability/Flexibility	10%
Mathematics	7%
Use measuring tools	7%
Computer literacy	7%
None	7%
Teamwork	3%
Forklift operator	0%



MINIMUM EDUCATION REQUIREMENTS

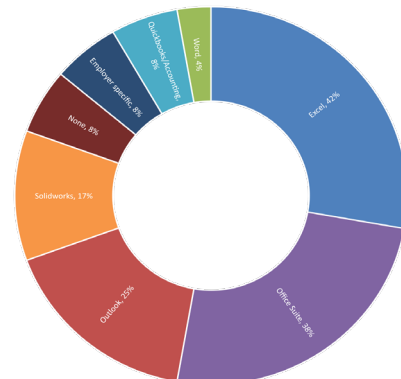
No degree required	27%
High school or GED diploma	20%
Bachelor's degree	20%
Professional certification	13%
Professional license	7%
Some college	3%
Associate degree	3%
Graduate degree	3%
Professional degree	0%



SOFTWARE SKILLS

Percentage of employers who cite these software or technical skills as most in demand

Excel	42%
Outlook	25%
Word	4%
Office Suite	38%
Computer basics	0%
Quickbooks/Accounting	8%
CAD/Autocad	0%
Solidworks	17%
Employer specific	8%
None	8%



Northeast Indiana Employment: Small Companies (continued)

Five County North Region

SALARY OUTLOOK

PAY INCREASES

In 2018

Percentage of companies giving pay raises in preceding 12 months	97%
Average raise given in preceding 12 months	5%
Typical raise given in preceding 12 months	4%

In 2019

Percentage of companies planning pay raises in next 12 months	97%
Average raise planned in next 12 months	3.69%
Typical increase planned in next 12 months	3%

DRUG SCREENING

Percentage of companies that conduct drug screening	73%
Which screening protocol is used?	
Five panel	41%
Seven panel	27%
DOT	18%
Other	41%

	Hourly	Salary
Percentage of those companies that require new applicants to pass	91%	86%

Percentage of those companies that screen current employees

Current employees are screened

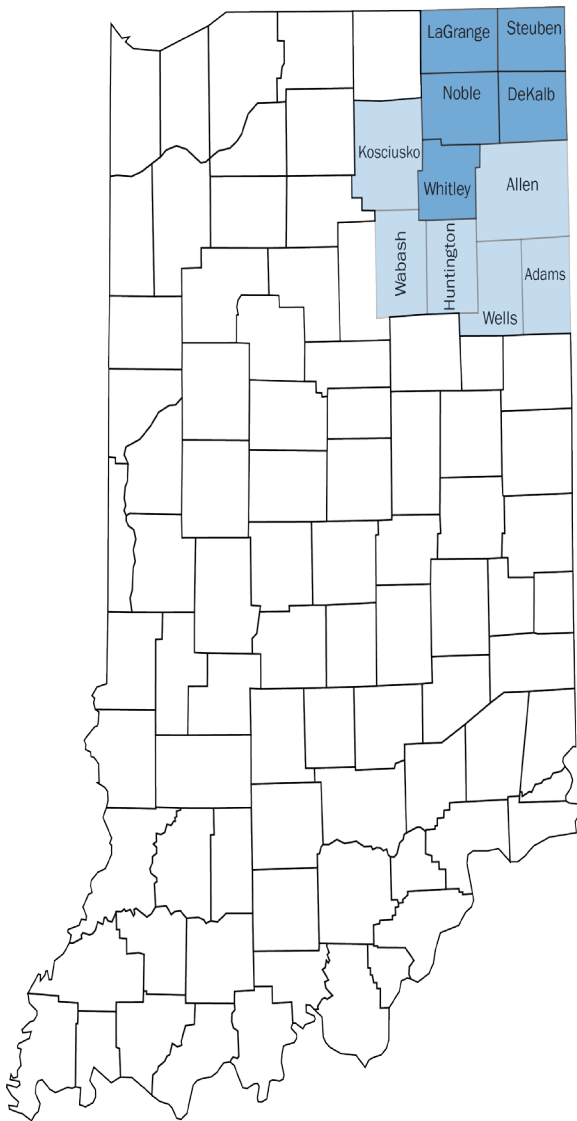
Randomly	33%	30%
After incident/injury	60%	60%
For cause	77%	80%

Employees who fail are

Dismissed	82%	82%
Referred to an EAP or counseling program	59%	59%

Five County North Region Northeast Indiana

Supplemental Reports 2018



INSIDE THIS SECTION

COMMUTING PATTERNS

Workers commuting into and out of DeKalb County	80
Workers commuting into and out of LaGrange County . . .	80
Workers commuting into and out of Noble County	80
Workers commuting into and out of Steuben County. . . .	80
Workers commuting into and out of Whitley County.	80

REGIONAL DEMOGRAPHICS

Educational Attainment	81
Employment.	81
Employment by Industry Sector	81
Labor Force.	81
Population	81

Definitions of Job Titles Used in this Report.	82-85
--	-------

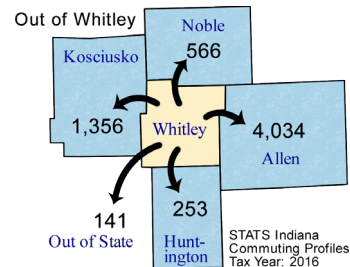
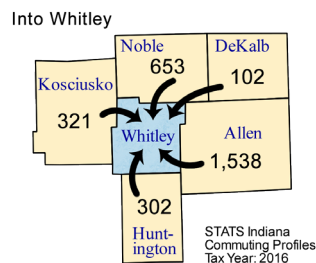
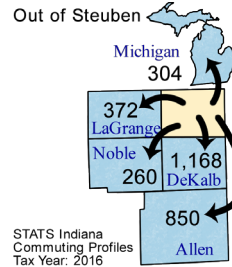
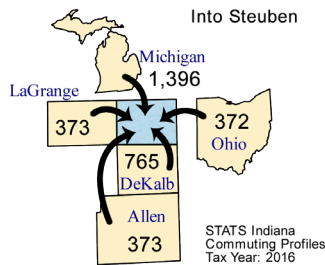
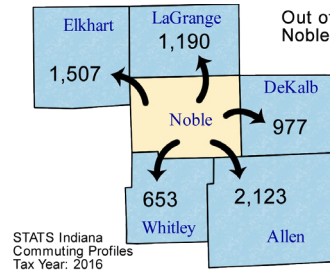
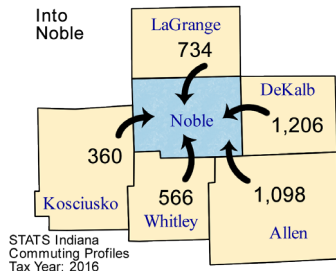
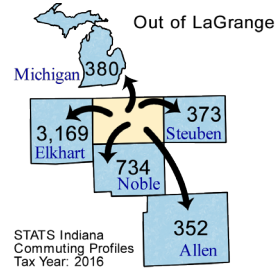
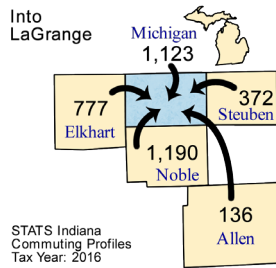
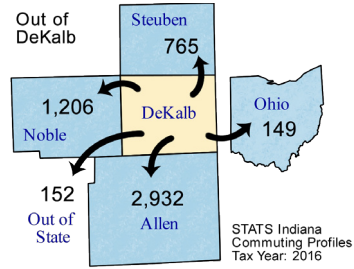
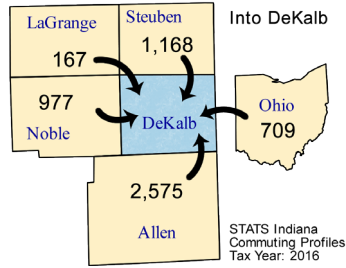
**Members of the Northeast Indiana
Regional Partnership Back Cover**

Northeast Indiana Region Profile Five County North Region

WORKFORCE MOBILITY

COMMUTING INTO COUNTY

COMMUTING FROM COUNTY



Five County North Region Profile

POPULATION AND EDUCATIONAL ATTAINMENT

2017 Data:	DeKalb	LaGrange	Noble	Steuben	Whitley	Five County Region
Population Estimates	42,836	39,303	47,452	34,484	33,756	197,831
Total Population 25 and Older	28,274	21,954	31,373	23,294	22,932	127,827
Educational Attainment 2015						
- % High School or Higher	89.70%	64.30%	84.70%	88.50%	90.10%	n/a
- % Bachelor's or Higher	14.40%	11.2	14.10%	19.90%	18.30%	n/a
Median Age	39.3	31.6	38.9	43.6	41.4	n/a

Sources - U.S. Census Bureau, Indiana Department of Workforce Development, Indiana Department of Education (Stats Indiana)

**LaGrange County high school attainment percentages are lower because the large Amish population does not attend high school

LABOR FORCE AND INDUSTRY SECTORS

2017 Data:	DeKalb	LaGrange	Noble	Steuben	Whitley	Five County Region
By Place of Residence:						
Labor Force Estimates	22,211	19,815	23,050	19,922	17,198	102,196
Employed	21,561	19,309	22,336	19,345	16,695	99,246
Unemployed	650	506	714	577	503	2,950
Unemployment Rate	2.90%	2.60%	3.10%	2.90%	2.90%	3%
Average Wage per Job	\$45,580	\$41,091	\$39,489	\$34,770	\$40,573	
2016 Data						
Total by Place of Work	27,557	21,875	23,852	20,860	17,265	111,409
Wage & Salary	22,714	14,483	18,918	16,655	12,977	85,747
Private	24,476	18,072	20,597	18,657	14,988	96,790
- Accommodates, Food Service	1,471	1,123	NA	1,554	1,033	5,181
- Arts, Ent. & Recreation	318	115	NA	157	204	794
- Construction	1,033	1,013	851	875	948	4,720
- Health Care, Social Services	1,908	NA	1,315	NA	1,200	4,423
- Information	123	45	251	108	149	676
- Manufacturing	9,279	7,424	9,106	5,429	5,182	36,420
- Professional, Technical Services	734	406	NA	495	408	2,043
- Retail Trade	2,033	1,929	2,071	2,586	1,650	10,269
- Transportation, Warehousing	1,838	560	611	875	NA	3,884
- Wholesale Trade	NA	897	518	NA	567	1,982
- Other Private (not above)	4,669*	2,302*	3,674*	3,544*	3,096*	17,285*
Government (Local, State, Fed.)	2,190	1,421	2,072	1,647	1,557	8,887

Source - U.S. Bureau of Economic Analysis (Stats Indiana)

Job Title Descriptions

ADMINISTRATIVE/EXECUTIVE

General Manager/President: Plans, directs or coordinates the operations of companies. Duties and responsibilities include formulating policies, managing daily operations and planning the use of material and human resources. Includes owners and managers who head small business establishments whose duties are primarily managerial.

Chief Financial Officer: Senior-most executive responsible for financial control and planning of a firm or project.

Vice President of Sales: Responsible for establishing sales targets to meet the company objectives. Responsible for developing strategic sales plans based on company goals that will promote sales growth and customer satisfaction for the organization.

Director of Human Resources: Has ultimate responsibility for all people based activity within an organization from both an operational and strategic perspective.

Director of Engineering: Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives.

Director of Procurement: Defines policies and procedures that form the basis for all interaction between the company and suppliers.

FINANCE

Chief Financial Manager: Plans, directs, and coordinates accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

Controller: Overall responsibility for managing and directing the corporation's accounting and tax functions. Responsible for all internal and external financial reporting, all internal control and accounting, all tax preparation and reporting functions.

Credit Manager: Establishes credit guidelines, extends credit to new customers and oversees collections.

Accountant: Responsibilities may include analyzing data, formulating budgets, preparing financial statements, compiling information for reports and evaluating general accounting systems.

Accounts Payable/Receivable Clerk: Prepares and maintains records of financial transactions related to bills due and incoming payments.

Bill / Account Collector: Locates and notifies customers of delinquent accounts by mail, telephone or personal visit to solicit payment. Duties include receiving payments and posting amounts to customer accounts; preparing statements to credit department if customer fails to respond; and keeping records of collection and status of accounts.

Payroll Clerk: Performs duties related to the preparation of time cards or work logs, computation of paychecks and the maintenance of payroll records.

HUMAN RESOURCES

Human Resources Manager: Areas of responsibility may include recruitment, selection, training, compensation and compliance.

Benefits Specialist: Responsible for administration of pension and savings plans, retirement calculations, computerized database development, report generation, assisting in coordination of group benefits programs and specializing in group insurance, pensions and cash compensation programs.

HR Generalist: Administers human resource policies and procedures that cover two or more functional areas. Collects and analyzes human resource data and then makes recommendations to management.

Recruitment Specialist: Recruits and places workers.

Training and Development Specialist: Conducts training and development programs for employees.

SALES & CUSTOMER SERVICE

Advertising/Marketing/Public Relations Manager: Directs overall marketing policy and strategy, determines demand for products and services, identifies potential customers and directs publicity programs. Oversees account, creative and media-service departments.

Sales Manager/Supervisor: Directs sales program, maintains contact with dealers and distributors, and directs sales representatives. Coordinates sales distributions by establishing sales territories, quotas and goals and establishes training programs for sales representatives.

Call Center Manager: Responsible for the overall daily operation of the call center. Duties include staff supervision, training, forecasting and monitoring sales and call volumes. Managers may also be responsible for all technology issues/upgrades and using technology to meet the sales goals.

Customer Service/Telephone Representative: Primarily responsible for responding to inbound phone calls. Assist customers over the telephone or via the Internet in making product decisions, resolving service issues and general sales. Responsible for entering all customer orders and service issues into the computer.

Order and Billing Clerk: Order clerk takes down and processes orders for merchandise, goods, and services. Ensures all data is accurate, including credit card information. Processes order and sends out receipt. Billing clerk is accountable for creating invoices and credit memos, issuing them to customers by all necessary means, and updating customer files.

Product specialist: Combines sales, marketing and technical skills to design, promote and sell a product for an organization. These professionals are involved with a product's entire life cycle to ensure optimal sales results for an organization's profitability.

Sales Representative/Account Executive: Markets company products and services, takes orders and resolves problems. Has an in-depth knowledge of customers' organization and demands. Acts as a solutions provider and has an ongoing, long-term relationship with a defined customer base. Maintains quality assurance with, and introduces new products and services to customer base. Can be either based as "inside" or "outside" representative.

OFFICE/SUPPORT

Office Manager: Supervises and coordinates the activities of clerical and administrative support workers.

Administrative Services Manager: Plans, directs and coordinates supportive services of an organization. Specific responsibilities vary, but administrative service managers typically maintain facilities and supervise activities that include record keeping, mail distribution, and office upkeep.

Executive Secretary / Administrative Assistant: Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff.

Data Entry Clerk: Operates data entry equipment to record and/or verify data from source documents. Corrects errors. Follows a generally standardized pattern of operations.

File Clerk: Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order or according to the filing system used. Locates and removes material from file when requested.

Mail Clerk: Distributes and collects incoming mail and processes outgoing mail. Responsibilities include determining, affixing and recording postage on registered mail and packages.

Job Title Descriptions

Receptionist: Answers telephone calls and personal inquiries, directs calls and visitors to appropriate parties and performs basic clerical tasks. May operate a switchboard.

Secretary: Performs routine clerical and administrative functions such as shorthand, dictation, typing, scheduling appointments, handling travel arrangements, answering routine correspondence and telephone calls.

Teller: Receives and pays out money, as well as accurately keeps records of money and negotiable instruments involved in a financial institution's various transactions.

Typist and Word Processor: Responsible for data entry and information processing utilizing machines such as typewriters or computers. Prepares reports and correspondence, letters, research, and other materials.

TECHNICAL/ENGINEERING

Chief Information Officer: Directs, plans organizes and controls all activities of the information systems department and ensures the effective, efficient and secure operation of all automated data processing systems.

Engineering Manager: Plans, directs or coordinates activities in such fields as architecture and engineering or research and development in these fields.

Information Technology Manager: Plans, directs or coordinates activities in such fields as electronic data processing, information systems, systems analysis and computer programming.

CAD Technician: Creates, modifies and maintains various technical drawings including construction renovation blueprints, special project drawings, etc. Works from sketches, prints or verbal instructions in accordance with established standards. May perform field verifications.

Computer Operator: Loads equipment, starts and operates computer and executes runs. Oversees the continuous operation of the electronic/data process facilities.

Computer Programmer: Converts project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develops and writes computer programs to store, locate and retrieve specific documents, data and information. May program web sites.

Computer Support Specialist: Provides technical assistance to computer system users. Answers questions or resolves computer problems for clients in person, via telephone or from remote locations. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing software, electronic mail and operating systems.

Designer: Develops and designs manufactured products, such as cars, home appliances and children's toys. Combines artistic talent with research on product use, marketing and materials to create the most functional and appealing product design.

Estimator: Analyzes blueprints, specifications, proposals and other documentation to prepare time, cost and labor estimates for products, projects or services applying knowledge of specialized methodologies, techniques, principles or processes. Reviews data, prepares itemized lists, computes cost factors, prepares estimates and consults with clients, vendors or other individuals.

Graphic Designer: Designs or creates graphics to meet specific commercial or promotional needs, such as packaging, displays or logos. May use a variety of mediums to achieve artistic or decorative effects.

Laboratory/Engineering Technician: Conducts acceptance testing of numerous control systems per test specifications and proficient in several programs/processes. Alters test equipment requiring knowledge of electronic/mechanical theory pertinent to the applicable work. Analyzes and troubleshoots complex engineering data. Recognizes and resolves control and test issues beyond those specified

in a test plan. Configures test set-ups for engineering investigations and document test status on a daily basis or as required by program.

Electrical or Electronic Technician: Helps engineers design and develop computers, communications equipment, medical monitoring devices, navigational equipment, and other electrical and electronic equipment. Often works in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment.

Engineer: (not otherwise specified) Engineers work in a variety of fields to analyze, develop and evaluate large-scale, complex systems. This can mean improving and maintaining current systems or creating brand new projects. Engineers will design and draft blueprints, visit systems in the field and manage projects.

Chemical Engineer: Designs equipment and develops processes for manufacturing chemicals and related products utilizing principles and technology of chemistry, physics, mathematics, engineering and related physical and natural sciences: Conducts research to develop new and improved chemical manufacturing processes.

Electrical Engineer: Designs, develops, tests and supervises the manufacturing of electrical equipment.

Industrial Engineer: Devises efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service. Finds ways to eliminate wastefulness in production processes.

Manufacturing Engineer: Establishes standards for manufacturing operations in order to reduce and control costs.

Materials Engineer: Develops, processes and tests materials used to create a wide range of products. Studies the properties and structures of metals, ceramics, plastics, composites, nanomaterials and other substances to create new materials that meet certain mechanical, electrical, and chemical requirements.

Mechanical Engineer: Performs engineering duties in planning and designing tools, engines, machines and other mechanically functioning equipment. Oversees installation, operation, maintenance and repair of such equipment as centralized heat, gas, water and steam systems.

Quality Engineer: Works in manufacturing plants, taking responsibility for the quality of a company's products.

Network and Computer Systems Administrator: Installs, configures and supports an organization's local area network (LAN), wide area network (WAN) and Internet system or a segment of a network system. Maintains network hardware and software. Monitors network to ensure network availability to all system users and performs necessary maintenance to support network availability.

System Analyst: Analyzes problems, prepares specifications and proposes appropriate data processing procedures to resolve problems.

IT Support Specialist: Provides technical assistance to computer users. Answers questions or resolves computer problems for clients in person, via telephone, or electronically.

Technical Support Specialist: Uses knowledge and skills to solve computer problems and enable computer technology to meet organization's needs.

IT Hardware Installer/Maintenance Professional: Installs and maintains computer hardware.

Web Developer: Designs and creates websites and is responsible for the look of the site and for the site's technical aspects, such as its performance and capacity. May also create content for the site.

PRODUCTION

Operations/Plant Manager: Plans, directs or coordinates the work activities and resources necessary for manufacturing products in accordance with cost, quality and quantity specifications.

Materials Manager: Areas of responsibility may include purchasing, shipping, receiving and warehousing of raw materials.

Job Title Descriptions

Production Manager/Foreman: Supervises line work such as assembly, warehousing or shipping and receiving. Plans and assigns work, recommends tools and methods and assists in problem resolution.

Purchasing Manager: Plans, directs or coordinates the activities of buyers, purchasing officers and related workers involved in purchasing materials, products and services. Areas of responsibility may include selection of vendors, insuring quality of supplies and services and acceptability of prices.

Quality Control Manager: Areas of responsibility may include auditing and evaluating quality controls and insuring established standards of quality.

Group Leader: Directly supervises and coordinates the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators

Assembler, skilled: Assembles, adjusts, and fits parts of production or completes products using tools. Requires use of judgment to make decisions and may require measuring, calculating, reading or estimating. Often has specific qualifications and usually requires intellectual reasoning and problem-solving skills. It typically takes six months to a year or more to learn a skilled job.

Assembler, unskilled: Assembles, adjusts, and fits parts of production or completes products using tools. Involves simple tasks and doesn't usually require one to exercise judgment. It typically requires only a month or less to learn.

Buyer/Purchasing Agent: Purchases materials, supplies or services and negotiates prices. Also establishes and maintains relationship with vendors.

CNC Machinist: Operates computer numerical control machines to fabricate parts. The CNC machinist loads parts in the machine, cycles machine and detects malfunctions in machine operations, such as worn or damaged cutting tools. The position runs production lots, communicates with co-workers regarding production runs, and maintains a safe, organized and clean work environment.

CNC Programmer: Develops programs to control machining or processing of metal or plastic parts by automatic machine tools, equipment, or systems.

Cutting, Punching and Press Machine Operator: Sets up, operates or tends machines to saw, cut, shear, slit, punch, crimp, notch, bend or straighten metal or plastic material.

Drilling and/or Boring Machine Operator: Sets up, operates or tends drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces

Extruding and/or Drawing Machine Operator: Sets up, operates, or tends machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes

Forging Machine Operator: Sets up, operates, or tends forging machines to taper, shape, or form metal or plastic parts

General Laborer: Performs manual or physical duties as requested, requiring limited skill or training.

Grinding, Lapping, Polishing and Buffing Machine Tool Operator: Set up, operate or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone or polish metal or plastic work pieces.

Lathe and Turning Machine Tool Operator: Sets up, operates or tends lathe and turning machines to turn, bore, thread, form or face metal or plastic materials, such as wire, rod or bar stock.

Manual Machinist: Sets up and operates a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout and machining procedures.

Mold Maker: Sets up, operates or tends metal or plastic molding,

casting or coremaking machines to mold or cast metal or thermoplastic parts or products.

Certified Painter: Has certified training and paints, and coats, often with machines, a wide range of products.

Painting/Spraying Machine Operator: Sets up, operates or tends machines to coat or paint any of a wide variety of products.

Plastic Processing Machine Operator: Sets up and operates production related plastic processing machinery to produce quality parts.

Production Control Worker: Coordinates and expedites the flow of work and materials within or between departments of an establishment according to production schedules. Duties include reviewing and distributing production, work and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs and production problems.

Printing Press Operator: Sets up and operates large, high volume commercial printing presses.

Print Binding/Finishing: Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

Quality Control Inspector/Tester: Inspects, tests, sorts, samples or weighs non agricultural raw materials or processed, machined, fabricated or assembled parts or products for defects, wear and deviations from specifications. May use precision measuring instruments and complex test equipment.

Sewing Machine Operator: Operates or tends sewing machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products

Tool & Die Maker: Analyzes specifications, lays out metal stock, sets up and operates machine tools and fits and assembles parts to make and repair dies, cutting tools, jigs, fixtures, gauges, machinists' hand tools and die try outs.

Welder, Cutter, Solderer & Brazer: Uses hand-welding, flame-cutting, hand soldering or brazing equipment to weld or join metal components or to fill holes, indentations or seams of fabricated metal products.

Woodworking Specialist: Works in a woodworking shop engaged in tasks such as wood furniture manufacturing.

MAINTENANCE & REPAIR

Manager of Mechanics, Installers & Repairers: Supervises and coordinates the activities of mechanics, installers and repairers.

Maintenance Mechanic: Diagnoses malfunctions, orders replacement parts and insures maintenance, repair and smooth functioning of the machinery and equipment.

Maintenance & Repair Worker: Keeps machines, mechanical equipment or the structure of an establishment in repair.

General Millwright: Installs, dismantles, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.

CONSTRUCTION

Construction Manager: Directly supervises and coordinates activities of construction or extraction workers.

Bricklayer/Stonemason/Concrete Finisher: Uses bricks, concrete blocks, concrete, and natural and manmade stones to build walls, walkways, fences, and other masonry structures.

Carpenter: Constructs and repairs building frameworks and structures—such as stairways, doorframes, partitions, rafters, and bridge supports—made from wood and other materials. Also may install kitchen cabinets, siding, and drywall.

Construction Laborer: Performs tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equip-

Job Title Descriptions

ment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.

Electrician: Installs, maintains and repairs electrical wiring, equipment and fixtures.

WAREHOUSING, TRANSPORTATION AND DISTRIBUTION

Warehousing, Transportation and Distribution Manager: Plans, directs or coordinates transportation, storage or distribution activities in accordance with governmental policies and regulations. Includes logistics managers.

Supervisor/Manager of Material Movers: Supervises and coordinates the activities of helpers, laborers or material movers.

Inventory Control Coordinator: Manages inventory and maintains levels required on a daily basis to meet distribution demands.

Driver, Truck Heavy and Tractor-Trailer: Drives a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock or materials in liquid, loose or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

Driver, Truck Light or Delivery Services: Drives a truck or van with a capacity of less than 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.

Driver/Sales Worker: Picks up and drops off packages and materials within a defined region or urban area. Most commonly they transport merchandise from a distribution center to businesses or households.

Heavy Equipment/Forklift Operator: Uses machinery to transport various objects, including goods around a warehouse and off of and onto trucks, railcars and other means of transportation. Also move materials at construction sites and in mines.

Inventory Control Coordinator: Analyzes and coordinates an organization's supply chain. Manages how a product is acquired, distributed, allocated and delivered. Also known as logistician.

Material Handler: Manually moves freight, stock or other materials or performs other unskilled general labor.

Picker and Packer: Packs by hand a wide variety of products and materials.

Shipping, Receiving & Traffic Clerk: Verifies and keeps records on incoming and outgoing shipments. Prepares items for shipment. Duties include assembling, addressing, stamping and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Quality Monitor: Verifies that materials and finished products meet quality standards before distribution.

Safety Technician: Ensures safety rules and regulations are communicated and enforced. Maintains documentation of procedures.

LEGAL

Attorney: Advises and represents individuals, businesses, and government agencies on legal issues and disputes. Prepares and evaluates contracts and other legal documents.

Paralegal: Researches law, investigates facts and prepares documents to assist attorneys.

Regulatory Compliance Analyst: Makes sure businesses operate within legal boundaries and comply with appropriate regulations and required documentation and record keeping.

Records Coordinator: Makes sure records are accurate and up to date and are stored, preserved and maintained as required.

MEDICAL

Certified Nurse Assistant: Helps provide basic care for patients in hospitals and residents of long-term care facilities.

Counselor/Human Service Worker: Provides client services, including support for families, in a wide variety of fields, such as psychology, rehabilitation, and social work.

Medical Assistant: Performs administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by physicians.

Medical Technician: Examines and analyzes body fluids, tissue and cells. May perform routine or complex tests and procedures. Interprets results and relays them to physicians.

Nurse, LPN: Provides basic nursing care. Works under the direction of registered nurses and doctors.

Nurse, Registered: Assesses patient health problems and needs, develops and implements nursing care plans and maintains medical records. Administers nursing care to ill, injured, convalescent or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Nurse Manager/Unit Director: Plans and implements the overall nursing policies, procedures and services for a unit and/or shift. Generally manages nurses and clinical technicians. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Nurse Practitioner: Diagnoses and treats acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

Occupational Therapist: Treats injured, ill, or disabled patients through the therapeutic use of everyday activities. Helps these patients develop, recover, and improve the skills needed for daily living and working.

Pharmacist: Dispenses drugs prescribed by physicians and other health practitioners and provides information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Physician Assistant: Practice medicine as part of a team with physicians, surgeons, and other healthcare workers. Examines, diagnoses and treats patients. Also known as PA.

Physical Therapist: Assesses, plans, organizes, and participates in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

Radiological Technologist and Technician: Takes X-rays and CAT scans or administers nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance.

HOUSEKEEPING

Housekeeper/Cleaner: Follows established procedures for cleaning and straightening rooms and disinfecting or sterilizing equipment and supplies.

Janitor: Performs cleaning and custodial activities in order to maintain the clean and orderly condition of the workplace.

**Compiled from various sources including the U.S. Department of Labor Bureau of Labor Statistics and the Society of Human Resources Managers. Copyright 2018 Two Things LLC*

MEMBER OF
NORTHEAST INDIANA
REGIONAL PARTNERSHIP



ANTON KING, DeKalb County Economic Development Partnership, Inc.

E: anton@dekalbedp.org
P: 260-927-1180
A: 4483 CR 19, Auburn, IN 46706
W: www.dekalbedp.org



BILL BRADLEY, LaGrange County Economic Development Corp.

E: bbradley@lagrangepartnership.com
P: 260-499-4994
A: 304 N Townline Rd., LaGrange, IN 46761
W: www.lagrangepartnership.com



RICK SHERCK, Noble County Economic Development Corp.

E: info@noblecountyedc.com
P: 260-636-3800
A: 110 S. Orange Street, Albion, IN 46701
W: www.noblecountyedc.com



ISAAC LEE, Steuben County Economic Development Corp.

E: isaac@steubenedc.com
P: 260-665-6889
A: 907 South Wayne St., Angola, IN 46703
W: www.steubenedc.com



JON MYERS, Whitley County Economic Development Corp.

E: jmyers@whitleyedc.com
P: 260-244-5506
A: 220 W Van Buren, Columbia City, IN 46725
W: www.whitleyedc.com