

Compensation Resources

City Tech USA

<http://www.citytechusa.com/template/PublicSalary.vm.html>

US OFFICE OF PERSONNEL MANAGEMENT:

<http://www.opm.gov/oca/10tables/index.asp>

Pay Scale:

<http://www.payscale.com/research/US>

have information about median salaries by job and industry, including local government

What other Utah cities and towns are paying

<http://www.govtjobs.com> (look up job resources for Utah)

Links to Utah city and town web sites. Note that most Utah cities and towns list job openings with brief descriptions and salary. Some include all their job descriptions and/or their pay scales. For example , Logan, Salt Lake City, Provo (job descriptions only), Murray City, Sandy City, South Jordan (pay scales only), Midvale

See especially pay scales from South Jordan, compensation policy by Midvale, and job descriptions from several Utah cities and towns

Utah Job Service

Utah League of Cities and Towns, Human Resources Handbook for Cities and Towns, 2005.

Model Job Descriptions (for purchase):

GovtJob.Net <http://www.govtjob.net/publications/JDgovt.htm>

From: SS Directory <SSDirectory@SHRM.org>
Subject: **SHRM's Response: Government Salary Survey Resources**
Date: June 9, 2006 8:51:18 AM MDT
To: brenda.hancock@mac.com

Some or all of these salary survey resources may be available on a fee-only basis. Cost was a secondary consideration in compiling the Express Request responses as our focus was to provide members a comprehensive resource to obtain industry- or profession-specific salary survey data.

Resources for obtaining free salary survey data are listed in SHRM's Salary Survey directory at <http://www.shrm.org/hrresources/ersalary.asp>

Individual Resources

U.S. Federal Government 2005 Salary Tables and Related Information
<http://www.opm.gov/oca/05tables/index.asp>

PayScale
<http://www.payscale.com/salary-survey/vid-3651/fid-6886>

CityTechUSA - Public Salary
(subscription service available for purchase)
<http://www.citytechusa.com/template/PublicSalary.vm.html>

additional Salary survey directories:

JobStar
<http://www.jobstar.org/tools/salary/sal-ed.cfm#government>

Computer Jobs Bank
<http://www.computerjobsbank.com/salariesurveys/detail.asp?cat=131>

UC Davis Career Center - Government
<http://icc.ucdavis.edu/ssi/salaryp.html-ssi#government>

UC Davis Career Center - Law Enforcement
<http://icc.ucdavis.edu/ssi/salaryp.html-ssi#LawEnf>

Staffing Links
<http://www.staffinglinks.com/crcsal.htm>

Directories of organizations that may sell the data you seek:

International Public Management Association for Human Resources
<http://www.ipma-hr.org/index.cfm?navid=62>

National Association of State Personnel Executives
<http://www.naspe.net/index.cfm?PageID=1>

Staffing Links:
<http://www.staffinglinks.com/psearch/Associations/Government/>

Network with other public sector SHRM members on the bulletin board at:
<http://www.shrm.org/forums/forums.asp?forumId=6>

Job Descriptions Mini-Toolkit

If you'd like to receive a mini-toolkit to assist you with writing job descriptions and locating pre-written samples, please select key term JOB DESCRIPTIONS, complete and submit the form at
<http://www.shrm.org/hrresources/expressrequestFAQ.asp>

Know of a government salary survey source that's not listed here? Do tell! Please reply to this e-mail with your suggestion - please include the web site and/or phone number for obtaining more information about the salary survey.

We hope this response is helpful to you. Thank you for using SHRM's Information Center!

The preceding links are to helpful sites and directories of vendors who may provide the data you seek. The inclusion of these resources is not to be construed as an SHRM endorsement of these products/vendors. SHRM makes no claims as to the accuracy of the data provided in these resources. The resources were selected from key word searches of the Internet.

Have you missed an EXPRESS REQUEST lately? You'll find the archive of recent Express Requests at
<http://www.shrm.org/hrresources/erarchive.asp>

Fact Sheet #7: State and Local Governments Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information concerning the application of the FLSA to State and local government employees.

Characteristics

State and local government employers consist of those entities that are defined as public agencies by the FLSA. "Public Agency" is defined to mean the Government of the United States; the government of a State or political subdivision thereof; any agency of the United States, a State, or a political subdivision of a State, or any interstate governmental agency. The public agency definition does not extend to private companies that are engaged in work activities normally performed by public employees.

Coverage

Section 3(s)(1)(C) of the FLSA covers all public agency employees of a State, a political subdivision of a State, or an interstate government agency.

Requirements

The FLSA requires employers to:

- pay all covered nonexempt employees, for all hours worked, at least the Federal minimum wage of \$7.25 per hour effective July 24, 2009;
- pay at least one and one-half times the employees' regular rates of pay for all hours worked over 40 in the workweek;
- comply with the youth employment standards; and
- comply with the recordkeeping requirements

Youth Minimum Wage: The 1996 Amendments to the FLSA allow employers to pay a youth minimum wage of not less than \$4.25 an hour to employees who are under 20 years of age during the first 90 consecutive calendar days after initial employment by their employer. The law contains certain protections for employees that prohibit employers from displacing any employee in order to hire someone at the youth minimum wage.

Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Police and fire fighters, emergency response personnel, and employees engaged in seasonal activities may accrue up to 480 hours of comp time; all others, 240 hours.

In locations with concurrent State wage laws, some States may not recognize or permit the application of some or all of the following exemptions. Since an employer must comply with the most stringent of the State or Federal provisions, it is strongly recommended that the State laws be reviewed prior to applying any of the exclusions or exemptions discussed herein.

Certain employees in the following examples **may** be exempt from the overtime requirements of the FLSA:

- employees who solely at their option occasionally or sporadically work on a part-time basis for the same public agency in a different capacity than the one in which they are normally employed
- employees at their option with approval of the agency, who substitute for another during scheduled work hours in the same work capacity
- employees that meet exemption requirements for Executive, Administrative, Professional or Outside Sales occupations
- hospital or residential care establishments may with agreement or understanding with employees adopt a fixed work period of 14 consecutive days and pay overtime after 8 hours in a day or 80 in the work period, whichever is greater
- mass transit employees' time spent in charter activities may be excludable from the regular rate
- minimum wage and overtime may not be required for employees working in separate seasonal amusement or recreational establishments such as swimming pools, parks, etc.

Employees Engaged in Fire Protection and Law Enforcement Activities

An employee in fire protection includes a firefighter, paramedic, emergency medical technician, rescue worker, ambulance personnel, or hazardous materials worker who is:

1. trained in fire suppression,
 2. has the legal authority and responsibility to engage in fire suppression, and
 3. is engaged in the prevention, control and extinguishment of fires or response to emergency situations
- employees may at their own option perform special duty work in fire protection and law enforcement for a separate and independent employer without including wages and hours in regular rate or overtime determinations
 - Fire Departments or Police Departments **may** establish a work period ranging from 7 to 28 days in which overtime need be paid only after a specified number of hours in each work period
 - any employee who in any workweek is employed by an agency employing less than 5 employees in fire protection or law enforcement may be exempt from overtime

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
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1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

Fact Sheet #17G: Salary Basis Requirement and the Part 541 Exemptions Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

See other fact sheets in this series for more information on the exemptions for executive, administrative, professional, computer and outside sales employees.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis *or* on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

Effect of Improper Deductions from Salary

The employer will lose the exemption if it has an “actual practice” of making improper deductions from salary. Factors to consider when determining whether an employer has an actual practice of making improper deductions include, but are not limited to: the number of improper deductions, particularly as compared to the number of employee infractions warranting deductions; the time period during which the employer made improper deductions; the number and geographic location of both the employees whose salary was improperly reduced and the managers responsible; and whether the employer has a clearly communicated policy permitting or prohibiting improper deductions. If an “actual practice” is found, the exemption is lost during the time period of the deductions for employees in the same job classification working for the same managers responsible for the improper deductions.

Isolated or inadvertent improper deductions will not result in loss of the exemption if the employer reimburses the employee for the improper deductions.

Safe Harbor

If an employer (1) has a clearly communicated policy prohibiting improper deductions and including a complaint mechanism, (2) reimburses employees for any improper deductions, and (3) makes a good faith commitment to comply in the future, the employer will not lose the exemption for any employees unless the employer willfully violates the policy by continuing the improper deductions after receiving employee complaints.

Fee Basis

Administrative, professional and computer employees may be paid on a “fee basis” rather than on a salary basis. If the employee is paid an agreed sum for a single job, regardless of the time required for its completion, the employee will be considered to be paid on a “fee basis.” A fee payment is generally paid for a unique job, rather than for a series of jobs repeated a number of times and for which identical payments repeatedly are made. To determine whether the fee payment meets the minimum salary level requirement, the test is to consider the time worked on the job and determine whether the payment is at a rate that would amount to at least \$455 per week if the employee worked 40 hours. For example, an artist paid \$250 for a picture that took 20 hours to complete meets the minimum salary requirement since the rate would yield \$500 if 40 hours were worked.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When the state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/whd/contacts/state_of.htm.

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Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act (FLSA)

This fact sheet provides a summary of the FLSA's recordkeeping regulations, 29 CFR Part 516.

Records To Be Kept By Employers

Highlights: The FLSA sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employment subject to its provisions. Unless exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their regular rates of pay for overtime hours worked.

Posting: Employers must display an official poster outlining the provisions of the Act, available at no cost from local offices of the Wage and Hour Division and toll-free, by calling 1-866-4USWage (1-866-487-9243). This poster is also available electronically for downloading and printing at <http://www.dol.gov/osbp/sbrefa/poster/main.htm>.

What Records Are Required: Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this information to be accurate. The following is a listing of the basic records that an employer must maintain:

1. Employee's full name and social security number.
2. Address, including zip code.
3. Birth date, if younger than 19.
4. Sex and occupation.
5. Time and day of week when employee's workweek begins.
6. Hours worked each day.
7. Total hours worked each workweek.
8. Basis on which employee's wages are paid (e.g., "\$9 per hour", "\$440 a week", "piecework")
9. Regular hourly pay rate.
10. Total daily or weekly straight-time earnings.
11. Total overtime earnings for the workweek.
12. All additions to or deductions from the employee's wages.
13. Total wages paid each pay period.
14. Date of payment and the pay period covered by the payment.

How Long Should Records Be Retained: Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.

What About Timekeeping: Employers may use any timekeeping method they choose. For example, they may use a time clock, have a timekeeper keep track of employee's work hours, or tell their workers to write their own times on the records. Any timekeeping plan is acceptable as long as it is complete and accurate.

The following is a sample timekeeping format employers may follow but are not required to do so:

DAY	DATE	IN	OUT	TOTAL HOURS
Sunday	6/3/07	-----	-----	-----
Monday	6/4/07	8:00am	12:02pm	
		1:00pm	5:03pm	8
Tuesday	6/5/07	7:57am	11:58am	
		1:00pm	5:00pm	8
Wednesday	6/6/07	8:02am	12:10pm	
		1:06pm	5:05pm	8
Thursday	6/7/07	-----	-----	-----
Friday	6/8/07	-----	-----	-----
Saturday	6/9/07	-----	-----	-----
Total Workweek Hours:				24

Employees on Fixed Schedules: Many employees work on a fixed schedule from which they seldom vary. The employer may keep a record showing the exact schedule of daily and weekly hours and merely indicate that the worker did follow the schedule. When a worker is on a job for a longer or shorter period of time than the schedule shows, the employer must record the number of hours the worker actually worked, on an exception basis.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

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By SARA MURRAY

An annual scorecard on benefits shows that public employees continue to have richer benefits than their private-sector counterparts, but squeezed state and local budgets could push governments to start cutting back.

As of March, 88% of state and local government workers had access to employer-sponsored medical plans, compared with 71% of private-sector workers, according to a Labor Department report released Tuesday.

Governments also picked up a larger share of the health-care tab. Public employers paid 89% of the premiums for policies covering individual workers as of March, compared with 80% at private-sector companies.

The more generous benefits given to government workers are part of a larger trade-off, according to economists. Unable to match private-sector salaries for their most valued workers, governments instead offer more-attractive benefits packages.

"It's certainly the case that, for higher-skilled workers, the more generous provision of benefits, especially retirement benefits, is a compensation for lower pay," said Gary Burtless, an economist at the liberal-leaning Brookings Institution, a Washington think tank. "It also is a deterrent to your more senior and older workers from leaving."

Mr. Burtless said that as state and local budget strains continue, governments' relatively generous benefits packages could come under the knife. "Right now, a lot of states and localities are facing extremely severe long-term fiscal problems. One of the big sources...is this employee-benefits package," he said.

When it came to paying premiums for family policies, the government and private sector were more closely aligned: Businesses paid 70% of premiums, while governments paid 73%.

But government workers took advantage of health-care programs available to them more often than private-sector workers. While 83% of public employees tapped into employer medical plans, only 73% of private-sector workers did.

Meanwhile, nine out of 10 government employees had retirement plans available to them, compared with 65% of private-sector workers. And 95% of government workers participated in

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the provided retirement plans, while 76% in the private sector did .

Governments' richer benefits packages extend to low-wage workers much more often than in the private sector. In the public sector, 69% of workers who earned in the lowest quarter of wages were eligible for medical benefits, compared with just 38% in the private sector.

Low-wage government workers also benefited from employers picking up 89% of the tab for their individual policies, the same share as the highest-paid employees. Private-sector employers paid 77% of the premium for low-wage workers, less than the 82% they chipped in for their highest-paid workers.

Low-wage public-sector workers also had better access to retirement plans: 74% were eligible, compared with 40% in the private sector.

Write to Sara Murray at sara.murray@wsj.com

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