



# 2011 New Hampshire Benefits by Size of Firm

A statewide, all-industry survey that gathered data about employee benefits offered by businesses with New Hampshire workers. The results are reported for respondents by size of firms. The results allow employers the opportunity to compare their benefit package with those of other comparable firms. In addition, New Hampshire workers and job seekers can use the results to identify the types of benefits offered by employers in the state.

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For more information about the 2011 New Hampshire Benefits publication, please contact the New Hampshire Employment Security, Economic and Labor Market Information Bureau, at (603) 228-4124, or e-mail the bureau at [elmi@nhes.nh.gov](mailto:elmi@nhes.nh.gov)

## 2011 New Hampshire Benefits by Size of Firm

### Medical Insurance Benefits

- As firm size increased, so did the likelihood that a firm offered medical insurance to their employees. Larger firms were more likely to offer medical insurance, and made insurance available to a larger portion of their employees.
  - At least half of all responding firms in each size group offered medical insurance to full-time employees.
  - Among full-time employees offered medical insurance, 70 to 80 percent enrolled in a plan.
  - Respondents were not asked to specify if both a single plan and a family plan were offered.
- The lowest share of respondents requiring a waiting period for medical insurance coverage was in the 1-9 employee size group.

Medical Insurance Benefits		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Medical Insurance Offered	By percent of firms	55.5%	82.8%	94.0%	95.2%	98.3%
	To percent of employees	67.1%	89.6%	93.4%	93.2%	96.6%
Medical Insurance Enrollment	Percent of employees offered insurance that enrolled	75.1%	70.6%	68.9%	74.5%	83.5%
Plan Type for Employees Enrolled in Medical Insurance	Single plan	46.6%	49.4%	50.7%	48.1%	42.1%
	Family plan	45.7%	41.6%	37.7%	45.3%	43.1%
	Type not reported	7.7%	9.0%	11.6%	6.6%	14.8%
Waiting Period Required for Coverage		63.7%	78.4%	89.1%	74.3%	82.1%

### Medical Insurance Premiums

- About a quarter of responding firms with 1-9 employees do not contribute to medical insurance premiums for full-time employees enrolled in either single or family plans. In all other size groups, 85 percent or more of firms do contribute to premiums.
- Among employers in all size categories that do contribute to medical insurance premiums, 75 to 80 percent of the cost of a single plan is covered by the employer; 70 to 75 percent of family plan insurance premiums are covered by the employer.

Medical Insurance Premium		Number of Employees				
		1-9	10-49	50-99	100-249	250+
For Full-Time Employees Enrolled in Single Plan	Average share of premium paid by employers* with employees enrolled	78.1%	76.2%	74.2%	75.6%	80.6%
	Share of firms that do not contribute to medical insurance premiums	26.2%	6.7%	3.1%	8.4%	6.0%
For Full-Time Employees Enrolled in Family Plan	Average share of premium paid by employers* with employees enrolled	75.9%	70.5%	70.5%	71.6%	75.2%
	Share of firms that do not contribute to medical insurance premiums	25.6%	11.3%	6.4%	5.0%	6.0%

\*shares exclude employers that do not contribute to medical insurance premiums

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### Dental Insurance Benefits

- As firm size increased, so did the likelihood that a firm offered dental insurance to their employees.
- A smaller share of firms reported offering dental insurance than the share offering medical insurance in all but the largest firms.
- In all but one size group, firms with 50-99 employees, of full-time employees enrolled in dental insurance, more chose a family dental plan than a single plan.

Dental Insurance Benefit Offered; Employees Enrolled		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Dental Insurance Offered	By percent of firms	53.6%	56.1%	79.5%	83.3%	98.5%
	To percent of employees	44.2%	67.4%	79.4%	88.5%	93.8%
Dental Insurance Enrollment	Percent of employees offered insurance that enrolled in a plan	74.6%	69.5%	70.4%	74.6%	88.1%
Plan Type for Employees Enrolled in Dental Insurance	Single plan	39.9%	44.3%	47.5%	44.4%	39.0%
	Family plan	57.0%	47.1%	40.9%	46.9%	47.1%
	Type not reported	3.1%	8.6%	11.6%	8.7%	13.9%

### Dental Insurance Premiums

- The largest share of respondents in each size group indicated that dental insurance premiums are paid jointly with employees, regardless of plan (single or family).
- A larger share of firms with 1-9 employees paid 100 percent of dental insurance premiums than any other size group for either single or family plans.
  - Though larger firms were most likely to pay premiums jointly with employees, they also have the largest share of employees enrolling in dental insurance plans when made available.

Among Firms Offering Dental Insurance, By Whom Premiums Are Paid		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Single Plan — Full-Time Employees	100% paid by firm	26.0%	18.9%	16.7%	7.9%	7.5%
	100% paid by employee	17.7%	31.5%	28.7%	21.9%	16.4%
	Jointly paid	39.6%	42.8%	49.3%	62.4%	73.1%
	Not reported	16.7%	6.9%	5.3%	7.9%	3.0%
Family Plan — Full-Time Employees	100% paid by firm	16.7%	10.6%	11.7%	n/a	n/a
	100% paid by employee	21.1%	30.6%	27.5%	24.4%	19.7%
	Jointly paid	53.3%	48.0%	56.4%	65.3%	72.7%
	Not reported	8.9%	10.9%	4.5%	n/a	n/a

## 2011 New Hampshire Benefits by Size of Firm

### Vision Insurance Benefits

- Vision insurance (both if separate from and as part of other medical insurance plans) was offered to less than half of full-time employees.
  - Responding firms with 100-249 employees offered vision insurance to the largest percent of employees.
- Among employees offered vision insurance at responding firms with 1-9 employees, just over 75 percent enrolled, the largest share among all size groups.
- Most firms opted for joint payment of vision insurance premiums (among those responding).

Vision Insurance Benefit Offered; Employees Enrolled; By Whom Premiums Are Paid		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Vision Insurance Offered	By percent of firms	21.3%	33.5%	53.3%	62.0%	62.1%
	To percent of employees	25.8%	41.6%	53.5%	62.0%	39.0%
Vision Insurance Enrollment	Percent of employees offered vision insurance that enrolled	75.3%	66.2%	56.3%	65.7%	60.8%
Among Firms Offering Vision Insurance, By Whom Premiums Are Paid	100% paid by firm	3.6%	2.1%	2.9%	3.3%	7.3%
	100% paid by employee	3.9%	7.4%	17.0%	12.2%	13.2%
	Jointly paid	6.5%	6.2%	16.2%	27.1%	27.9%
	Not reported	86.1%	84.3%	64.0%	57.4%	51.5%

### Life Insurance Benefits and Premiums

- In the three largest size groups, over 75 percent of responding firms offered a life insurance plan to full-time employees.
  - Just under a third of responding firms with 1-9 employees offered life insurance to full-time employees.
- Among employees who were offered a life insurance plan, close to 90 percent (or more) of full-time workers enrolled.
- Larger shares of firms in all size groups covered 100 percent of life insurance premiums than seen for any other type of insurance.

Life Insurance Benefit Offered; Employees Enrolled; By Whom Premiums Are Paid		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Life Insurance Offered	By percent of firms	31.1%	56.7%	74.9%	84.5%	96.5%
	To percent of employees	41.9%	69.9%	82.7%	92.8%	98.6%
Life Insurance Enrollment	Percent of Employees offered life insurance that enrolled	98.1%	89.0%	89.8%	89.0%	96.4%
Among Firms Offering Life Insurance, By Whom Premiums Are Paid	100% Paid by Firm	81.4%	66.3%	62.3%	74.7%	80.3%
	100% Paid by Employee	3.1%	18.5%	12.0%	10.7%	6.1%
	Jointly paid	6.2%	8.8%	15.8%	3.9%	3.0%
	Not reported	9.3%	6.3%	9.9%	10.7%	10.6%

## 2011 New Hampshire Benefits by Size of Firm

### Short-Term Disability Insurance Benefits and Premiums

- Short-term disability insurance was offered to at least a third of employees in each size group. As with other types of insurance, the percent of firms offering this insurance and the percent of employees offered the insurance rose with each successively larger size group.
- Most employees who were offered short-term disability insurance took advantage of the offer, with at least 75 percent of full-time employees enrolling in all firm size groups.
- The largest share of firms offering short-term disability paid 100 percent of the insurance premium. Joint payment was the least chosen payment method in all size groups.

Short-Term Disability Insurance Benefit Offered; Employees Enrolled; By Whom Premiums Are Paid		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Short-Term Disability Insurance Offered:	By percent of firms	25.8%	49.4%	67.3%	76.0%	93.1%
	To percent of employees	34.6%	59.5%	71.8%	84.5%	94.8%
Short-Term Disability Insurance Enrollment	Percent of Employees offered short-term disability that enrolled	76.3%	76.8%	82.3%	78.3%	91.9%
Among Firms Offering Short-Term Disability Insurance, By Whom Premiums Are Paid	100% Paid by Firm	60.2%	46.0%	46.0%	51.0%	65.1%
	100% Paid by Employee	17.9%	37.3%	27.8%	27.4%	22.2%
	Jointly paid	11.5%	8.7%	9.9%	16.6%	6.3%
	Not reported	10.3%	7.9%	16.3%	5.1%	6.3%

### Long-Term Disability Insurance Benefits and Premiums

- The percent of firms offering long-term disability insurance is very close to the percent offering short-term disability insurance.
- Three-fourths or more of employees at responding firms in all five size groups who were offered long-term disability enrolled in the insurance.
- The payment method for long-term disability insurance premiums was also similar to that of short-term disability premiums. The majority of firms covered 100 percent of the cost, and the smallest share jointly paid premiums with employees.

Long-Term Disability Insurance Benefit Offered; Employees Enrolled; By Whom Premiums Are Paid		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Long-Term Disability Insurance Offered:	By percent of firms	26.5%	45.0%	59.2%	74.4%	91.4%
	To percent of employees	35.6%	55.5%	60.5%	71.8%	91.8%
Long-Term Disability Insurance Enrollment	Percent of Employees offered long-term disability that enrolled	78.9%	83.0%	80.7%	77.2%	91.8%
Among Firms Offering Long-Term Disability Insurance, By Whom Premiums Are Paid	100% Paid by Firm	65.0%	52.5%	44.5%	53.2%	62.9%
	100% Paid by Employee	16.3%	27.7%	30.0%	26.6%	17.7%
	Jointly paid	11.3%	8.3%	17.7%	7.8%	11.3%
	Not reported	7.5%	11.5%	7.7%	12.3%	8.1%

## 2011 New Hampshire Benefits by Size of Firm

### Paid Leave

#### Paid Vacation Leave

- An average of at least seven days of vacation leave were offered by responding firms in all size groups after one year of full-time employment. Part-time employees were offered an average of at least five days of vacation leave.
- The average number of paid vacation leave days increased as years of service increased in all size groups, for both full-time and part-time employees.
- Responding firms with 250 or more employees offered an average of at least three more days of paid vacation leave than firms in other size groups for full-time workers, and an average of at least six more days of paid vacation leave for part-time workers.

Paid Vacation Leave			Number of Employees				
			1-9	10-49	50-99	100-249	250+
Full-time	Offered by percent of firms		69.3%	81.3%	83.2%	76.7%	69.1%
	Average Days After:	1 year	7.6	7.6	8.6	9.4	13.2
		3 years	10.0	10.3	11.1	11.4	14.5
		5 years	12.9	12.6	13.6	14.1	17.6
Part-time	Offered by percent of firms		30.4%	24.0%	22.5%	40.4%	41.6%
	Average Days After:	1 year	5.5	5.6	6.8	5.7	14.1
		3 years	7.5	7.8	8.0	6.3	14.3
		5 years	9.5	10.6	7.5	7.3	16.9

#### Paid Sick Leave

- Paid sick leave was offered by more responding firms in the three middle size groups. Only half of responding firms in the 250 or more size group offered paid sick leave, but this size group had the largest share of employers offering consolidated paid leave.
- The average number of sick leave per year offered to full-time workers was higher than sick leave days offered to part-time workers in all size groups.
  - Responding firms in the 100-249 size group offered the highest average days of sick leave per year for full-time workers. This size group also had the largest share of responding firms offering sick leave to part-time workers and the lowest average days of sick leave per year for part-time workers.

Paid Sick Leave		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time	Offered by percent of firms	43.0%	53.6%	57.3%	52.9%	50.0%
	Average Days Per Year	5.2	5.4	8.6	9.0	4.2
Part-time	Offered by percent of firms	12.4%	16.1%	16.7%	34.7%	31.2%
	Average Days Per Year	4.0	4.4	5.1	2.8	4.3

## 2011 New Hampshire Benefits by Size of Firm

### Paid Holiday Leave

- For full-time workers, paid holiday leave was offered by 70 to 80 percent of responding firms in all size groups. Part-time workers were offered paid holiday leave by a little more than a quarter of responding firms in the three smallest size groups, and just under half of responding firms in the two largest size groups.
- Full-time employees were offered an average of seven to eight days of holiday leave. Part-time employees averaged four to seven paid holidays.
- Responding firms in the 10-49 size group offered nearly the same average number of holidays to both full-time and part-time workers.

Paid Holiday Leave		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time	Offered by percent of firms	69.6%	77.2%	81.4%	79.1%	69.1%
	Average Days Per Year	6.6	7.4	7.9	8.6	8.0
Part-time	Offered by percent of firms	27.3%	25.8%	27.0%	49.1%	47.8%
	Average Days Per Year	4.4	7.0	5.8	5.8	4.7

### Paid Consolidated Leave

- Consolidated leave was far more likely to be offered by firms in the largest size group, with over half of responding firms offering this type of leave to both full-time and part-time workers.
- The number of days offered by firms in the largest size group was also significantly higher, averaging 26 days for full-time workers and 16 days for part-time workers.
- The highest average days of consolidated leave offered to part-time employees, about 22 days, was by responding firms in the 10-49 size group; however, this represented just over five percent of firms.

Consolidated Leave		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time	Offered by percent of firms	9.4%	13.9%	24.7%	29.5%	51.4%
	Average Days Per Year	14.1	17.9	16.4	16.6	26.2
Part-time	Offered by percent of firms	3.6%	5.4%	11.6%	26.0%	58.2%
	Average Days Per Year	8.1	21.8	4.1	5.0	16.5

## 2011 New Hampshire Benefits by Size of Firm

### Retirement Plans — Defined Contribution

- For firms offering a retirement plan, defined contribution was by far the favored plan, offered by more than 95 percent of responding firms.
- About two-thirds of full-time employees enrolled in an offered defined contribution retirement plan in all size groups except firms with 50-99 employees.
- Responding firms in the 1-9 employee size group were the least likely to offer a retirement plan, with less than half offering a plan to full-time employees. Those in this group that did offer a defined contribution retirement plan held the highest share of firms paying 100 percent of annual contributions.
- Over half of firms in all size groups offering a defined contribution retirement plan jointly made contributions with employees.

Defined Contribution Retirement Plan			Number of Employees				
			1-9	10-49	50-99	100-249	250+
Full-time Employees	Percent of firms offering any retirement plan		42.1%	63.1%	83.8%	81.4%	95.5%
	Among firms offering retirement plans, a Defined Contribution plan was offered:	By percent of firms	98.4%	98.9%	97.2%	99.4%	96.9%
		To percent of employees	58.8%	72.2%	80.0%	79.5%	93.0%
	Percent of employees offered a Defined Contribution plan that enrolled		66.4%	65.2%	55.0%	62.7%	64.7%

Among Firms Offering Defined Contribution Retirement Plans, By Whom Contributions are Made			Number of Employees				
			1-9	10-49	50-99	100-249	250+
Full-time Employees	100% Paid by Firm		18.7%	7.9%	2.9%	2.9%	6.3%
	100% Paid by Employee		11.7%	26.3%	26.7%	22.5%	17.5%
	Jointly Paid		60.1%	59.3%	59.3%	66.5%	65.1%
	Not Reported		9.4%	6.5%	11.1%	8.1%	11.1%

## 2011 New Hampshire Benefits by Size of Firm

### Retirement Plans — Defined Benefit Pension

- Among responding firms offering a retirement plan, far fewer offered a defined benefit pension than a defined benefit pension retirement plan.
- When a defined benefit pension plan was offered to full-time workers, 70 percent or more of workers enrolled.
- Among responding firms in all size groups that reported offering a defined benefit pension plan, the largest share paid 100 percent of contributions.

Defined Benefit Pension Retirement Plan by Firm Size			Number of Employees				
			1-9	10-49	50-99	100-249	250+
Full-time Employees	Percent of firms offering any retirement plan		42.1%	63.1%	83.8%	81.4%	95.5%
	Among firms offering retirement plans, a Pension plan was offered:	By percent of firms	12.5%	8.5%	9.8%	22.5%	12.7%
		To percent of Employees	4.2%	4.3%	5.3%	10.0%	17.2%
	Percent of employees offered a Pension plan that enrolled		96.1%	86.7%	69.2%	89.1%	69.8%

Among Firms Offering Defined Benefit Pension Retirement Plans, By Whom Contributions are Made			Number of Employees				
			1-9	10-49	50-99	100-249	250+
Full-time Employees	100% Paid by Firm		68.7%	53.3%	36.7%	69.2%	57.1%
	Jointly Paid		0.0%	13.3%	16.7%	12.8%	42.9%
	Not Reported		31.3%	33.3%	46.7%	17.9%	0.0%

## 2011 New Hampshire Benefits by Size of Firm

### Other Employer-Offered Benefits

#### Family Care Benefits

- Family care leave, or leave for eldercare or a sick child, was the most frequently offered family care benefit. At least one in five responding firms with 1-9 employees offered family care leave and two-thirds of responding firms with 250 or more employees offered family care leave to full-time employees.
  - The benefit was offered to part-time workers as well, with over half of firms in the two larger size groups making family care leave available to part-time workers.
- Neither child care (such as on- or off-site child care centers, or child care vouchers) nor paid family leave were offered by more than about a third of employers, for either full-time or part-time employees.

Family Care Benefits		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time Employees	Child Care (on/off site or vouchers)	1.9%	6.0%	5.3%	11.2%	20.6%
	Paid Family Leave	9.7%	11.8%	18.0%	14.5%	29.4%
	Family Care Leave (Elder or Child Care)	20.4%	25.0%	45.1%	56.2%	66.1%
Part-time Employees	Child Care (on/off site or vouchers)	n/a	3.9%	3.5%	10.1%	16.6%
	Paid Family Leave	4.6%	3.2%	11.6%	8.7%	37.4%
	Family Care Leave (Elder or Child Care)	10.8%	14.5%	30.5%	55.6%	54.1%

#### Work Hour Options

- As firm size increased, so did the likelihood that a firm offered shift work. Responding firms with 250 or more employees were the most likely to offer shift work, while just three percent of responding firms with 1-9 employees did so.
  - The share of responding firms offering shift work to part-time employees was slightly below that of firms offering shift work to full-time employees.
- Well over half of firms offering shift work, in all size groups and for full-time and part-time employees, offered a shift differential.
  - Among the small share of respondents with 1-9 employees offering shift work, nearly all offered a shift differential.
- Similar shares of firms offered telecommuting and flextime to full-time workers; flextime was more likely to be offered to part-time employees. Job sharing was least likely to be offered to either full-time or part-time employees.

Work Hour Options		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time Employees	Shift Work	3.2%	12.7%	21.2%	37.0%	79.4%
	Shift Differential	90.1%	76.3%	68.8%	73.4%	87.0%
	Job Sharing	2.9%	3.5%	9.0%	2.3%	11.8%
	Tele-commuting	12.0%	12.0%	13.8%	15.0%	38.2%
	Flex-time	14.6%	13.9%	23.6%	21.5%	36.7%
Part-time Employees	Shift Work	3.1%	7.7%	14.5%	26.0%	79.0%
	Shift Differential	83.4%	61.8%	66.7%	58.3%	86.8%
	Job Sharing	3.6%	2.5%	8.7%	0.0%	18.7%
	Tele-commuting	4.6%	5.7%	8.7%	8.7%	31.2%
	Flex-time	12.4%	8.6%	17.7%	17.3%	37.4%

## 2011 New Hampshire Benefits by Size of Firm

### Financial Benefits

- Larger firms were more likely to offer non-production bonuses, flexible spending accounts, and tuition or education assistance benefits to full-time or part-time employees.
  - Nearly nine of every ten firms with 250 or more employees offered flexible spending accounts.
- At least a quarter of responding firms in all size groups offered tuition or education assistance to full-time employees.
  - Among responding firms with 250 or more employees, about eight of every ten offered tuition or education assistance to both full-time and part-time employees

Financial Benefits		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time Employees	Non-production Bonus	14.9%	22.2%	27.8%	26.2%	30.9%
	Flexible Spending Accounts	16.8%	28.8%	48.2%	60.8%	88.2%
	Tuition or Education Assistance	23.0%	32.3%	44.0%	57.6%	83.8%
Part-time Employees	Non-production Bonus	11.3%	13.1%	14.5%	22.4%	31.2%
	Flexible Spending Accounts	3.1%	11.1%	25.7%	31.1%	62.4%
	Tuition or Education Assistance	13.4%	13.6%	19.6%	24.6%	79.0%

### Other Benefits

- Responding firms in larger size groups were by far more likely to offer an employee assistance program or some other employee benefit.

Other Benefits		Number of Employees				
		1-9	10-49	50-99	100-249	250+
Full-time Employees	Employee Assistance Program	14.2%	20.4%	41.6%	55.2%	88.2%
	Other	3.2%	6.7%	10.3%	8.9%	19.1%
Part-time Employees	Employee Assistance Program	5.2%	10.8%	29.2%	50.6%	89.4%
	Other	1.6%	3.6%	7.4%	8.7%	18.7%

## 2011 New Hampshire Benefits by Size of Firm

### Methodology

In September 2011, surveys were mailed to 4,738 privately owned businesses with New Hampshire employees. The universe was scientifically weighted and selected to represent three different populations: firm size, industry, and geography. The intended response rate was 50 percent in order to achieve a 95 percent confidence level (+/- 3% margin of error). A second mailing of 3,372 surveys was conducted in October. A total of 1,904 completed surveys were returned. Actual response rates were 27.7 percent for the industry population, 27.7 percent for the firm sizes, and 18.2 percent for the geographic areas. A 95 percent confidence level was obtained for each level in the firm size stratification for full time employees (+/- 3.3% MOE).

The confidence level was established according to the responses in the stratification. The presence of full-time and part-time employees was not included. There was an insufficient number of responses to provide statistically significant results for the industry and geography stratifications with employees in the specific category (full-time or part-time), so those details were not published.

Less than one of every four responses provided part-time employment, and many of those had incomplete details on questions for insurance enrollment. The completed responses were not sufficient to produce detailed results for part-time workers in the insurance and retirement questions.

### Sample Selection

Weighting was performed on each business unit in each stratification (population) to prevent any bias of responses to reflect characteristics of those units that provided the largest number of responses. The characteristics of the sample, by design, were not directly representative of the total population characteristics because each sampling cell had an unequal probability of sample selection and each selected unit “represented” a different fraction of the population.

The total population of firms in New Hampshire was stratified three separate ways. The first stratification was by firm size. The universe was divided into five size categories based on the number of employees. Each of these size groups were then treated as individual populations and each unit in each group was then put through the weighting and sample selection process.

The second stratification was geography. Businesses were selected to represent each of the ten counties in the state, each county was treated as a separate population and each unit in each group was then put through the weighting and sample selection process.

The third stratification was by industry. The entire universe was separated into 17 NAICS sectors and each group was treated as a separate population and each unit in each group was then put through the weighting sample selection process.

### Analysis

Main questions were evaluated regardless of whether the company had full time or part time employees. Details for follow-up questions were dependent on the company having employees in a particular category (i.e. employees offered and employees enrolled). Shares were established based on responding firms.

## Survey Instrument

### New Hampshire Benefits 2011 Survey Form



#### Instructions

- For accurate and complete results, it is important that you fill out and return this survey even if your organization offers no benefits.
- If possible, please provide information only for the establishment and location listed on the address label of this survey. If this is not possible, please answer questions for the employees in **New Hampshire** only.
- Please provide the most current information available.
- Please respond by **October 7, 2011**
- Several questions on this survey refer to the benefit offered to the “majority of employees.” If more than two plans are offered and no one plan covers more than 50% of employees, please report benefits offered to the largest group of employees, i.e. the most typical or common plan offered.
- If you have any questions about this survey, please call **Anita Josten** at **(603) 228-4173**. or e-mail **[anita.i.josten@nhes.nh.gov](mailto:anita.i.josten@nhes.nh.gov)**.
- Please mail the completed survey in the postage-paid envelope provided, or fax it to (603) 228-4172.
- All information provided will remain strictly confidential. Results will be presented in aggregate so that no individual response will be identifiable in any published results.
- Go to **[www.nh.gov/nhes/elmi](http://www.nh.gov/nhes/elmi)** for more detailed instructions on filling out the survey. You will find a list of frequently asked questions and answers.

#### Contact Information

Contact Person \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

(Contact person is requested in case clarification is needed about the responses to the survey)

Check here if you would like to receive a complimentary copy of the survey results.

#### Employment

1. How many workers are currently employed at the establishment and location? \_\_\_\_\_ employees  
 If zero employees, please check here and return the survey form

Based on your organization’s definition of full-time and part-time, of the employees reported in question 1:

2. How many are full-time? \_\_\_\_\_ **Full-time** employees
3. How many are part-time? \_\_\_\_\_ **Part-time** employees

**Please answer the remainder of the questions in the survey for the employees reported in this section**

2011 New Hampshire Benefits by Size of Firm

Survey Instrument

Insurance: Medical, Dental, Vision, Disability, Life	Full-time Employees	Part-time Employees
<p>4. Does your organization offer medical insurance? <i>(If no, check "no" and skip to question #7)</i></p> <p>a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> medical insurance coverage?</p> <p>b. For the majority of employees, is there a waiting period for medical insurance coverage?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Of the employees reported in question 4a, how many are <b>enrolled</b> in medical insurance coverage?</p> <p>a. Of the employees reported in question 4a, how many are <b>enrolled</b> in <b>single</b> medical insurance coverage?</p> <p>b. For the majority of employees, what percentage of <b>single</b> medical insurance coverage is <b>employer</b> paid?</p>	<p>_____ employees</p> <p>_____ employees</p> <p>_____ %</p>	<p>_____ employees</p> <p>_____ employees</p> <p>_____ %</p>
<p>6. Does your organization offer <b>family*</b> medical insurance coverage? <i>(If no, check "no" and skip to question 7)</i></p> <p>a. Of the employees reported in question 5, how many are <b>enrolled</b> in <b>family</b> medical insurance coverage?</p> <p>b. For the majority of employees, what percentage of <b>family</b> medical insurance coverage is <b>employer</b> paid?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ %</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ %</p>
<p>7. Does your organization offer dental insurance coverage? <i>(If included as part of a medical insurance plan, check "yes" and skip to questions 10. If no, check "no" and skip to question 10.)</i></p> <p>a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> dental insurance coverage?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p>
<p>8. Of the employees reported in question 7a, how many are <b>enrolled</b> in dental insurance coverage?</p> <p>a. Of the employees reported in question 8, how many are <b>enrolled</b> in <b>single</b> dental insurance coverage?</p> <p>b. For the majority of employees, are <b>single</b> dental insurance premiums paid by . . .</p>	<p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid</p>	<p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid</p>
<p>9. Does your organization offer <b>family*</b> dental insurance coverage? <i>(If no, check "no" and skip to question 10)</i></p> <p>a. Of the employees reported in question 8, how many are <b>enrolled</b> in <b>family</b> dental insurance coverage?</p> <p>b. For the majority of employees, are <b>family</b> dental insurance premiums paid by . . .</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid</p>
<p>10. Does your organization offer vision insurance? <i>(If included as part of a medical insurance plan, check "yes" and skip to question 11. If no, check "no" and skip to question 11)</i></p> <p>a. Of the employees reported in question 2 and 3, how many are <b>offered</b> vision insurance?</p> <p>b. Of the employees reported in questions 10a, how many are <b>enrolled</b> in vision insurance coverage?</p> <p>c. For the majority of employees, are vision insurance premiums paid by . . .</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid</p>
<p>* Family coverage is defined as employee plus other(s) such as spouse, children, dependents, etc.</p>		

2011 New Hampshire Benefits by Size of Firm

Survey Instrument

Insurance: Medical, Dental, Vision, Disability, Life	Full-time Employees	Part-time Employees
<p>11. Does your organization offer life insurance? (if no, check "no" and skip to question 12)</p> <p>a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> life insurance coverage?</p> <p>b. Of the employees reported in question 11a, how many are <b>enrolled</b> in life insurance coverage?</p> <p>c. For the majority of employees, is life insurance paid by . . .</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer  <input type="checkbox"/> 100% employee  <input type="checkbox"/> Jointly paid</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer  <input type="checkbox"/> 100% employee  <input type="checkbox"/> Jointly paid</p>
<p>12. Does your organization offer short-term disability insurance (separate from workers' compensation)? (if no, check "no" and skip to question 13)</p> <p>a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> short-term disability insurance coverage?</p> <p>b. Of the employees reported in question 12a, how many are <b>enrolled</b> in short-term disability insurance coverage?</p> <p>c. For the majority of employees, is short-term disability insurance paid by . . .</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer  <input type="checkbox"/> 100% employee  <input type="checkbox"/> Jointly paid</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer  <input type="checkbox"/> 100% employee  <input type="checkbox"/> Jointly paid</p>
<p>13. Does your organization offer long-term disability insurance (separate from workers' compensation)? (If no, check "no" and skip to question 14)</p> <p>a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> long-term disability insurance coverage?</p> <p>b. Of the employees reported in question 13a, how many are <b>enrolled</b> in long-term disability insurance coverage?</p> <p>c. For the majority of employees, is long-term disability insurance paid by . . .</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer  <input type="checkbox"/> 100% employee  <input type="checkbox"/> Jointly paid</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ employees</p> <p>_____ employees</p> <p><input type="checkbox"/> 100% employer  <input type="checkbox"/> 100% employee  <input type="checkbox"/> Jointly paid</p>
Paid Leave: Vacation, Sick, Holiday, Consolidated	Full-time Employees	Part-time Employees
<p>14. Does your organization offer paid vacation leave? If paid vacation is offered as a separate benefit, how many days of paid vacation are offered to the majority of employees:</p> <p>a. After 1 year of employment?</p> <p>b. After 3 years of employment?</p> <p>c. After 5 years of employment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p> <p>_____ days</p> <p>_____ days</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p> <p>_____ days</p> <p>_____ days</p>
<p>15. Does your organization offer paid sick leave?</p> <p>a. If paid sick leave is offered as a separate benefit, how many days of paid sick leave are offered per year to the majority of employees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p>
<p>16. Does your organization offer paid holiday leave?</p> <p>a. If paid holidays are offered as a separate benefit, how many days are provided each year to the majority of employees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p>
<p>17. Does your organization offer consolidated leave? (Consolidated leave may be referred to as a "Time Bank", PTO (Paid Time Off), etc. This leave may be offered in addition to other types of paid leave or may be offered in place of separate paid leave.)</p> <p>a. If yes, how many days are provided per year to the majority of employees?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ days</p>

## 2011 New Hampshire Benefits by Size of Firm

### Survey Instrument

<b>Retirement</b>	<b>Full-time Employees</b>	<b>Part-time Employees</b>
18. Does your organization offer a retirement plan? <i>(If no, check "no" and skip to question 21)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Does your organization offer a defined contribution retirement plan? (401k, saving & thrift, deferred profit sharing, etc.) <i>(If no, check "no" and skip to question 20)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> a defined contribution retirement plan?	_____ employees	_____ employees
b. Of the employees reported in question 19a, how many employees are <b>enrolled</b> in the defined contribution retirement plan?	_____ employees	_____ employees
c. Is the defined contribution retirement plan paid by . . .	<input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid	<input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid
20. Does your organization offer a defined benefit pension retirement plan? (Uses a specific, pre-determined formula to calculate an employee's future benefit) <i>(If no, check "no" and skip the question 21)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Of the employees reported in questions 2 and 3, how many are <b>offered</b> a defined benefit pension plan?	_____ employees	_____ employees
b. Of the employees reported in question 20a, how many are <b>enrolled</b> in the defined benefit pension plan?	_____ employees	_____ employees
c. Is the defined benefit pension plan paid by . . .	<input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid	<input type="checkbox"/> 100% employer <input type="checkbox"/> 100% employee <input type="checkbox"/> Jointly paid
<b>Other Benefits</b>	<b>Full-time Employees</b>	<b>Part-time Employees</b>
21. Does your organization offer:		
a. Child care benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Tuition/educational assistance or reimbursement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Non-production bonuses	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Flexible spending accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Shift work <i>(If yes, does your organization offer shift differentials?)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
f. Paid family leave	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Flex-time	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Family care leave for eldercare or sick child	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Job Sharing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Telecommuting	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Employee-assistance programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cost of Benefits</b>	For the cost questions below, please provide the most recent 12-month figures available. Include employer contributions only for insurance and retirement costs. Please exclude costs for retirees and COBRA participants.	
22. How much did your organization spend on each of the following components of compensation?		
a. Wages & salaries (straight time only)	\$ _____	
b. Insurance (include only medical, dental, and vision insurance)	\$ _____	
c. Retirement plans	\$ _____	
d. What was the average employment for the same 12 month period of the costs reported in questions 22a – 22c?	_____ employees	

**Thank you for taking the time to complete this survey!**  
Please make any comments or clarifications to specific survey questions on a separate sheet of paper.