

July 12, 2010

Dear Salary Survey Participant:

It's time to do the annual *Employee Salary Survey and the separate survey for Administrators*. I am pleased to have assistance from Darci Boyle with the accounting firm of Moss Adams LLP in compiling and reporting the employee salary information. We continue to work with the accounting firm to assure specific clinic information is confidential.

Please note there are **3 parts** to the Employee Salary Survey. **Part 1** of the Salary Survey continues to pertain to demographic and benefits information of your clinic. **Part 2** of the survey pertains to the number of employees and salaries. This section contains 80 job positions. Each position is named and numbered where the information is entered. The job descriptions are located on a separate sheet. **Part 3** of the salary survey contains only administrator positions. It contains 17 various manager/supervisor positions. **This information will only be collected here and will only be reported on the administrator survey.**

***Also included is a survey questionnaire.*** Please return the completed questionnaire with the completed Employee Salary Survey.

Please return the ***completed survey by August 13<sup>th</sup>*** via e-mail if possible; otherwise by fax or regular mail to the address below. **Surveys postmarked on August 13<sup>th</sup> will not be included.** Clinics will be notified of incomplete information and given an opportunity to complete properly. **Incomplete information will not be included in the survey.** If you have any questions regarding the survey, call me at (541) 419-5834 or Darci Boyle at Moss Adams LLP, 1-800-929-3702.

Member participants receive a copy of the salary survey as part of their OMGMA membership dues, while non-member participants can receive the survey for free by becoming a member or may purchase the survey for \$85. If you would like to become a member and receive the surveys at no cost, please contact us at [info@omgma.com](mailto:info@omgma.com).

We continue to get requests for our survey information so accurate and complete input will continue to make this a very useful management tool. This year we will once again report average minimum and maximum wages and sort the data by region and specialty.

Complete data sets will greatly assist with the compilation of this survey. Please use one line of the input for each job title represented in your clinic. Examples follow:

EXAMPLE 1

You have four registered nurses who are paid \$9.85, \$11.00, \$12.00 and \$15.25 per hour, respectively.

EXAMPLE 2

You have a single data entry clerk who is paid \$7.45 per hour.

JOB NUMBER	NUMBER OF EMPLOYEES	MINIMUM RATE	MAXIMUM RATE	AVERAGE RATE
4	4	\$9.85	\$15.25	\$12.02
29	1	\$7.45	\$7.45	\$7.45

To compute average rate, you would take the total number of employees (FTE) in that job description and add their hourly rates together then divide by the number of employees to reach your average rate ( $9.85+11.00+12.00+15.25 = 48.10$  then divide by 4 = 12.02). **It is very important that everyone compute these numbers the same way consistently.**

**Please convert salaried employees to an hourly rate so we have a basis for fair comparison.** Also, if you have any employee whose job description does not totally match any of the 80 published job descriptions in this survey, report the hourly wage under which closely matches the largest portion of that employee's job responsibilities. **Please keep in mind that there are two separate salary surveys conducted each year. This one being the Employee Salary Survey and the other being the Administrators/Managers Survey.** This data is not combined, and will be reported as two separate surveys.

***Remember, please return both completed survey by August 13<sup>th</sup> to:***

*Alicia Andrews  
Moss Adams LLP  
975 Oak Street, Suite 500  
Eugene, Oregon 97401  
alicia.andrews@mossadams.com  
Fax# 541-686-9673*

It is anticipated that the results will be distributed in September by e-mail or mail to the address indicated on your survey mailing instructions form.

Thank You!

Kris Harvey  
Secretary/Treasurer