

Maine Health Care Association – 2021 Wage & Fringe Benefit Survey

Reminder: This survey is confidential and responses will not be identified.

**SPECIAL NOTE: Completed surveys should contain individual facility information.
Please do not complete one survey encompassing all corporate facilities' data. Thank you!**

Return Survey by April 2, 2021 to:

Maine Health Care Association, 317 State Street, Augusta, ME 04330 TEL: 207-623-1146 FAX: 207-623-4080 EMAIL: dchicoine@mehca.org

General Information:

Please complete the following:

Contact Person:

Title:

Facility Name:

Email:

Telephone:

How to Complete the Survey:

Wage Survey Sheet:

1. Please provide **HOURLY base pay rates** (exclusive of differentials, bonuses, overtime, etc.) for each job description that applies to your facility. If more than one employee applies, please show the mean average for that job description. Hourly rate calculations should be based on 2080 hours. **EXCEPTION: Medical Director wages should be reported as a MONTHLY rate.**
2. Please indicate the **TOTAL number of employees (including full-time and part-time)** for each job category in which data is entered. DO NOT include per diem personnel and do not use decimals to indicate part-time staff.

Definitions:

- **Pay Range Structure – Minimum & Maximum:** This is the facility's authorized pay range for the position, regardless if personnel are full or part-time. DO NOT average the figures. In the **MINIMUM** column, indicate the starting pay range. In the **MAXIMUM** column, indicate the upper limit of the pay range.
- **Actual Pay – Low & High:** These are the actual amounts the facility is currently paying to fill the position. These amounts may be different than the authorized pay structure. If more than one person holds this position, under LOW put the lowest rate paid and in the HIGH put the highest rate paid. If there is NO LOW OR HIGH or only ONE employee, put the current rate in the Current Paid Rate or Average column.
- **Per Diem Rate:** Please indicate the total **HOURLY** wage for per diem. DO NOT indicate an additional amount per hour above base rate.
- **Current Paid Rate or Average:** If more than one employee in a particular job description, please indicate the **mean average** of the employees base pay. Example: Joe makes \$15.00 per hour, Marie makes \$10.00 per hour. Calculation: $\$15 + \$10 = \$25 / 2 = \12.50 is the **Mean Average**.

Differentials Survey Sheet:

On this page, we are requesting the differentials for staffing positions listed. Differentials are the amounts paid **BEYOND** the base pay rate for shift, weekend, holiday and supervisor.

Fringe Benefit Survey Sheet:

In the highlighted boxes (yellow), please indicate either a percentage (%), dollar (\$), whole amount or X as designated.

EXAMPLE OF HOW TO COMPLETE WHEN ONLY ONE EMPLOYEE:

Job Code	Position Descriptions	Employee s (PT &	Pay Range Structure		Actual Pay		Per Diem Rate	Current Paid Rate or Average
			Minimum	Maximum	Low	High		
110	Nursing Home Administrator: Responsible for the general administration and operation of the facility in accordance with applicable rules and regulations by the governing agencies. SINGLE LEVEL FACILITY	1	\$20.00/hour	\$30.00/hour	*	*	(if applies to position)	\$25.00

* Enter amounts in these columns if the facility is paying over the authorized Pay Range Structure.

EXAMPLE OF HOW TO COMPLETE WHEN THERE IS MORE THAN ONE EMPLOYEE:

Ex. Facility employs 4 CNAs. They are paid as follows: A = \$10.00/hr, B = \$10.25/hr, C = \$10.50, D = \$10.75

Job Code	Position Descriptions	Employee s (PT &	Pay Range Structure		Actual Pay		Per Diem Rate	Current Paid Rate or Average
			Minimum	Maximum	Low	High		
440	Certified Nurse Aide (CNA): Provides direct care services to residents under the direction and supervision of a registered nurse or a licensed practical/vocational nurse.	4	\$10.00/hour	\$12.00/hour	\$10.00/hour	\$10.75/hour	(if applies to position)	\$10.38/hour *

*To get this number, take hourly wage of each CNA, total amounts, then divide by number of CNAs employed (Ex. \$10.00+\$10.25+\$10.50+\$10.75 = \$41.50/4 = \$10.38)

Please show base pay rates only – do not include differentials or premium pay.

Please show mean average if more than one employee.

Enter ALL FIGURES as hourly rates based on 2080 hours.

For example: Yearly Salary = \$30,000

To get hourly rate divide the \$30,000 by 2080 hours = \$14.42 per hour

Job Code	Position Description	Number of Employees (Total Part-Time & Full-Time)	Pay Range MINIMUM Hourly Rate	Pay Range MAXIMUM Hourly Rate	Actual Pay LOWEST Hourly Rate	Actual Pay HIGHEST Hourly Rate	Per Diem Hourly Rate	Current Paid Hourly Rate or Average Hourly Rate
	Enter ALL FIGURES as hourly rates based on 2080 hours. For example: Yearly Salary = \$30,000 To get hourly rate divide the \$30,000 by 2080 hours = \$14.42 per hour NOTE: The ONE exception to hourly rate is the Medical Director's position (490), which is reported as monthly rate. For more information on how to complete the survey, please see Contact & Survey Info worksheet. For examples on how to complete the Wage Sheet, please see the Wage Input Example worksheet.	Add total number of part-time and full-time employees. Each individual has a value of one. DO NOT USE DECIMALS to designate part-time staff.	This is the facility's authorized pay range for the position. In the appropriate columns, indicate MINIMUM starting and MAXIMUM pay rate for the position. Input HOURLY wage. DO NOT USE AVERAGES.		This is the ACTUAL amount the facility is currently paying to fill the position. The amount may be different than the authorized PAY RANGE structure. Indicate in appropriate columns, the LOWEST and HIGHEST amount if the position is held by multiple people.		Indicate the TOTAL HOURLY WAGE for per diem staff, NOT the additional amount per hour above the base rate.	Indicate current paid hourly rate. If multiple staff for position, indicate the mean average of the employees base pay. For example: Staff A = \$10; Staff B = \$15. Mean Average Calculation: \$10 + \$15 = \$25 / 2 = \$12.50.
MANAGEMENT & ADMINISTRATIVE								
100	Executive Director: Responsible for all operations of the facility/community. Designs, develops, and implements strategic plans and policies. Reports to board of directors.							
105	Multi-Level Licensed Administrator: Responsible for the general administration and operation of a multi-level facility in accordance with applicable rules and regulations by the governing agencies. A multi-level level LTC facility is a medical care facility that provides more than one level of long term care, including care levels normally associated with nursing homes and those associated with residential care/assisted living.							
110	Nursing Home Administrator: Responsible for the general administration and operation of the facility in accordance with applicable rules and regulations by the governing agencies. SINGLE LEVEL FACILITY							
115	Residential Care Administrator or Director of Assisted Living: Responsible for the general administration and operation of an assisted living/residential care facility in accordance with applicable rules and regulations by the governing agencies. SINGLE LEVEL FACILITY							
120	Nursing Home Assistant Administrator: Reports to and assists the administrator in the general administration and operation of the facility.							
122	Administrator-In-Training: Individual engaged in a training program under the supervision of an approved preceptor.							
125	Residential Care Assistant Administrator/DON: Reports to and assists the administrator in the general administration and operation of the facility PLUS has RN license.							
127	Director of Assisted Living/Residential Care Director: Responsible for the day-to-day operations, including supervision and scheduling of staff. SINGLE LEVEL FACILITY/NON-NURSING							
128	Director of Assisted Living/Residential Care Director: A registered nurse or licensed practical nurse responsible for the day-to-day operations, including supervision and scheduling of staff. SINGLE LEVEL FACILITY/NURSING							
129	Director of Assisted Living/Residential Care Director: Responsible for the day-to-day operations, including supervision and scheduling of staff. MULTI-LEVEL FACILITY/NON-NURSING							
130	Director of Assisted Living/Residential Care Director: A registered nurse or licensed practical nurse responsible for the day-to-day operations, including supervision and scheduling of staff. MULTI-LEVEL FACILITY/NURSING							

Job Code	Position Description	Number of Employees (Total Part-Time & Full-Time)	Pay Range MINIMUM Hourly Rate	Pay Range MAXIMUM Hourly Rate	Actual Pay LOWEST Hourly Rate	Actual Pay HIGHEST Hourly Rate	Per Diem Hourly Rate	Current Paid Hourly Rate or Average Hourly Rate
131	Director of Home Health & Assisted Living: A registered nurse responsible for the daily operations and supervision of staff for a home health program and assisted living facility.							
132	Resident Service Coordinator: Coordinates residents' services and experience, including admission and discharge planning, arranging outside health services and transportation in accordance with applicable rules and regulations by the governing agencies. INDEPENDENT LIVING FACILITY							
135	Director of Adult Day Services: Responsible for day to day operations of adult day services, marketing, advocacy, budget, admissions, planning, family support, staff training and supervision, and adherence to relevant state regulations. SEE 478 FOR ADULT DAY SERVICES STAFF							
136	Assistant Director of Adult Day Services: Assists Director of Adult Day Services in overall program operations and administers program functions in Director's absence.							
140	Chief Financial Officer: Primary responsibility for preparing annual budget and managing, planning, record-keeping, and reporting of financial accounting of facility to the Executive Director, shareholders/owners.							
150	Controller: Responsible for all accounting-related activities within a facility. Provides guidance to management on financial affairs. The Controller function also includes responsibility for Business Office Manager functions.							
155	Business Officer Manager: Provides clerical, financial systems and administrative support to the facility administrator. This position may be called bookkeeper in small facilities. ACCOUNTING FUNCTION PERFORMED AT CORPORATE/CENTRAL OFFICE.							
160	Business Officer Manager: Prepares budgets, financial statements, and various reports in addition to providing clerical, financial systems and administrative support to the facility administrator. This position may be called bookkeeper in small facilities.							
170	Accounts Payable Clerk: Responsible for verification and payment of invoices. May perform a variety of complicated, non-routine tasks at the Clerk II level.							
180	Accounts Receivable Clerk: Responsible for billings to payers. May perform a variety of complicated, non-routine tasks at the Clerk II level.							
190	Clerk I: Performs simple, routine, clerical tasks and computer entry in the processing of various transactions, including word processing and filing documents.							
200	Clerk II: Performs a variety of clerical tasks in the processing of complicated, non-routine transactions, including word processing documents and operating copying machine.							
210	Payroll Clerk: Preparing and distributing payroll, processing new hires and terminations, managing employee benefits, tax deductions and withholdings.							
220	Director of Purchasing: Responsible for purchasing of supplies, equipment, and services. Maintains appropriate inventory.							
230	Stores and Receiving Clerk: Receives, stores, and distributes supplies. Maintains appropriate inventory.							

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240	Compliance Officer: Responsible for developing, implementing, and overseeing compliance activities to ensure the facility is in compliance with federal, state, and/or local regulations and accreditation standards.							
250	Director of Human Resources: Develops, implements, and supervises facility's employee policies and programs, including the areas of hiring, orientation, training, promotion and employer-employee relations.							
251	Human Resources Manager: Implements and supervises facility's employee policies and programs, including the areas of hiring, orientation, training, promotion and employer-employee relations. Reports to corporate office Director of Human Resources.							
260	Network Administrator: Responsible for the maintenance of computer hardware and software systems.							
270	Director of Development: Responsible for the design, development, and implementation of fund raising and innovative marketing programs, special events, capital campaigns, deferred giving programs, and other facility relations activities essential to business development.							
280	Director of Marketing: Responsible for marketing/selling facility's services and exploring new business opportunities Responsible for preparation and implementation of a marketing plan.							
290	Marketing Representative: Performs sales functions, including finding and following up on leads, interviewing potential residents, and providing information on available units.							
300	Admissions Coordinator: Responsible for coordinating all aspects of resident admissions, including communicating with residents, residents' families, staff, and administration. May also assist with resident discharges.							
305	RN Clinical Liaison: Responsible for marketing, taking referrals, assessing patients at referral source and preparing for admission to facilities.							
310	Director of Resident and Facility Services/Director of Operations: Responsible for directing, supervising, coordinating and evaluating the staff and resident services, as well as all facility service programs.							
315	Director of Resident Care/Resident Care Director: Primary responsibility is to coordinate all resident health care needs, deal with staff issues in relation to that care, and coordinate/develop resident dietary needs and facility dietary program. NURSING FACILITY							
320	Director of Pastoral Services: Provides religious counseling and guidance to patients, family members, and employees. Coordinates pastoral activity with clergy of all faiths.							
330	Executive Assistant: Performs secretarial duties for president and/or other key executives requiring extensive knowledge of organization, policies, and procedures. Types a variety of correspondence and documents of a confidential and sensitive nature. Screens and places phone calls, arranges meetings, and analyzes reports and correspondence as assigned.							

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340	Administrative Assistant: Performs routine secretarial duties, including typing correspondence, arranging meetings, maintaining personal files, and screening calls.							
350	Receptionist: Greets and directs visitors, sorts and hands out mail, answers incoming calls on multi-line telephones and may perform a variety of other office tasks.							
NURSING, PHYSICIAN CARE & THERAPY								
360	Director of Nurses: A registered nurse responsible for the management and direction of nursing services in accordance with applicable rules and regulations by the governing agencies and scope of practice.							
370	Assistant Director of Nurses: Reports to the director of nurses, providing assistance in the management and direction of nursing services.							
375	RN Consultant: Oversees the health of residents and to oversee job performances of PSSs and CRMAs, responsible for care planning and employee health program. RESIDENTIAL CARE ONLY							
380	RN Nursing Supervisor: Responsible for the supervision and coordination of activities of personnel assigned to a specific shift. Demonstrates clinical expertise of standards of practice accorded by license as a Registered Nurse.							
390	RN Head Nurse or Nurse/Unit Manager: Manages nursing service activities including the preparation of nursing care plans, instructing nurses within an organized patient care unit. Assigns duties to professional and ancillary nursing personnel; supervising and evaluating work performance in terms of patient care, staff relations, and efficiency of service. This position reports to the Nursing Supervisor (RN) or Director of Nursing.							
400	LPN Nursing Supervisor: Responsible for the supervision and coordination of activities of personnel assigned to a specific shift. . Demonstrates clinical expertise of standards of practice accorded by license as a Registered Nurse.							
410	RN Staff Nurse or Charge Nurse: Provides professional nursing care to patients within an assigned unit; working collaboratively with interdisciplinary team.							
420	LPN Practical Nurse: Manages nursing service activities including the preparation of nursing care plans, instructing nurses within an organized patient care unit. Assigns duties to professional and ancillary nursing personnel; supervising and evaluating work performance in terms of patient care, staff relations, and efficiency of service. This position reports to the Nursing Supervisor (RN) or Director of Nursing.							
430	LPN Charge Nurse: LPN assigned responsibility for the supervision of nursing services during a particular shift. All other job functions are the same as the LPN practical nurse.							
440	Certified Nurse Aide (CNA): Provides direct care services to residents under the direction and supervision of a registered nurse or a licensed practical/vocational nurse.							
441	Certified Nurse Aide/Certified Residential Medication Aide (CNA/CRMA): Dually-certified to perform duties as a CNA and to administer medications in an assisted living facility.							

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445	Student Nurse Aide/Nursing Assistant in Training: Provides various resident care and related nonprofessional services WHILE participating in a CNA class.							
450	Non-Certified Nurse Aide: Provides various resident care and related nonprofessional services. Function does not include activities accorded a Certified Nurse Aide.							
452	Unit Helper/Assistant: Assists with functions that do not require certification: bed making, filling water pitchers, etc.							
460	Certified Nurse Assistant/Medication (CNA/M): A CNA certified to distribute medications in a nursing facility. This position may also be referred to as Certified Medication Technician (CMT).							
469	Certified Residential Medication Aide/Personal Support Specialist (CRMA/PSS): Certified to administer medications in an assisted living/residential care facility and home care programs.							
470	Certified Residential Medication Aide (CRMA): Certified to administer medications in an assisted living/residential care facility.							
471	Personal Support Specialist (PSS): Certified to work in certain residential care facilities and home care programs.							
473	Developmental Trainer Coordinator: Provides training for CNAs to do rehabilitation plans for residents.							
474	Mental Health Rehabilitation Technician: Certified to work in residential programs serving adults with mental illness.							
475	Qualified Intellectual Disability Professional: Works with persons with intellectual disabilities in a programming capacity.							
476	Personal Care Aide/Resident Assistant: Performs various resident care activities and related nonprofessional services. Function does not include activities accorded to a Certified Nurse Aide or Personal Support Specialist. NO FORMAL TRAINING							
477	Transportation Aide: Primary duties consist of trans-orting residents/patients to and from outside appointments (using facility vehicles generally), including assisting them into and out of the building where the appointment is located.							
478	Adult Day Services Staff: Resident Aides, CNAs, PSSs, PCAs, etc., that work in the adult day services program.							
480	MDS Coordinator: Responsibilities include oversight of the generation of a Minimum Data Set (MDS) for each patient and electronic transmission of required data by timeframe mandated by regulation.							
482	Ward Clerk/Medical Secretary: Performs a variety of clerical duties for a nursing unit including: maintaining and organizing patient records; scheduling and coordinating patient appointments; establishing efficient clerical procedures relating to admissions and discharges; tracking and ensuring required reports, orders, and other information are received and updated according to required timeframes; and providing data entry functions as directed.							
483	Staffing Coordinator: The primary function of this clerical position is to do the scheduling for the Nursing Department.							

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485	Staff Development/Education Coordinator: Plans, develops, implements, and evaluates educational programs for clinical and other staff to meet facility needs and regulatory standards. May include other duties such as serving as the Employee Health Nurse and/or Performance Improvement Coordinator. RN license required. Usually reports to the Director of Nursing (DON).							
490	Medical Director: Responsible for the overall coordination of resident medical care; liaison with attending physicians, participates in the quality assurance and professional policy committees. NOTE: MD's wages are PER MONTH, NOT PER HOUR.							
500	Director of Therapy/Rehabilitation: Supervises therapy program managers (occupational, physical, recreational and speech). Coordinates activities and human resources for therapy. Reviews resident's progress and communicates results of resident care to other services/departments.							
510	Recreational Therapist: Works with residents to restore motor, social and cognitive functioning, build confidence, develop coping skills, and integrate skills. Graduate degree and national certification required.							
520	Activity Director: Responsible for planning, implementation, scope, and emphasis of activity programs and the supervision of activity aides.							
530	Activity Aide: Assists in the planning, organization, and directing of activity programs for residents. Prepares reports on residents' progress as may be required.							
540	Occupational Therapist (OT): Plans therapy programs to develop, recover, or maintain the daily living skills of residents. Therapies focused on adapting the environment, modifying the task, teaching the skill, and educating the resident in order to increase participation in and performance of daily activities.							
550	Occupational Therapy Assistant: Assists the Occupational Therapist in the administering of resident therapy programs and in the in evaluation of residents' daily living skills and capacities to determine extent of abilities and limitations.							
560	Occupational Therapy Aide: Provides support services to occupational therapist in the delivery of therapy services.							
570	Physical Therapist: Organizes and conducts prescribed therapy programs to improve residents' impairments and disabilities and promote mobility, functional ability, quality of life and movement potential through examination, evaluation, diagnosis and physical intervention.							
580	Physical Therapy Assistant: Assists the Physical Therapist in the administering of resident therapy programs and in the in evaluation of residents' progress.							
590	Physical Therapy Aide: Provides support services to physical therapist in the delivery of therapy services.							
615	Restorative Nursing Assistant/Rehab Aide: A CNA with training in rehabilitation therapy, who often assist residents to perform specific exercises to meet restorative goals.							

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600	Respiratory Therapist: Performs respiratory modalities such as pressure breathing, mechanical ventilation, positive pressure breathing, humidity/medicated aerosol therapy, medical gas administration, pulmonary drainage procedures, and cardiopulmonary resuscitation.							
610	Speech Therapist/Language Pathologist: Diagnoses and treats speech and language disorders by evaluating causes and test results.Plans, directs, or conducts remedial program designed to improve or restore communicative efficiency.							
FOOD SERVICES								
620	Director of Dining/Food Services (Graduate Dietitian): Plans, organizes, and directs the dining services department in providing the residents' facility with a high quality dining program. Develops, maintains and implements policies and procedures for service of food; supervises food service staff.							
630	Assistant Director of Dining/Food Services (Graduate Dietitian): Assists in planning and supervising activities of the department to provide service to residents, employees, and visitors. Assists in providing technical guidance and administrative direction over dietary planning, menu formulation, and preparation and serving of regular therapeutic diets. Orders food and kitchen supplies.							
640	Director of Dining/Food Services (not a Dietitian): Plans, organizes, and directs the dining services department in providing the residents' facility with a high quality dining program. Develops, maintains and implements policies and procedures for service of food; supervises food service staff.							
650	Assistant Director of Dining/Food Services (not a Dietitian): Assists in planning and supervising activities of the department to provide service to residents, employees, and visitors. Assists in providing technical guidance and administrative direction over dietary planning, menu formulation, and preparation and serving of regular therapeutic diets. Orders food and kitchen supplies.							
660	Registered Clinical Dietitian: Responsible for the assessment and achievement of defined nutritional goals and residents' nutritional needs. Must have current state licensure requirements to practice.							
665	Dietetic Technician: Prepares nutrition assessments, provides nutritional counseling, tracks weight loss and skin integrity issues, and develops preventative measures to address weight loss and skin issues.							
670	Dining Room Supervisor: Responsible for supervision of waitperson and dining room staff in the setting up of tables, serving food, cleaning and maintenance of the dining room and customer service, etc. Ensures that food is handled in accordance with sanitary standards and recognized food serving standards.							
680	Chef/Kitchen Manager: Oversees the work of the kitchen staff. Assures that all foods are prepared and cooked in accordance with specified recipes and procedures. Assures that foods served to residents and guests are of a high quality, meeting standards of portion, doneness, freshness, and presentation. Can also be called Maitre'd.							

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690	Chef: Supervises and assists cooking staff in the production of all menu items, in accordance with production schedules in a timely manner. Conducts quality assurance tests for all items. Supervises safe food handling procedures.							
695	Prep Cook: Responsible for preparing food, maintaining levels of prepped and non-prepped items in the kitchen and storage area, ensuring the cleanliness and sanitation of the prep kitchen and completing daily paperwork and inventory.							
700	Sous Cook: Responsible for preparing and cooking a wide variety of food for residents, employees, and visitors. May oversee the work of other food service personnel involved in cooking.							
705	Baker: Prepares food, reviews menus, assures that food and supplies are available, and assist the cook in serving meals. Performs administrative requirements as necessary. May assist dietary aide.							
710	Cook: Prepares and cooks a limited variety of food for residents, employees, and visitors. May oversee the work of other food service personnel involved in cooking.							
715	Assistant Cook: Assists the cook in preparing and cooking a limited variety of food for residents, employees, and visitors.							
720	Dietary Aide: Performs a variety of food service functions in maintaining clean and sanitary conditions of food service areas, facilities, and equipment. May assist in some aspects of food preparation.							
725	Feeding Assistant: An individual that has received basic training in feeding techniques and working with the elderly, so that they may feed those residents in long-term care facilities who do not have complicated feeding problems which require a trained nurse.							
730	Waitperson: Serves residents' meals in a timely manner and resets tables for the next meal.							
740	Hostess: Responsible for setting and opening of the dining room. Checks in residents for meals. Handles food in accordance to serving standards.							
SOCIAL SERVICES								
750	Medical Social Worker, MSW: Identifies and understands the social and emotional factors underlying patients' illness and communicates these factors to the health team. Assists patients and their families in understanding and accepting treatment necessary to maximize medical benefits and their adjustment to permanent and temporary effects of illness.							
780	Social Service Director: Responsible for planning and administering social service programs. Supervises facility social workers. Assists in development of policies regarding participation in facility planning for health and welfare services.							
760	Licensed Social Worker (LSW): Performs same duties as Medical Social Worker at the LSW level.							

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770	Social Service and Activity Director: Responsible for planning and administering the facility's activity and social service programs, including supervision of respective staff. Assists in the development of policies regarding participation in facility planning for health and welfare services. See Social Service Director (780) and Activity Director (520) if covered by two positions.							
ENVIRONMENTAL SERVICES								
790	Director of Environmental Services: Responsible for administering and supervising the operations, maintenance, repair, and safe guards/security of the facility. May also be called Director of Physical Plant.							
800	Maintenance Supervisor: Supervises a variety of activities in maintenance of physical plant and grounds of the facility.							
810	Maintenance Assistant: Provides a variety of routine and unskilled tasks in the maintenance and repair of facility grounds and facility.							
815	Floor Maintenance Staff: Provides/oversees floor washing, stripping, waxing, buffing, etc.							
820	Housekeeping and Laundry Supervisor: Supervises a variety of activities in housekeeping and laundry in maintaining the facility in an orderly, clean, and sanitary condition and in processing linens, garments, and other washables through washing and drying cycles. See Laundry Supervisor (830) and Housekeeping Supervisor (840) if covered by two positions.							
830	Laundry Supervisor: Supervises laundry personnel in such service activities as washing, cleaning, ironing, processing, and delivery of uniforms and linens. Regulates work flow and sets up production standards for the department.							
840	Housekeeping Supervisor: Supervises and administers housekeeping program to maintain facility in sanitary and orderly condition. Establishes standards, work methods, and schedules.							
850	Housekeeping and Laundry Aide: Provides a variety of housekeeping and/or laundry duties in maintaining the facility in an orderly, sanitary condition and in the collection and laundering of linens, garments and washables.							
860	Security Supervisor: Responsible for the safety and security of residents, facility and service programs, staff and property. Oversees the work of the security guards on assigned shifts.							
870	Security Guard: Polices buildings and grounds in the prevention of fire, theft, vandalism, and illegal entry.							
880	Emergency Staff: This position is responsible for the integrity of the building, its security, and that of its residents during non-business hours (i.e., early evenings, nights, weekends, and holidays). Emergency staff members provide assistance in the event of health, mechanical and fire emergencies.							

Differentials Questionnaire

PLEASE SHOW ADDITIONAL PAY DIFFERENTIALS BEYOND BASE PAY FOR SHIFT, WEEKEND, AND HOLIDAYS FOR THE JOBS LISTED.

(For example, if a CNA's base pay is \$7.00 per hour, then is paid an additional \$0.25 more per hour for working a certain shift, the amount listed in the chart below would be **\$0.25, NOT \$7.25**. We are looking for the additional amount per hour ONLY for the respective shift.)

For Working:	RN	LPN	CNA	CRMA	PSS Non-Certified	Housekeeping	Laundry	Dietary
1st Shift (Day)	\$	\$	\$	\$	\$	\$	\$	\$
2nd Shift (Evening)	\$	\$	\$	\$	\$	\$	\$	\$
3rd Shift (Night)	\$	\$	\$	\$	\$	\$	\$	\$
Weekends (1st Shift)	\$	\$	\$	\$	\$	\$	\$	\$
Weekends (2nd Shift)	\$	\$	\$	\$	\$	\$	\$	\$
Weekends (3rd Shift)	\$	\$	\$	\$	\$	\$	\$	\$
Holiday Differential	\$	\$	\$	\$	\$	\$	\$	\$
Supervisor Differential	\$	\$	\$	\$	\$	\$	\$	\$

COVID-19 QUESTIONNAIRE

Check Box (X) 1. Did you increase WAGES specifically because of Covid-19?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If YES, please respond to the following questions:

Check Box (X) Did the wage increase apply only when Covid-19 was present in the building?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) Did the wage increase apply only for staff on the Covid-19 unit?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) Was the wage increase discontinued when the Temporary Rate Increase was no longer in effect?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) 2. Did you provide BONUSES specifically because of Covid-19?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If YES, please respond to the following questions:

Check Box (X) Did bonuses apply only when Covid-19 was present in the building?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) Did bonuses apply only for staff on the Covid-19 unit?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) Were bonuses discontinued when the Temporary Rate Increase was no longer in effect?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

COVID-19 QUESTIONNAIRE

Check Box (X) 3. Did you increase your reliance on agency staff?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Do not use agency staff

If YES, please respond to the following questions:

Check Box (X) The increase in agency staffing was due to:

<input type="checkbox"/>	Outbreak status
<input type="checkbox"/>	General need during the pandemic

Per Hour Rate What was the highest hourly rate paid for agency staff in the following positions?

\$	-	RN
\$	-	LPN
\$	-	CNA
\$	-	CRMA
\$	-	Med Techs
\$	-	PCA/PSS
\$	-	Other (please specify job position/title):
\$	-	Other (please specify job position/title):
\$	-	Other (please specify job position/title):
\$	-	Other (please specify job position/title):

FRINGE BENEFITS QUESTIONNAIRE

Please answer the following questions pertaining to Fringe Benefits provided your employees.

1. What is the actual cost of ALL fringe benefits provided your employees as a % of total organization payroll? These include health, dental, life, disability, workers compensation, unemployment compensation, vacation, holiday, sick leave, earned time, social security and retirement contributions.

2. What is the actual cost of your overall medical benefits as a total % of payroll? (Health only, both the company and employee share)

3. What was the % increase in your overall health insurance premium at the most recent renewal? (Both the company and employee share)

4. What is the average annual % wage increase (COLA) given to employees?

Check Box (X)

5. Do you offer pay in lieu of benefits?

Yes
No

Check Box (X)

6. Do you offer flexible spending accounts?

Yes
No

If so, what is the maximum dollar amount an employee may elect?

FRINGE BENEFITS QUESTIONNAIRE

7. What is the average Earned Benefit Time given to employees? (If facility does not use EBT, please add in vacation, sick, holiday, and personal time.)

Management Employees

**Number of
Days Off**

After

- 1 Year
- 5 Years
- 10 Years
- 15 Years
- 20 Years

Non-Management Employees

**Number of
Days Off**

After

- 1 Year
- 5 Years
- 10 Years
- 15 Years
- 20 Years

Check Box (X)

When are employees eligible to take EBT?

- A. Upon employment
- B. After 30 days
- C. After 60 days
- D. After 90 days
- E. After 6 months
- F. After 1 year

FRINGE BENEFITS QUESTIONNAIRE

8. Does your facility have an educational assistance program for college level courses for its employees?

Check Box (X) Management Employees

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) Non-Management Employees

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

For payment of courses, does your facility:

Check Box (X) Pay course/staff in advance

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Check Box (X) Reimburse tuition based on successful completion of course.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

FRINGE BENEFITS QUESTIONNAIRE

9. Does the facility offer HEALTH insurance for its employees?

Check Box (X) Management Employees

Yes
No

Check Box (X) Non-Management Employees

Yes
No

Check Box (X) **What type of health insurance plans do you have? (check all that apply)**

- A. Health Maintenance Organization (HMO)
- B. Preferred Provider Organization (PPO)
- C. Health Reimbursement Arrangement (HRA)
- D. Health Savings Accounts (HSA)
- E. Point of Service (POS)
- F. Other:

--

Check Box (X) **What vendor do you use for your health insurance?**

- A. Anthem
- B. Aetna
- C. Cigna
- D. Harvard Pilgrim Healthcare
- E. United Healthcare
- F. Maine Community Health Options *(in place of Dirigo Health, which ended December 31, 2013)*
- G. Self-Funded
- Other:

--

What is the average TOTAL PLAN monthly premium cost per employee for Health Insurance? (figure includes employer contribution AND employee contributions)

- A. Single Employee
- B. Couple
- C. Employee & Children
- D. Family

FRINGE BENEFITS QUESTIONNAIRE

What is the average **monthly Employer Contribution per employee** for Health Insurance? (based on figures provided on previous question regarding Total Monthly Premium Costs)

\$
\$
\$
\$

- A. Single Employee
- B. Couple
- C. Employee & Children
- D. Family

Check Box (X) When is the insurance coverage effective?

- A. Upon employment
- B. After 30 days
- C. After 60 days
- D. After 90 days
- E. After 6 months
- F. After 1 year

Check Box (X) In the past 12 months, have increases in health insurance premiums caused you to make changes in coverage?

- Yes
- No

Check Box (X) If YES, have you done any of the following (check all that apply)?

- A. Changed eligibility requirements
- B. Increased employee contribution
- C. Increased the deductible
- D. Decreased covered items
- E. Offered additional health plan options
- F. Partly self-funded medical deductible
- G. Increased employer contribution

Other:

--

What is the renewal date for your Health Insurance?

__ / __ / __

FRINGE BENEFITS QUESTIONNAIRE

10. Does the facility carry DENTAL insurance for its employees?

Check Box (X) Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

Check Box (X) Non-Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

Monthly contribution per employee for Management employees Paid by Facility

Monthly contribution per employee for Non-Management employees Paid by Facility

Check Box (X) What vendor do you use for Dental insurance?

<input type="checkbox"/>
<input type="checkbox"/>

A. Self-Funded
B. Dental Insurance Provider:

<input type="text"/>

Check Box (X) When is the insurance coverage effective?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

A. Upon employment
B. After 30 days
C. After 60 days
D. After 90 days
E. After 6 months
F. After 1 year

11. Does the facility offer any of the following insurances for its employees?

a. LIFE/ACCIDENTAL DEATH/DISEMBLEMENT Insurance Paid By Facility

Check Box (X) Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

FRINGE BENEFITS QUESTIONNAIRE

Check Box (X) Non-Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

Check Box (X) **What vendor do you use for Life insurance?**

<input type="checkbox"/>
<input type="checkbox"/>

A. Self-Funded
B. Life Insurance Provider:

--

b. SHORT-TERM NONOCCUPATIONAL SICKNESS/ACCIDENT Disability Insurance Paid By Facility

Check Box (X) Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

Check Box (X) Non-Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

Check Box (X) **What vendor do you use for Short-Term Disability insurance?**

<input type="checkbox"/>
<input type="checkbox"/>

A. Self-Funded
B. Short-Term Disability Insurance Provider:

--

<input type="checkbox"/>

What is the duration (in weeks) of Short-Term Disability coverage?

c. LONG-TERM NONOCCUPATIONAL SICKNESS/ACCIDENT Disability Insurance Paid By Facility

Check Box (X) Management Employees

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

FRINGE BENEFITS QUESTIONNAIRE

Check Box (X) Non-Management Employees

Yes
No

Check Box (X) **What vendor do you use for Long-Term Disability insurance?**

A. Self-Funded
B. Long-Term Disability Insurance Provider:

--

--

What is the duration (in weeks) of Long-Term Disability coverage?

Check Box (X) **12. Does the facility offer access to any of the following for its employees? (check all that apply)**

A. Voluntary Life Insurance
B. Voluntary Whole Life Insurance
C. Voluntary Short-Term Disability
D. Voluntary Long-Term Disability
E. Long-Term Care Insurance
F. Voluntary Accident Insurance
G. Critical Illness Insurance
H. Vision Insurance

Check Box (X) **13. Does the facility have a Profit Sharing Plan?**

Yes
No

%

Facility contributes what percentage of salary?

Check Box (X) **14. Does the facility have a 401(k) or 403(b) Plan?**

Yes
No

Check Box (X) **Does the facility match employees' contributions?**

Yes
No

FRINGE BENEFITS QUESTIONNAIRE

% What is the maximum percentage does the facility match?

Vesting – number of months until fully vested.

Check Box (X) 15. Does your facility provide mileage expense reimbursement?

Yes
 No

\$ What is the rate per mile allowed?

RECRUITMENT & RETENTION QUESTIONNAIRE

1. For each of the following disciplines, the total number of established direct care positions in the facility:

<input type="text" value=""/>	RN
<input type="text" value=""/>	LPN
<input type="text" value=""/>	CNA
<input type="text" value=""/>	CRMA
<input type="text" value=""/>	Med Techs
<input type="text" value=""/>	PCA/PSS

2. For each of the following disciplines, the annual total number of direct care terminations (voluntary & involuntary) during the 12 month period from January 1, 2020 to December 31, 2020:

<input type="text" value=""/>	RN
<input type="text" value=""/>	LPN
<input type="text" value=""/>	CNA
<input type="text" value=""/>	CRMA
<input type="text" value=""/>	Med Techs
<input type="text" value=""/>	PCA/PSS

Check Box (X) 3. Did you include per diem in the above turnover totals?

Yes
 No

FRINGE BENEFITS QUESTIONNAIRE

Check Box (X) 4. Do you use contract labor?

Yes
No (skip to question 5)

If yes, what is the Hourly Wage for contract labor used?

\$
\$
\$
\$
\$
\$
\$

RN
LPN
CNA
CRMA
PCA/PSS
Housekeeping
Laundry
Dietary

How many **HOURS** of contract labor were used from January 1, 2020 thru December 31, 2020

hours
hours
hours
hours
hours
hours
hours
hours

RN
LPN
CNA
CRMA
PCA/PSS
Housekeeping
Laundry
Dietary

