



THE  
SURVEY  
GROUP

PROVIDING VITAL INFORMATION AND RESOURCES FOR ALL YOUR HR NEEDS

WWW.THESURVEYGROUP.COM



*Your one source for compensation and benefits data, human resources information, and consulting services.*

*Providing the expertise and resources to resolve virtually all your human resources challenges since 1961.*

### MEMBER SERVICES

The Survey Group is a member-based human resources information, survey and consulting firm. Hundreds of New England organizations share the privileges and benefits of TSG Membership. Full or Associate Membership is offered based on number of employees.

### SURVEYS

For more than 50 years, The Survey Group has conducted the most comprehensive compensation and benefits surveys in New England.

### CONSULTING

We provide a broad range of consulting services. Our team has experience working with organizations both large and small. Our consulting services are available to both member and non-member organizations.



# MEMBER SERVICES



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## COMPENSATION, BENEFITS AND PRACTICES SURVEYS

TSG's Member-Based surveys have more New England participants than any other regional or national survey. We maintain a repeat participation rate of over 80% in our major surveys.

Full Members of TSG are invited to participate in our surveys and receive online access to data for those surveys in which they participate. Both Full and Associate Members have access to the survey results in our library.

- Benchmark Compensation Survey
- Compensation Planning and Practices Survey
- Employee Benefits Survey
- Employee Programs and Practices Survey
- Turnover Survey
- Holiday Survey

## FREE HOTLINE SERVICE

TSG's professional staff is available to provide you with quick answers to your immediate questions regarding competitive market rates, salary budgets, policies and procedures, or other best practices regarding compensation and benefits through our convenient hotline service. In most cases, a TSG consultant responds to a hotline request within one business day. If a faster response or more extensive research or analysis is needed, TSG consultants can help meet your needs on a fee basis.

## DISCOUNTS FOR TSG SEMINARS

Our **seminars**, held throughout the year, address a wide range of topics to meet the needs of all levels of HR professionals. Introductory classes are complemented by intermediate and advanced level courses.

## HUMAN RESOURCES LIBRARY

Our extensive library of nearly 100 compensation and benefits surveys, textbooks, manuals and periodicals, published both by TSG and other organizations, provides Members with access to the most comprehensive regional and national survey data available. The library is equipped with computers and internet access so Members can collect and record the data that they need easily and efficiently. Our consultants are available onsite to answer your HR-related questions and to help locate specific data.

## NEWSLETTER

**NewsLink**, published for all Members, offers professional tips to help you make HR-related decisions based on current, reliable information.

## FREE HR JOB POSTING

Post an unlimited number of open HR jobs on our web site.



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## BENCHMARK COMPENSATION SURVEY

TSG's Benchmark Compensation Survey, with over 800 positions, is organized by size, industry type, and geographical area and includes positions found at all types of employers. All Members who participate in the survey receive the results online in PDF or Excel format, so they can access the data in the format they want, when they need it. Both Full and Associate Members are invited to participate in this survey.

### Survey Features:

- Reports compensation data on exempt and nonexempt benchmark positions in a wide range of functional areas and industries
- Compensation data for each position is presented for all participants and by sales volume, industry, and geographic location
- For an additional cost, participants may request a custom report which presents the participant's compensation data compared to their selected peer group

## COMPENSATION PLANNING AND PRACTICES SURVEY

This invaluable resource provides organizations with information on current and projected merit and salary increase budgets and structure movements. It also provides prevalence data on a variety of administrative practices and short- and long-term variable pay programs.

### Survey Features:

- Reports statistics on a variety of administrative practices including:
  - Frequency of increases
  - Lump sum payments
  - Pay philosophy
  - Short- and long-term variable pay practices

## EMPLOYEE BENEFITS SURVEY

This survey is conducted every other year in conjunction with the Employee Programs and Practices Survey. When used as a set, these surveys provide the most comprehensive overview of benefit programs and practices available.

### Survey Features:

- Reports data on:
  - Cost of benefits as a percent of payroll
  - General benefits and time off
  - Insurance/financial benefits
  - Specialized benefits such as education assistance, sabbaticals, legal counseling, executive perquisites



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## EMPLOYEE PROGRAMS AND PRACTICES SURVEY

This survey is one-half of TSG's two-part benefit survey and is conducted every other year. It is designed to be used in conjunction with the Employee Benefits Survey to provide the most comprehensive overview of benefit programs and practices available.

### Survey Features:

- Reports the prevalence, features, and costs of a variety of company benefit policies, practices and employee perquisites, including but not limited to:
  - Medical/Dental Insurance Premiums based on plan type (PPO, HMO, HDHP, POS, Indemnity)
  - HR Administrative Practices such as work schedules, attendance reporting, pay cycles, severance
  - Employee Services such as matching gifts, discounts, health and wellness programs, service and recognition awards

## TURNOVER SURVEY

This survey, conducted annually, reports information regarding employee turnover and related topics.

### Survey Features:

- Turnover
- Absenteeism
- Training costs
- HR staffing levels
- Costs related to replacing employees

## HOLIDAY SURVEY

This annual survey provides data for legally required and other company approved holidays.

### Survey Features:

- Fixed and floating holidays for the upcoming year
- Average number of paid holidays for the next year
- Days off granted during the Christmas/New Year's season

## CUSTOM SURVEY

Companies may sponsor custom surveys by hiring TSG on a consulting basis. We conduct local and national surveys on salaries, benefits, employee attitudes, and other human resources issues. TSG offers competitive pricing for these services that are generally less expensive than offerings from other consulting firms or survey organizations.



# CONSULTING



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We provide a broad range of consulting services to help organizations manage the philosophy, strategy and effectiveness of their organization's compensation and benefit programs. Our experienced and knowledgeable consultants have assisted over 1,000 clients with planning and designing compensation and benefit programs that are competitive, equitable, compliant, and cost effective.

We bring experienced HR consulting professionals to each of our assignments and partner closely with our clients to identify and implement pay and benefit programs that align with the organization's unique culture and strategic focus. Our expertise in survey analysis, competitive market practices, plan design, and legal compliance enables us to design custom solutions that add value to the organization, represent "best in class" programs and appropriately reward employees.

Our services are designed for all types of businesses, large and small. Our pricing is generally lower than pricing provided by other consulting firms.

## AREAS OF EXPERTISE

### BASE PAY/SALARY STRUCTURE DESIGN

Our consultants can help you design a comprehensive compensation program that is competitive, aligns with your organization's business goals, and provides the flexibility to change as your organization changes. We partner with your HR team and senior executives to:

- Identify your compensation philosophy
- Establish guidelines for compensating your employees fairly and competitively
- Provide management with the tools and information needed to effectively manage and communicate pay practices
- Evaluate the financial and human resource implications of implementing new or modified plans
- Develop forms, policies, and procedures to support the administration of the program

### COMPETITIVE MARKET BENCHMARKING

We provide expert technical and analytical services to help ensure that your compensation program and practices are competitive. Our experienced consultants can help you:

- Obtain market data for individual positions, job families, or the entire organization
- Perform a competitive pay evaluation for your organization
- Develop legally compliant job definitions and descriptions



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## COMPENSATION PLAN DEVELOPMENT

We specialize in developing base, variable and long-term incentive compensation plan designs that are externally competitive, internally equitable, sustainable, affordable, and legally defensible. As part of this process we:

- Review job descriptions, roles and responsibilities
- Collect and analyze market data
- Recommend salary ranges for each classification based on prevailing market rates
- Perform an internal job evaluation
- Analyze current reward systems and develop alternative strategies
- Evaluate the financial impact of alternative plans
- Perform FLSA assessments and audits for compliance with current standards and regulations

## CUSTOM PAY AND BENEFIT SURVEYS

We design and conduct custom pay and benefit surveys for clients that need targeted information about their pay and benefit programs so they can understand competitive market conditions and pay practices in their industry or geographic area. We work closely with clients to:

- Design a survey that meets their goals and optimizes results
- Develop data collection tools
- Promote survey participation among target groups
- Review and audit data submissions
- Analyze and explain survey results

## PERFORMANCE MANAGEMENT

We develop performance planning, measurement and appraisal systems. This includes job analysis, performance standards, goal setting and management by objectives programs, evaluation/appraisal systems and processes.

We can help you:

- Develop performance goals, objectives and standards for each job classification
- Establish the link between measuring and achieving individual results with overall company performance
- Capture the data elements and methodologies used to compare relative individual and team performance levels
- Provide managers and supervisors with the tools they need to document and reward their employees
- Develop performance feedback capabilities

## HUMAN RESOURCES COMMUNICATION TOOLS AND MATERIALS

We develop and draft various communications to help you and your employees manage and understand your compensation and benefit plans and programs.