



## **ALA San Diego Chapter Law Firm Survey of Compensation & Benefits.**

**2010**

This is the paper version of the 2010 Survey Questionnaire. This paper version is designed to be your working copy and a tool for your notes, reference and paper file copy. The actual questionnaire is on line which is accessed by the special secure link that you should have received via email.

You most likely received this paper copy from the Survey web page. Due to the conversion of HTML to PDF, some of the matrix type questions are printed below each other rather than next to each other. This results in "not a perfect" paper copy, however, it still serves its purpose very well. The actual online survey questionnaire displays properly.

The original PDF of this file is online. If changes are made to the online questionnaire, the online version of the PDF file will be updated accordingly. The online version of the questionnaire is always the most current version.

All instructions and the download link for this file are on the Survey webpage at:

[www.JimColvilleCPA.com/ALAsurvey](http://www.JimColvilleCPA.com/ALAsurvey)

On the website, you will find:

- Instructions for the entire survey and online data entry
  - For data security purposes and streamlined data entry there are two separate questionnaires, one for the salary data and one for everything else
  - We hope that you find the salary data entry to be much easier
- Participation and payment instructions
- Payment can be made by check or credit card
- Survey Timeline / Calendar
  
- You will receive an email from ALA San Diego Chapter announcing the survey
- Soon after, you will receive a separate email from Jim Colville with your link to the questionnaire
- Always return to the Survey website for instructions and explanations

# 2010 ALA Compensation and Benefits Survey

## 1. Getting Started

Welcome to the **2010 San Diego ALA Law Firm Salary and Benefits Questionnaire**. There have been no changes in the survey questionnaire since last year which we hope helps you with the preparation and the input.

All questions should be answered with historical data as of **July 1, 2010**.

In a hurry to get started? Scroll to the end of this page and Click **Next**.

You have access to this survey as a result of a survey invitation sent to your email address. There is a special link in the email that got you here. While seemingly simple, this is an extremely secure method of protecting others from accessing your data. Each ALA member has their own unique link.

Your section of the survey cannot be accessed by anyone, even if they know your email address. The only way into this survey questionnaire is by clicking the link in the email you received.

If you want to work on the survey from home, simply forward the email to your home email address. You may also forward the email to an assistant in the office that will be helping you.

Again, this is a very secure and easy to use method of survey control. **Word of caution:** as you may have guessed, forwarding the email allows others to have access. Only forward to yourself at home or to your trusted assistant in the office and only if necessary.

Another layer of security is that the data in this online questionnaire has no reference to you or your firm, thus the data reveals no specific information of value.

This on-line survey questionnaire is for all non-salary questions, i.e. it's just the benefits section. The **salary** questions are handled through a separate survey tool. (See the ALA Survey web page on [Jim Colville's web site](#) for instructions.)

**Navigation instructions:** Click the **Next** button at the end of each section. This saves your work and moves you to the next section. At the very end of this survey, click the **Done** button. Both **Next** and **Done** save your entries. If you do not complete this survey in one session, scroll to the end of your current section, click **Next** or **Done** to save your work. If you Exit the survey (the link at the top of the screen) without saving, your responses in the current section will not be saved.

This survey questionnaire is divided into sections. To go back to a previous section, click the **Previous** button at the end of a section. If you need to return to this questionnaire later for revisions, do so by using your unique email link.

The survey is in Sections. If coming back into the survey for revisions, you must click **Next** at the end of each section to get there which can be cumbersome. The navigation buttons below will help you in skipping sections. Clicking Yes is only required if skipping sections.

Click the **Next** button below to begin the survey.

**1. Start the Survey?**

Yes

**2. Jump to the [Employee Benefits](#) Section? (Question 23)**

Yes

**3. Jump to the [Compensation](#) Section? (Question 56)**

Yes

**4. Jump to the [Comments](#) section?**

Yes

# 2010 ALA Compensation and Benefits Survey

## 2. Begin the Survey

### 5. Enter your survey nickname.

For security purposes, this online survey questionnaire does not contain your name, your firm name or any other reference to you. To ensure that you are comfortable that you are in your section of the survey, enter a nickname. Make sure that the nickname does not have a reference to you or your firm.

### 6. How many years of administrative management experience did you have as of July 1, 2010?

### 7. As of July 1, 2010, how many years had you been employed in your current position?

### 8. Which of the following job titles best fits your current position?

Please select only one answer.

- Principal Administrator (Law Firm) [Job Description](#)
- Corporate/Government Administrator [Job Description](#)
- Administrative/Office Manager (Law Firm) [Job Description](#)
- Branch Office Manager [Job Description](#)
- Human Resources Director/Manager [Job Description](#)
- Finance Director/Controller [Job Description](#)
- Other

If Corporate/Government Administrator, are you able to share salary information for your organization? Answer

Yes or No

### 9. Please indicate your primary area of responsibility.

Please select only one answer.

- Personnel
- Finance
- Technology
- General Business Management
- P/R Marketing

## 2010 ALA Compensation and Benefits Survey

**10. Were you a member of ALA?**

Please check all that apply.

Yes

No

**11. Had you obtained the ALA designation of Certified Legal Manager (CLM)**

Yes

No

**12. What is the highest level of education you had completed?**

Please select only one answer.

High School

Bachelors Degree (4 year degree)

Associate Degree (2 year degree)

Some Graduate School

Business School

Graduate Degree

Some College

# 2010 ALA Compensation and Benefits Survey

## 3. Your Firm

Please tell us about your firm as of July 1, 2010.

13. Was your firm a:

- |   |   |
|---|---|
| <input type="radio"/> Partnership                                       | <input type="radio"/> Limited Liability Partnership |
| <input type="radio"/> Corporation                                       | <input type="radio"/> Sole Proprietorship           |
| <input type="radio"/> Partnership (including Professional Corporations) | <input type="radio"/> Other                         |

14. What was the management/leadership structure of your firm?

After selecting, please enter a brief description of that firm structure, if appropriate.

- Managing Committee
- Managing Partner
- Administrator
- Other

Describe your selected firm structure:

15. How many hours comprised the firm's work week?

These would be normal staff hours, not including overtime.

For half-hour increments please indicate by using decimal points, such as 37.5.

16. How many attorneys did you have in your firm in San Diego County (all offices)?

This number will be used to determine your firm's size for the Survey Report.

Partners/Shareholders	<input type="text"/>
Of Counsel	<input type="text"/>
Associates	<input type="text"/>
Total (enter manually)	<input type="text"/>

17. Did your firm have employees who worked reduced work schedules

(i.e., employees who agreed to work less than full-time for a prorated salary)?

- Yes
- No

# 2010 ALA Compensation and Benefits Survey

**For each of the following job classifications, enter the number of people employed in your firm in San Diego County as of July 1, 2010. In the salary section of the survey, you will be asked to enter individual salary information for the number of employees listed here.**

**18. Number of professionals or staff**

Partners/Shareholders/Senior General Counsel	<input type="text"/>
Non-Equity Partners	<input type="text"/>
Associates & Corporate/Government Attorneys	<input type="text"/>
Of Counsel	<input type="text"/>
Contract Attorneys	<input type="text"/>
Law Clerks	<input type="text"/>
Paralegals	<input type="text"/>
Other Billable Professionals	<input type="text"/>
Administrative Management (exempt only)	<input type="text"/>
Information Technology/MIS	<input type="text"/>
Legal Secretary/Assistant	<input type="text"/>
Accounting Staff	<input type="text"/>
General Office Staff	<input type="text"/>
Word Processing Staff	<input type="text"/>
Outsourced office services/facilities personnel (other than temporary legal staff)	<input type="text"/>

**19. Please indicate which of the following ALA-related expenses were paid by your firm.**

**Please select one answer for each expense item.**

	Always	Sometimes	Never
ALA International dues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALA Chapter dues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chapter Seminars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Region 6 Conference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
International/Annual Conference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Airfaire for Conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hotel for Conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**20. Please indicate which of the following membership fees your firm paid.**

**Please select all that apply.**

- State Bar

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- American Bar
- Local Bar
- Other Legal Associations
- Non-legal Professional Organizations.

**21. Did your firm reimburse for the following?  
Please select all that apply.**

- Bar Review Courses
- Bar Exam Fees
- Neither were reimbursed by the firm

**22. Did your firm pay a referral fee or bonus to staff  
who referred new employees to the firm?**

- Yes
- No

### 4. Employee Benefits

Tell us about the benefits your firm provided for Associates and staff as of July 1, 2010.

**23. How many paid holidays did your firm provide during the year?**

**24. Which of the following benefits, if any, did your firm offer to part-time employees?  
Please select all that apply.**

- Health insurance
- Vacation days
- Sick days
- Bereavement leave
- Disability leave
- Maternity leave
- Paternity leave
- Jury duty leave
- Paid holidays
- Our firm did not offer benefits to part-time employees

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**25. Did your firm have a Paid Time Off (PTO) policy, sick and vacation policies, or both?**

	Yes	No
Paid Time Off (includes a combination of vacation, sick and other allowable time off) (Skip to Qxx)	€	€
Separate sick and vacation policies (CONTINUE)	€	€
Both (CONTINUE)	€	€

**How many **vacation days** did your firm provide per year for full-time employees? Please indicate the number of days for each by years employed.**

**26. Years with Firm-Associates**

Less than 1 year

1 to 2 years

3 to 4 years

5 to 10 years

More than 10 years

**27. Years with Firm-Exempt**

Less than 1 year

1 to 2 years

3 to 4 years

5 to 10 years

More than 10 years

**28. Years with Firm-Non-Exempt**

Less than 1 year

1 to 2 years

3 to 4 years

5 to 10 years

More than 10 years

**How many **sick days**? did your firm provide per year for full-time employees? Please indicate the number of days for each by years employed.**

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## 29. Years with Firm-Associates

Less than 1 year

1 to 2 years

3 to 4 years

5 to 10 years

More than 10 years

## 30. Years with Firm-Exempt

Less than 1 year

1 to 2 years

3 to 4 years

5 to 10 years

More than 10 years

## 31. Years with Firm-Non-Exempt

Less than 1 year

1 to 2 years

3 to 4 years

5 to 10 years

More than 10 years

**32. For those employers with separate sick and vacation policies, for each of the three types of employees, please indicate which of the following your firm provided.**

	Associates	Exempt	Non-Exempt
Sell back unused vacation	€	€	€
Pay for unused sick time	€	€	€
Cap on vacation accrual	€	€	€
Cap on sick time accrual	€	€	€
Paid personal days in addition to sick days	€	€	€
Paid time off for bereavement	€	€	€
Paid disability leave	€	€	€
Paid maternity leave	€	€	€
Paid paternity leave	€	€	€
Paid leave for jury duty	€	€	€
Firm offered none of the above	€	€	€
Firm did not have this type of employee	€	€	€

**If your firm has separate sick and vacation policies (in Q25 above), skip to Q37, otherwise CONTINUE.**

# 2010 ALA Compensation and Benefits Survey

**How many Paid Time Off (PTO) days did your firm provide per year for full-time employees? Please indicate the number of days for each by years employed.**

**33. Years with Firm-Associates**

Less than 1 year	<input type="text"/>
1 to 2 years	<input type="text"/>
3 to 4 years	<input type="text"/>
5 to 10 years	<input type="text"/>
More than 10 years	<input type="text"/>

**34. Years with Firm-Exempt**

Less than 1 year	<input type="text"/>
1 to 2 years	<input type="text"/>
3 to 4 years	<input type="text"/>
5 to 10 years	<input type="text"/>
More than 10 years	<input type="text"/>

**35. Years with Firm-Non-Exempt**

Less than 1 year	<input type="text"/>
1 to 2 years	<input type="text"/>
3 to 4 years	<input type="text"/>
5 to 10 years	<input type="text"/>
More than 10 years	<input type="text"/>

**36. For those employees with PTO, please indicate which of the following your firm provided. Select all that apply for each employee type.**

	Associates	Exempt	Non-Exempt
Sell back unused vacation	€	€	€
Pay for unused sick time	€	€	€
Cap on vacation accrual	€	€	€
Cap on sick time accrual	€	€	€
Firm offered none of the above	€	€	€
Firm did not have this type of employee	€	€	€

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### 37. Which of the following did your firm make available?

- Health insurance for employees
- Health insurance for dependents
- Firm offered none of the above
- Firm did not have this type of employee

### 38. From your response to the previous question what is the percentage your firm pays or reimburses?

Health insurance for employees

Health insurance for dependents

### 39. Which type of health insurance did your firm make available for employees?

- HMO
- PPO
- Choice
- Not provided

### 40. Which type of health insurance did your firm make available for dependents?

- HMO
- PPO
- Choice
- Not provided

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**41. Which of the following did your firm make available?**

- Long-term disability for employees
- Long-term disability for dependents
- Dental insurance for employees
- Dental insurance for dependents
- Vision insurance for employees
- Vision insurance for dependents
- Supplemental long-term care insurance for employees
- Supplemental long-term care insurance for dependents
- Life insurance for employees
- Life insurance for dependents
- Firm offers none of the above
- Firm did not have this type of employee

**42. What type of Section 125 cafeteria plan(s), if any, did your firm offer?  
Please select all that apply**

- Premium Only Plan (POP)
- Flexible Spending Account (medical and/or dependent care)
- Comprehensive Plan (POP + Dependent Care + Choice + Eligible Benefits)
- Firm did not offer any cafeteria plans

**43. What type of retirement plan, if any, did your firm offer? Please select all that apply.**

	Associates	Exempt	Non-Exempt
401(k) (Continue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other defined-contribution plan (Continue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Skip to Q50)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My firm did not offer a retirement plan (Skip to Q50)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm did not have this type of employee (Skip to Q50)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**What percentage of contributions, if any, did your firm match for the 401k?**

**44. Associates**

401(K)-% Match

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**45. Exempt**

401(K)-% Match

**46. Non-Exempt**

401(K)-% Match

**What percentage, if any, did your firm contribute to the other defined-contribution plan?**

**47. -Associates**

Other Defined Contribution Plan

**48. -Exempt**

**49. -Non-Exempt**

**50. Did the plan include profit-sharing contributions for:**

	Yes	No
Associates	jn	jn
Exempt	jn	jn
Non-exempt	jn	jn
Did not offer	jn	jn

**51. Which of the following, if any, did your firm pay?**

- Transportation allowance (Skip to Q53)
- Parking fees (Skip to 54)
- Transportation allowance and parking fees
- Firm does not pay (Continue to next section)
- Firm did not have this type of employee

**52. Did your firm offer employees the choice of transportation allowance or parking fee reimbursement or does your firm pay both of these to eligible employees?**

- Choice of transportation allowance or parking fee reimbursement
- Firm pays both

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53. Which of the following did your firm offer for the transportation allowance?

- Set dollar amount
- Percentage of total cost (Continue to next section)

**(If Q53 is “transportation allowance,” skip to next section)**

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54. Which of the following did your firm offer for the **parking reimbursement**?

- Set Dollar Amount
- Percentage of Total Cost

55. How much was the firm’s parking reimbursement as a monthly dollar amount?

## 5. Compensation

In this section you will provide specific salary information for all of the full-time employees employed by your your firm in San Diego County as of July 1, 2010.

This section is in two parts. The actual salary dollar amount questions will done in a separate questionnaire tool.

### **Associates (including Corporate/Government Attorney Compensation) -- as of July 1, 2010.**

56. Were the **Associates** in your firm eligible for a bonus?

All

Some

None

57. Were there different bonus criteria for 1<sup>st</sup>/2<sup>nd</sup> year **Associates** in your firm compared to more experienced **Associates**?

Yes

No

58. What bonus criteria were used for **Associates**?

Please select all that apply.

Longevity

Productivity

Individual merit

Firm earnings

Employee earnings

Job category

Other

**You have just finished the general questions for [Associates](#) (& Corporate/Government Attorneys)**

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Paralegals*.**

**59. Were the [Paralegals](#) in your firm bonus eligible?**

- All
- Some
- None

**60. Were the same bonus criteria used for all [Paralegals](#) in your firm?**

- Yes
- No

**61. What bonus criteria were used for [Paralegals](#)?**

**Please select all that apply.**

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

**You have just finished the general questions for [Paralegals](#)**

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Billable Professionals*.**

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62. Were the **Billable Professionals** in your firm bonus eligible?

- All
- Some
- None

63. Were the same bonus criteria used for all **Billable Professionals** in your firm?

- Yes
- No

64. What bonus criteria were used for **Billable Professionals**?

Please select all that apply.

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

**You have just finished the general questions for **Billable Professionals****

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Exempt Administrative Management* employees.**

65. Were the **Exempt Administrative Management** employees in your firm bonus eligible?

- All
- Some
- None

66. Were the same bonus criteria used for all **Exempt Administrative Management** employees in your firm?

- Yes
- No

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**67. What bonus criteria were used for [Exempt Administrative Management](#) ?**

Please select all that apply.

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

**You have just finished the general questions for [Exempt Administrative Management](#) employees.**

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Non-Exempt Information Technology/MIS* employees .**

**68. Were the [Non-Exempt Information Technology/MIS](#) employees in your firm bonus eligible?**

- All
- Some
- None

**69. Were the same bonus criteria used for all [Non-Exempt Information Technology/MIS](#) employees in your firm?**

- Yes
- No

**70. What bonus criteria were used for [Non-Exempt Information Technology/MIS](#) employees ? Please select all that apply.**

- Longevity
- Productivity
- Individual merit
- Firm earnings

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- Employee earnings
- Job category
- Other

**You have just finished the general questions for [Non-Exempt Information Technology/MIS](#) employees.**

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Non-Exempt Legal Secretaries/Assistants*.**

**71. Were the [Non-exempt Legal Secretaries/Assistants](#) in your firm bonus eligible?**

- All
- Some
- None

**72. Were the same bonus criteria used for all [Non-exempt Legal Secretaries/Assistants](#) in your firm?**

- Yes
- No

**73. What bonus criteria were used for [non-exempt Legal Secretaries/Assistants](#) ?**

**Please select all that apply.**

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

You have just finished the general questions for **Non-exempt Legal Secretaries/Assistants** .

The actual salaries will be entered in the separate survey tool.

The next section will repeat the same questions for **Non-exempt Accounting Personnel**.

74. Were the **Non-exempt Accounting personnel** in your firm bonus eligible?

- All
- Some
- None

75. Were the same bonus criteria used for all **Non-exempt Accounting personnel** in your firm?

- Yes
- No

76. What bonus criteria were used for **Non-exempt Accounting personnel**?

Please select all that apply.

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

You have just finished the general questions for **Non-exempt Accounting Personnel**.

The actual salaries will be entered in the separate survey tool.

The next section will repeat the same questions for **Non-exempt General Office** .

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77. Were the **Non-exempt General Office Personnel** in your firm bonus eligible?

- All
- Some
- None

78. Were the same bonus criteria used for all **Non-exempt General Office Personnel** in your firm?

- Yes
- No

79. What bonus criteria were used for **Non-exempt General Office Personnel** ?

Please select all that apply.

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

**You have just finished the general questions for **Non-exempt General Office Personnel**.**

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Non-exempt Word Processing Personnel*.**

80. Were the **Non-exempt Word Processing Personnel** in your firm bonus eligible?

- All
- Some
- None

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81. Were the same bonus criteria used for all **Non-exempt Word Processing Personnel** in your firm?

Yes

No

82. What bonus criteria were used for **Non-exempt Word Processing Personnel**?

Please select all that apply.

Longevity

Productivity

Individual merit

Firm earnings

Employee earnings

Job category

Other

**You have just finished the general questions for **Non-exempt Word Processing** personnel.**

**The actual salaries will be entered in the separate survey tool.**

**The next section will repeat the same questions for *Non-exempt/hourly Law Clerks*.**

83. Were the **Non-exempt/hourly Law Clerks** in your firm bonus eligible?

All

Some

None

84. Were the same bonus criteria used for all **Non-exempt/hourly Law Clerks** in your firm?

Yes

No

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85. What bonus criteria were used for **Non-exempt/hourly Law Clerks**?

Please select all that apply.

- Longevity
- Productivity
- Individual merit
- Firm earnings
- Employee earnings
- Job category
- Other

**You have completed the on-line [Compensation](#) section. But don't forget that the actual compensation/salary dollar amounts are entered in a separate survey tool. Instructions are on the ALA Survey web page at [www.JimColvilleCPA.com/ALAsurvey](http://www.JimColvilleCPA.com/ALAsurvey)**

## 6. Your Comments

Please provide any additional comments of any nature to ALA San Diego Chapter regarding this Compensation and Benefits Survey. If commenting about a particular question, please provide the question number. Your comments can be of any length.

86. Your comments (optional):

### 7. Survey Completion

**Thank for completing the questionnaire. We appreciate the time and effort that you put into this.**

**Clicking Done will save your work and exit you from this questionnaire. You can return at anytime to make revisions until the survey is closed. Refer to other documents for the scheduled date for the survey to close.**

**To complete the Compensation section of the 2010 Survey, use the separate survey *salary* tool. Instructions are on the ALA Survey web page at [www.JimColvilleCPA.com/ALAsurvey](http://www.JimColvilleCPA.com/ALAsurvey).**

