



Zweig Group Policies, Procedures & Benefits Survey part 1 (Policies, HR, & Career Development)

1. Overview

Welcome to Zweig Group's *Policies, Procedures & Benefits Survey* part 1. This survey focuses on AEC firm policies, HR department responsibilities and structure, and career development topics.

Responses from this survey will be used to produce Zweig Group's *Policies, Procedures & Benefits Survey Report*.

In order to produce this publication, we need your help!

TIPS FOR SURVEY PARTICIPATION

- **Print and review a PDF of this survey before you take the survey.**
- **Do not close your browser when participating in the survey. If you need to take a break, leave the browser open and come back later.**
- **Call Zweig Group if you have any comments or concerns at 800-466-6275 or email research@zweiggroup.com.**

Please participate in this survey by clicking the NEXT button at the bottom of the page. That will take you to the first page of the questionnaire. Any firm, large or small, may participate. The survey questions are easy and should take you less than 30 min to complete.

This is a confidential survey, and while the results will be published in summary form, no one will be able to identify your firm as a participant. When answering numerical questions, please do not use additional characters like "\$" and or "," (e.g. enter "500000").

As a thank you for your participation, after completing the survey, you will be re-directed to a page where you will receive a one-time discount code for 50% off the full price of this completed survey. Use this code immediately, or copy this code and store it for your later use. This code can be applied at checkout on Shop.ZweigGroup.com.

Thank you for your time and input!



Zweig Group Policies, Procedures & Benefits Survey part 1 (Policies, HR, & Career Development)

2. Firm Overview

1. Please enter your email:

2. Within the last 12 months have you or someone at your firm taken PART 2 of Zweig Group's Policies, Procedures & Benefits Survey?

Yes

No

* 3. Which of the following best describes your firm overall?

Architecture or Interiors

A/E (primarily architecture)

Single-discipline Engineering

Multidiscipline Engineering (two or more disciplines, but not full-service)

Full-service Engineering or A/E (civil, structural, mechanical & electrical; other services may include architecture, etc.)

Construction

Construction Management

Design/Build (more than 50% of revenue from design/build services)

Environmental Consulting (engineering and/or science; enviro. focus)

Other (please specify)

4. If your firm provides engineering services, please select all of the services below that it provides

- Civil engineering
- Structural engineering
- Architectural engineering
- Electrical engineering
- Environmental engineering
- Sustainability engineering
- Industrial engineering
- Geotechnical engineering
- Geologic engineering
- Construction engineering
- Safety engineering
- Mechanical engineering
- Traffic engineering
- Other (please specify)

* 5. In what year was your firm founded?

* 6. How many full time employees does your firm have? (use numerical response)

* 7. In what state is your firm headquartered?

8. How many offices does your firm have?

9. Under what legal form of ownership is your firm organized? (*check one*)

- Proprietorship
- Partnership
- Professional Corp (PC)
- LLC
- Private Corp. (C-Corp)
- Private Corp. (S-Corp)
- Public Corp.
- Other

If other, please specify:

10. Does your firm have an employee stock ownership plan (ESOP)? If so, how much of the firm's stock does it own?

- No
- Yes. What percentage of the firm's stock does it own?

11. If privately owned, how many owners does your firm have? (*excluding ESOP, if any*)

* 12. What was your firm's annual net service revenue for the last completed fiscal year? (*gross revenue minus subconsultants and reimbursable expenses*)

* 13. Which of the following best describes your firm's growth or decline in revenue and staff over the past three years? (*check one*)

* 14. Which of the following best describes your firm's annual net profit over the past three years? (*check one*)

15. What percentage of your firm's work is performed as...? (*should total 100%*)

% Prime consultant

% Subconsultant

16. Approximately what percentage of your firm's work is performed for public vs. private vs. foreign clients? (should total 100%)

% Public

% Private

% Foreign

* 17. How long have you been with your firm?

* 18. Which of the following best describes your job level?

- Entry level
- Mid-level
- Senior level
- Management
- Upper Management
- C-Suite
- Other (please specify)

* 19. Which of the following most closely matches your educational background?

- Engineer
- Architect
- Technician (GIS operator, CADD operator, etc.)
- Project manager or other type of manager
- Administrative (HR, Marketing, etc.)
- Associate/department head
- Principal
- CEO, CFO, COO
- Other (please specify)

* 20. What is your exact job title?



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3. General Policies

* 21. Does your firm have a company policy manual?

Yes No

22. If so, how is the manual distributed? *(check all that apply)*

- Printed hard copy distributed
- Electronic copy distributed
- Not distributed- hard copy available in office library
- Not distributed- electronic copy available online
- Other

If other, please specify:

23. Must employees sign a release acknowledging receipt of the manual?

Yes No

* 24. Does your firm have a formal sexual harassment policy?

Yes No

25. If so, on a scale of 1-5, how strict would you say your firm's sexual harassment policy is?

Very mild	Mild	Moderate	Strict	Extremely strict (zero tolerance)
<input type="radio"/>				

* 26. Does your firm have a formal drug use/abuse policy?

Yes No

27. If so, on a scale of 1-5, how strict would you say your firm's drug abuse policy is?

Extremely mild	Mild	Moderate	Strict	Extremely strict (zero tolerance)
<input type="radio"/>				

* 28. Does your firm have a formal policy that prohibits gambling (e.g., office pools)?

Yes No

29. If so, on a scale of 1-5, how strict would you say your firm's gambling policy is?

Very mild	Mild	Moderate	Strict	Extremely strict (zero tolerance)
<input type="radio"/>				

* 30. Does your firm have a policy regarding the use of e-mail, Internet access, and other online services? (check one)

- Yes, prohibiting all personal use
- Yes, prohibiting personal use during business hours
- Yes, limiting personal use during business hours
- Yes, other (please specify below)
- No

If other, please specify:

31. What is your firm's policy on e-mail privacy? (check one)

- We respect all employees' e-mail privacy at all times
- We reserve the right to view employees' e-mail, but we only do so under extreme circumstances
- No privacy should be expected

* 32. Does your firm have a policy prohibiting the installation of unlicensed software on company computers?

Yes No

33. If so, on a scale of 1-5, how strict would you say your firm's software policy is?

Extremely mild	Mild	Moderate	Strict	Extremely strict
<input type="radio"/>				

* 34. Does your firm have a dress code policy?

Yes No

35. If so, on a scale of 1-5, how strict would you say your firm's dress code policy is?

Extremely mild	Mild	Moderate	Strict	Extremely strict
<input type="radio"/>				

* 36. Does your firm have employment practices liability insurance (EPLI)? (*EPLI is insurance that protects firms from liabilities associated with actual or alleged employment-related harassment due to race, sex, religion, age, or national origin. It may also cover wrongful employment practices relating to hiring, firing, promoting, demoting, retaliation, and defamation.*)

Yes No

If yes, how much is the premium per year? (please enter numerical value)

* 37. Does your firm have a formal procedure for handling employee grievances?

Yes No

* 38. Does your firm have a formal policy against moonlighting?

Yes No

* 39. Does one person in your firm open all mail?

Yes No

* 40. Does your firm have a formal policy regarding the content/appropriateness of employees' workspaces?

Yes No

41. If so, on a scale of 1-5, how strict would you say your firm's workspace policy is?

Extremely mild	Mild	Moderate	Strict	Extremely strict
<input type="radio"/>				

* 42. Are employees allowed to see their personnel files?

Yes No

* 43. Does your firm practice sustainability (i.e. recycling, carpooling, or daylighting) or have a sustainability policy?

Yes No



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4. Time & Travel

* 44. How often does your firm collect time sheets? (*check one*)

- Daily Twice monthly (e.g., 1st & 15th)
- Weekly Monthly
- Every two weeks

* 45. How often does your firm issue paychecks? (*check one*)

- Weekly Twice monthly (e.g., 1st & 15th)
- Every two weeks Monthly

* 46. Does your firm have "summer hours"?

- Yes, half day off on Fridays
- Yes, every other Friday off
- No
- Yes, other (please specify)

* 47. Does your firm encourage employees to carpool and/or use public transportation or other energy-saving methods of transportation? If so, how? *(check all that apply)*

- Firm does not encourage energy-saving methods of transportation
- Firm provides public transit passes (fully paid)
- Firm provides public transit passes (pays a portion)
- Firm pays partial parking rates for carpoolers
- Firm pays for parking in full for carpoolers
- Other, please specify:

* 48. Are any employees allowed to work at home (i.e., telecommute) on a fixed regular schedule as a substitute for working at the office?

- Yes
- Yes, but only since the COVID-19 pandemic
- No



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5. Time & Travel (continued)

49. If so, who? *(check all that apply)*

- Pres/CEO/managing partner
- Vice presidents/principals
- Associates/sr. associates
- Department heads
- Professional/technical staff
- Secretarial/clerical staff
- All employees
- Other

If other, please specify:

50. Is there a minimum amount of time that telecommuters must work in the office? If so, what is it? (*check one*)

	Days
Yes, days (based on a five-day work week)	<input type="text"/>
No (please enter 0)	<input type="text"/>

N/A or changes due to COVID-19 pandemic.

51. Why are some employees allowed to telecommute? (*check all that apply*)

- | | |
|---|---|
| <input type="checkbox"/> Disability | <input type="checkbox"/> Personal preference |
| <input type="checkbox"/> Live far from office | <input type="checkbox"/> Lack of office space |
| <input type="checkbox"/> Child/children at home | <input type="checkbox"/> Other |
| <input type="checkbox"/> Increase efficiency/avoid distractions | |

If other, please specify:

52. If your firm has employees who telecommute, which of the following does the firm provide for these employees for their home office? (*check all that apply*)

- | | |
|--|---|
| <input type="checkbox"/> Land-line telephone | <input type="checkbox"/> PC/laptop with remote access |
| <input type="checkbox"/> Cellular telephone | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Fax machine | <input type="checkbox"/> Other |
| <input type="checkbox"/> Internet access | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Stand-alone PC/laptop | |

If other, please specify:



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6. Human Resources Staff

* 53. Does your firm have a personnel/human resources (HR) department or any full-time, dedicated personnel/HR staff?

Yes

No



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7. Human Resources Staff (continued)

54. If not, what is the title of the person in your firm who has the most responsibility for your firm's *overall* human resources functions? (*check one*)

Pres/CEO/managing partner

Head of finance/admin

Vice president/principal

Other finance/admin. employee

Operations/office manager

Other

If other, please specify:

55. Does this person participate in your firm's business planning process?

Yes

No



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8. Human Resources Staff (continued)

56. How many staff are assigned to the HR department? (*full-time equivalent (FTE); write 0 if your firm does not have anyone in that position; you can use increments of 0.5 if time is split between jobs; please do not leave any blanks and write in the total number of employees in the HR department in the field at the bottom) - please use numerical responses.*

Human Resources Director (<i>write 1 or 0</i>)	<input type="text"/>
Human Resources Manager(s)	<input type="text"/>
Human Resources Generalist(s)	<input type="text"/>
Recruiting/Hiring Specialist(s)	<input type="text"/>
Compensation/Payroll Specialist(s)	<input type="text"/>
Benefits Specialist(s)	<input type="text"/>
Training/Continuing Education Specialist(s)	<input type="text"/>
Health/Safety Specialist(s)	<input type="text"/>
Administrative (<i>include only if dedicated to HR</i>)	<input type="text"/>
Other (<i>please specify</i>)	<input type="text"/>
Total HR STAFF	<input type="text"/>
Total Firm Size (FTE)	<input type="text"/>

57. For which of the following tasks is the HR department responsible? (*check all that apply*)

- | | |
|---|---|
| <input type="checkbox"/> Develop job descriptions | <input type="checkbox"/> Wage/salary administration |
| <input type="checkbox"/> Executive compensation | <input type="checkbox"/> Benefits administration |
| <input type="checkbox"/> Training | <input type="checkbox"/> Dev. personnel policy/procedures |
| <input type="checkbox"/> Career development | <input type="checkbox"/> Health/safety |
| <input type="checkbox"/> Develop/manage HR budget | <input type="checkbox"/> Govt. regs. (EEO, FMLA, etc.) |
| <input type="checkbox"/> Complaint resolution | <input type="checkbox"/> Internal company newsletter |
| <input type="checkbox"/> Personnel recruitment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Personnel termination | |

Other (please specify)



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9. Human Resources Staff - HR Director

58. Is the HR director a...?

Full-time employee

Part-time employee

59. Is the HR director...?

Male

Unspecified

Female

60. How old is the HR director?

61. What degrees has the HR director earned? (*check all that apply*)

Associate's degree

Master's degree/MBA

4-yr. bachelor's degree

Ph.D.

5-yr. professional degree

No college-level degree

Other (please specify)

62. Has the HR director had any college-level *business* education? (*check all that apply*)

Graduate business degree (MBA)

Undergraduate business degree

Some course work toward degree

Some course work not for degree credit

No college-level business education

63. Does the HR director hold any HR-specific certification(s) (check all that apply)

- PHR (Professional in Human Resources)
- SPHR (Senior Professional in Human Resources)
- GPHR (Global Professional in Human Resources)
- CCP (Certified Compensation Professional)
- CEBS (Certified Employee Benefit Plan Specialist)
- SHRM-SCP (Society for Human Resource Management - Certified Professional)
- SHRM-SCP (Society for Human Resource Management - Senior Certified Professional)
- None
- Other, please specify:

64. How long has the HR director been with your firm? (in years)

65. How long has the HR director been in this role in your firm? (in years)

66. Has the HR director worked in another architecture, engineering, or environmental firm in the past? (check all that apply)

- Yes, competing firm Yes, non-competing firm No

67. How many total years of experience does the HR director have in the field of HR, regardless of firm type or industry? (including years with your firm and any previous HR experience; check one)

68. Is the HR director an owner in your firm? (not including ESOP)

- Yes No

69. If so, what percentage of the firm's stock does the HR Director own?

70. To whom does the HR director report? (check all that apply)

- Pres/CEO/managing partner Head of finance/administration
 Executive committee Head of operations
 Vice president/principal
 Other, please specify:

71. Does the HR director participate in your firm's business planning process?

- Yes No

72. What is the HR director's current annual base salary? (\$)

73. Did the HR director receive a bonus in the last completed fiscal year?

- Yes No

74. If so, how much did the HR Director receive? (\$)

75. Is the HR director entitled to overtime pay for hours worked over 40?

- Yes No

76. If so, how much overtime compensation did the HR Director receive in the last completed fiscal year? (\$)



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10. Compensation - Service Awards

* 77. Does your firm give service awards?

Yes

No

78. If so, at what milestones? What is the award for each of these milestones? *(fill in blanks as appropriate)*

5-year

10-year

15-year

20-year

25-year

30-year

More than 30 years



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11. Compensation - Credit Cards

* 79. Does your firm have a company credit card?

Yes

No

80. Which of the following employees are entitled to a company credit card? *(check all that apply)*

Pres/CEO/managing partner

Professionals/technical staff

Vice presidents/principals

Secretarial/technical staff

Associates/sr. associates

Branch office managers

Department heads

None of the above

Other, please specify:

81. What is your firm's general policy regarding the use of company credit cards?



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12. Compensation - Memberships

* 82. Does your firm provide employees' with a membership to a country, health, or social club?

- Yes, the firm will cover the total membership cost for all employees
- Yes, the firm will cover the total membership cost for some employees
- Yes, the firm will cover part of the membership cost for all employees
- Yes, the firm will cover part of the membership cost for some employees
- No



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13. Compensation - Memberships (continued)

83. If your firm only covers these costs for some employees, which ones? (Please select all that apply)

- President/CEO/managing partner
- Vice presidents/partners
- Principals
- Owners
- Directors/associates
- Managers
- Technical staff
- Administrative staff
- Other (please specify)

84. How much did your firm spend on employees' country, health, and social club memberships in the last completed fiscal year?

Total spent on country, health, and social club memberships (\$)

Firm's total NSR (\$)



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14. Compensation - Tax Returns

* 85. Does your firm cover the cost of preparing and/or filing employees' personal tax returns?

- Yes, the firm will cover the total cost for all employees
- Yes, the firm will cover the total cost for some employees
- Yes, the firm will cover part of the cost for all employees
- Yes, the firm will cover part of the cost for some employees
- No



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15. Compensation - Tax Returns (continued)

86. If your firm only covers these costs for some employees, which ones? (Please select all that apply)

- President/CEO/managing partner
- Vice presidents/partners
- Principals
- Owners
- Directors/associates
- Managers
- Technical staff
- Administrative staff
- Other (please specify)

87. How much did your firm spend on employees' personal tax preparations and/or filings in the last completed fiscal year?

Amount spent on employees' tax preparations and/or filings (\$)

Firm's total NSR (\$)



16. Leave Policies - Holidays

88. How many paid holidays does your firm provide?

89. What are these holidays? (check all that apply; do not include "personal" days)

- | | |
|---|---|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Day after Thanksgiving |
| <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> Chanukah |
| <input type="checkbox"/> Presidents Day | <input type="checkbox"/> Christmas Eve Day (full day) |
| <input type="checkbox"/> Good Friday | <input type="checkbox"/> Christmas Eve Day (half day) |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Christmas |
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> Day after Christmas |
| <input type="checkbox"/> Labor Day | <input type="checkbox"/> Week between Christmas/New Year's |
| <input type="checkbox"/> Rosh Hashanah | <input type="checkbox"/> New Year's Eve Day (full day) |
| <input type="checkbox"/> Columbus Day | <input type="checkbox"/> New Year's Eve Day (half day) |
| <input type="checkbox"/> Veterans' Day | <input type="checkbox"/> Floating (indicate in "other" field below the number of floating holidays) |
| <input type="checkbox"/> Yom Kippur | <input type="checkbox"/> Employee's birthday |
| <input type="checkbox"/> Thanksgiving | |
| <input type="checkbox"/> Other, please specify: | |

90. For those religious holidays your firm does not provide as paid, are employees permitted to take them as unpaid leave?

- Yes No



* 91. Does your firm provide paid time-off to employees, in addition to firm-wide holidays?

- Yes No

If No, please explain:



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18. Leave Policies - Paid Time-Off (continued)

92. Does your firm treat vacation, sick leave, and personal days as separate categories or are they lumped together into one category for paid time off? (*aka flexible time off*)

- Separate categories One category

93. If so, how does your firm determine paid time-off accruals? (*check one*)

- Accrued over time Given in a lump sum annually

94. How is the rate at which employees earn paid time-off determined? (*check all that apply*)

- By years of service Same rate for all employees
 By title/status Other

95. If determined by years of service, at what rate is vacation earned? (*based on a 5-day work week*) please enter numerical responses in days format (e.g. 5 or 10)

0-4 yrs.

5-9 yrs.

10-14 yrs.

15+ yrs

96. If determined by title/status, at what rate per year is vacation earned for...? (based on a 5-day work week) please enter numerical responses in days format (e.g. 2 or 4)

Principals

Officers

Associates

Other personnel

97. Is there a minimum amount of time employees must work for the firm before they can use accrued paid time-off?

Yes

No

98. If yes, please specify how many months employees must work before they can use accrued vacation time:

99. Can employees take unearned paid time-off? (i.e., take it "on credit")

Yes, unlimited

No

Yes, up to X# of days

100. If yes but limited, please specify maximum number of unearned vacation time employees can take "on credit":

101. Are employees allowed to carry paid time-off from one year to the next?

Yes

No

102. If so, is there a maximum amount of paid time-off that can be carried from one year to the next?

Yes

No

103. If yes, please specify how many days can be carried over from one year to the next:

104. What happens to paid time-off earned in excess of this maximum? (check one)

Employee forfeits time

Firm buys time back from employee

Other, please specify:

105. Can employees "sell" earned (but unused) paid time-off time back to the firm?

Yes

No

106. If so, at what rate does your firm pay for the paid time-off? (*check one*)

One hour's pay for one hour of vacation

One hour's pay for two hours of vacation

Other, please specify:



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19. Leave Policies (continued)

* 107. Does your firm provide paid sick leave?

Yes

No

N/A (*Included with vacation time*)

108. If so, how does your firm determine the amount allowed? (*check one*)

Accrued over time

Given in lump sum annually

109. Regardless of whether employees accrue sick leave or receive it in a lump sum, how many days do they earn annually?

110. Are employees permitted to use sick leave for reasons other than being ill? *(check all that apply)*

- Yes, to take care of sick family members
- Yes, it can be used as vacation time
- Yes, for doctor/dentist appointments
- Yes, for bereavement leave
- No, the employee taking a sick day must be sick
- Other, please specify:

111. Are employees paid for unused sick leave?

- Yes
- No

112. If so, when is this paid out? *(check one)*

- Annually
- Upon termination
- At request of employee
- Other
- Other, please specify:

113. How is this unused sick leave paid out? *(check one)*

- One hour's pay for one hour of sick leave
- One hour's pay for two hours of sick leave
- Other, please specify:

* 114. Is your firm subject to the requirements of the Family and Medical Leave Act (FMLA)?

- Yes
- No

115. If yes, please specify how many employees have taken leave under the FMLA in the past year:

116. Does your firm provide maternity leave? If so, how many weeks? (*under the FMLA or under a separate company policy; check all that apply*)

- Yes, X weeks of paid leave
- Yes, X weeks of unpaid leave
- Yes, unlimited unpaid leave
- No maternity leave (employees must use vacation or sick leave)

117. If yes but limited, please specify the number of weeks employees may take and indicate whether these are paid or unpaid leave

Weeks

Paid leave	<input type="text"/>
Unpaid leave	<input type="text"/>

118. Does your firm provide paternity leave? If so, how many weeks? (*under the FMLA or under a separate company policy; check all that apply*)

- Yes, X weeks of paid leave
- Yes, X weeks of unpaid leave
- Yes, unlimited unpaid leave
- No paternity leave (employees must use vacation or sick leave)

119. If yes but limited, please specify the number of weeks employees may take and indicate whether these are paid or unpaid leave

Weeks

Paid leave	<input type="text"/>
Unpaid leave	<input type="text"/>

120. Does your firm provide bereavement leave for deaths in the immediate family? If so how many days? (*check all that apply*)

- Yes, X days of paid leave
- Yes, X days of unpaid leave
- Yes, unlimited unpaid leave
- No bereavement leave (employees must use vacation or sick leave)

121. If yes but limited, please specify the number of days employees may take and indicate whether these are paid or unpaid leave

Days

Paid leave	<input type="text"/>
Unpaid leave	<input type="text"/>

122. Does your firm provide military leave? If so, how many weeks? (check all that apply)

- Yes, X weeks of paid leave
- Yes, X weeks of unpaid leave
- Yes, unlimited unpaid leave
- No military leave (employees must use vacation or sick leave)

123. If yes but limited, please specify the number of weeks employees may take and indicate whether these are paid or unpaid leave

Weeks

Paid leave	<input type="text"/>
Unpaid leave	<input type="text"/>

124. Does your firm provide paid leave for jury duty?

- Yes, for the duration of the proceedings
- Yes, up to X days
- No (leave for jury duty is unpaid)

125. If yes but limited, please specify the number of days employees may take and indicate whether these are paid or unpaid leave

Days

Paid leave	<input type="text"/>
Unpaid leave	<input type="text"/>

126. Does your firm allow leaves of absence or sabbaticals? If so, how many weeks? (check all that apply)

- Yes, X weeks of paid leave
- Yes, X weeks of unpaid leave
- Yes, unlimited unpaid leave
- No (employees must use vacation or sick leave)

127. If yes but limited, please specify the number of weeks employees may take and indicate whether these are paid or unpaid leave

Weeks

Paid leave	<input type="text"/>
Unpaid leave	<input type="text"/>

* 128. Does your firm provide paid time off to vote in elections?

- Yes No



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20. Career Development

129. Does your firm create "tracks" for advancement, so that employees follow either a *professional/technical track* (to professional registration, discipline leader, etc.) or a *managerial track* (to firm manager, owner, leader, etc.)?

- Yes
 No

If yes, please describe your firm's system in the comment field below.

* 130. Does your firm offer tuition/fee reimbursement?

- Yes No



21. Career Development - Tuition Reimbursement

131. If so, what are the terms of reimbursement regarding tuition/fees? (check all that apply)

	Percentage	Dollar Amount	Courses
Pay a percentage of the cost per course (answer in % column)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay a percentage of the cost per year (answer in % column)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dollar limit of up to X\$ per course (answer in \$ column)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dollar limit of up to X\$ per year (answer in \$ column)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay full tuition for up to X courses per year (answer in Courses column)	<input type="text"/>	<input type="text"/>	<input type="text"/>

132. Does your firm offer reimbursement of books/supplies?

- Yes No

133. If so, what are the terms of reimbursement regarding books/supplies? (check one)

- Pay a percentage of the cost per course
 Dollar limit of up to X\$ per course
 Included in tuition/fee reimbursement
 No limit (pay full cost)

134. If a certain % or \$ value is covered, please specify how much below in appropriate field

%

\$

135. Are there any restrictions to participation in the tuition reimbursement plan? (check all that apply; fill in X amounts in the comments field below and indicate whether that is specifying months, hours, or a minimum letter grade)

Minimum amount of time with firm (X months)

Must work at least X hours per week

Types of courses

Educational institution

Number of courses per grading period

Minimum grade in a course (specify letter grade)

136. At what point does your firm pay for this educational assistance? (check one)

- In advance
- Partially in advance and partially after satisfactory completion
- After satisfactory completion

137. Are employees allowed to attend classes during normal work hours?

- Yes No



Zweig Group Policies, Procedures & Benefits Survey part 1 (Policies, HR, & Career Development)

22. Career Development - Professional Registration

138. Does your firm pay for professional registration exams? (check all that apply)

- Preparatory classes
- Exam app./registration fee
- Paid leave for taking exams
- No

139. Does your firm pay for any professional registration fees? *(check all that apply)*

- Yes, at discretion of management
- Yes, for registration in certain states
- Yes, up to X licenses per employee
- Yes, unlimited number of licenses per employee
- No

140. If yes but limited to a certain number of licenses per employee, please specify that number of licenses here:

141. Does your firm automatically give salary increases or cash bonuses to employees who pass their first exam?

- Yes
- No



Zweig Group Policies, Procedures & Benefits Survey part 1 (Policies, HR, & Career Development)

23. Career Development - Professional Societies

142. Does your firm pay for professional society memberships? *(check all that apply; include percentages where appropriate)*

- Meeting fees (%)
- Annual dues (%)
- Does not pay

143. If firm pays a percentage of meeting fees or annual dues please specify that percentage

Percentage

Meeting fees

Annual dues

144. Is there a limit to the number of professional society memberships your firm will pay for per employee? If so, what is that limit?

Yes

No

145. If yes, please specify how many per employee:



Zweig Group Policies, Procedures & Benefits Survey part 1 (Policies, HR, & Career Development)

24.

146. Do you have any comments or suggestions that would help us improve the questionnaire?

147. Thank you for taking this survey! Please submit your answers to receive 50% off your next purchase of any Zweig Group survey product.