For most organizations, we believe the survey should only take 30-45 minutes to complete. For larger organizations that have many staff levels/positions, the survey may take longer.

One way to cut the time is to have your documents handy before you start the survey. Identify and gather the information you need with NAO’s Survey Preparation Checklist below.

All data will be anonymized for reporting purposes. Organization-specific data will not be shared with anyone, and we will omit any category with less than three responses.

You will receive the survey via a secure platform powered by Qualtrics starting Tuesday, February 18, 2020. The deadline to complete the survey is 11:59 PM (PT) on Tuesday, March 17, 2020.

The report from this survey is scheduled to release in late spring of 2020. Organizations that participate will receive a deep discount on the survey report, and those that participate and are/become NAO members at the time of their purchase will receive a deeper discount. You can learn more about membership and join by visiting www.nonprofitoregon.org.

### Preparation Checklist

- EIN
- Current annual operating budget
- Number of employees:
  - Full-time (FT) last year
  - Full-time (FT) this year
  - Part-time (PT) last year
  - Part-time (PT) this year
- Net changes to staffing over the past year
- Cost of employee benefits, excluding payroll taxes and worker’s compensation
- Annual gross wages (total salary/wage line from current fiscal year’s budget)
- Premiums your organization pays for
- List of types of additional compensation—cash in lieu, parental leave

Details and eligibility requirements for the following types of benefits:

- Group health, dental and vision insurance
- Life/disability insurance
- Retirement plans and matching
- Health/flexible spending accounts
- Parental leave
- Paid time off policy details, including:
  - Annual carryover
  - # of days based on length of service
  - Paid time off for PT employees

For each of your job positions, you will be asked:

- # of hours worked per week
- Average hourly wage for employees who match the job categories included in the survey

Please make sure to read the descriptions carefully and match your employees correctly.

### Preparing the Data

- Convert salaries to hourly wages
  
  In order to allow for more accurate comparisons, convert salaries to hourly wages—round to the nearest cent.

- Calculate the average salary of all employees in a job category
  
  If more than one employee matches a job category and each is paid a different wage, calculate the average hourly wage for all of the matching employees—round to the nearest cent.

For further questions, please contact:

membership@nonprofitoregon.org or (503)239-4001 x 125.