

2005 STAFFING PAY AND BENEFITS SURVEY

JOB TITLE: RECEPTIONIST

Pay / Benefit Items	Low	High	Avg. Low	Avg. High	Annual Cost	Notes
Wages	\$9.00/hr	\$20.00/hr	\$11.61/hr	\$15.40/hr	\$30,800	<i>Avg. High of \$15.40 used for calculations based on 8 hrs per day for 5 days per week for 50 week per year</i>
Holidays (Days)	0	10	7.5		\$924	<i>Avg. High of \$15.40 used for calculations based on 8 hrs per day for 7.5 days</i>
Vacation (Days)	2	12	8.7		\$1071	<i>Based on 2 yrs of service, 8 hrs per day for 8.7 days</i>
Health Insurance (Percent paid by Employer)	45%	100%	78%		\$2228	<i>Survey shows that 88% of companies pay some insurance benefit (Avg. monthly individual premium - \$238) Calculation based on \$238 X 76% for 12 months</i>
Bonus Plan	\$10	10% Salary	2% Salary		\$616	<i>Survey shows that 77% of companies pay some kind of bonus-calculation based on 2% bonus</i>
401K	40% Match	100% of 3% 80% next 2%	100% of 3%		\$924	<i>Survey shows that 92% of companies have 401K match program – calculation based on 3% match</i>
Uniforms and Safety Equipment					N/A	<i>Survey shows that 88% of companies pay 50% or more of these costs-calculation based on \$10 per week times 50 weeks</i>
Vehicle Allowance					N/A	<i>Calculation based on \$.35/mile times an average of 2,000 mile per month</i>
Total Cost per year					\$36,563	

Kehoe & Co Survey Conducted April 2005

Twenty (20) companies surveyed in following areas: Northeast, Southeast, Great Lakes, Midwest, Southwest, West, Northwest