

SURVEY INSTRUMENT



February 9, 2023

Dear Municipal Official,

The John C. Stennis Institute of Government and Community Development, on behalf of the Mississippi Municipal League, is conducting the **2023 Municipal Salary and Benefits Survey**. The completed survey will be available in time for the Mississippi Municipal League (MML) Annual Conference this summer as well as online.

Please complete the attached survey, which includes a listing of common municipal positions from several departments. We understand that municipalities are different and may not have every position listed on the survey. Bearing this in mind, please provide as much information as possible. If you do not have the exact job title but have a job with similar responsibilities, please report the needed information for the similar job.

Please mail, fax, or e-mail the completed survey to us by **Friday, May 26, 2023**.


Mailing Address:
 ATTN: 2023 MML Survey
 Stennis Institute
 P.O. Drawer L.V.
 Mississippi State, MS, 39762
 Fax: 662-325-3772
 E-mail: mpeterson@sig.msstate.edu

If you prefer, this survey is also available to be filled out online at the link below:
<https://www.sig.msstate.edu/2023-municipal-salary-survey-submission>

If you have any questions regarding the enclosed survey, please do not hesitate to call me. On behalf of the Mississippi Municipal League and the Stennis Institute, we thank you for your time and effort.

Sincerely,


 Matthew L. Peterson, PhD
 Research Associate II
 John C. Stennis Institute of Government
 Office: 662-325-7010



**John C. Stennis Institute of Government and Community Development
 Mississippi Municipal League
 2023 Municipal Salary Survey**

Name of Municipality: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____ Fax Number: _____

Municipal Website: _____

Mayor's Name: _____

City Clerk's Name: _____

Person Completing This Form: _____
 (Name/Job Title)

Total Municipal Population: _____

Total Number of Full-Time Employees: _____

Total Number of Part-Time Employees: _____

Elected Officials 2023 Annual Salaries

Mayor (According to State Statute): Full-Time: Part-Time:

Mayor Annual Salary: \$ _____

Council / Alderman / Commissioner / Selectmen
 (Please Check One)

Elected Official Annual Salary: \$ _____

Clerk of the Council: Elected Appointed
 (Please Check One)

Clerk of the Council Annual Salary: \$ _____

City Clerk: Elected Appointed
 (Please Check One)

City Clerk Annual Salary: \$ _____

Administration 2023 Annual Salaries

City Manager: \$ _____

HR Director: \$ _____

Deputy City Clerk: \$ _____

Municipal Court Clerk: \$ _____

Administrative Assistant: \$ _____

Public Works 2023 Annual Salaries

Public Works Director: \$ _____

Street Superintendent: \$ _____

Foreman: \$ _____

Truck Driver: \$ _____

Laborer: \$ _____

Parks & Recreation 2023 Annual Salaries

Parks & Recreation Director: \$ _____

Parks & Recreation Laborer: \$ _____

Building & Code Enforcement 2023 Annual Salaries

City Engineer: \$ _____

Director: \$ _____

Planner: \$ _____

Building Official: \$ _____

Code Enforcement Officer: \$ _____

Risk Manager: \$ _____

Public Safety 2023 Annual Salaries

Police Chief: Elected Appointed

Police Chief Annual Salary: \$ _____

Police Lieutenant: \$ _____

Police Sergeant: \$ _____

Police Officer: \$ _____

Fire Chief: Elected Appointed

Fire Chief Annual Salary: \$ _____

Fire Lieutenant: \$ _____

Fire Sergeant: \$ _____

Firefighter: \$ _____

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John C. Stennis Institute of Government and Community Development
Mississippi Municipal League
2023 Municipal Benefits Survey

Instructions:

- For accurate results, it is important that you fill out and return this survey even if your organization does not offer any benefits.
- Please answer the following questions for both full-time and part-time employees separately. If you have no part-time employees leave this column blank.

Medical, Dental, and Vision Insurance

Medical Insurance Employee	Full-Time Employees	Part-Time Employees
Does your municipality offer medical insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are offered medical insurance coverage for themselves?	_____ Employees	_____ Employees
How many employees are enrolled in medical insurance coverage for themselves?	_____ Employees	_____ Employees
Does your municipality offer medical insurance for spouses and dependents?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are enrolled in medical insurance coverage for their spouses and dependents?	_____ Employees	_____ Employees
For most employees, are medical insurance premiums:	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>

Dental Insurance Employee	Full-Time Employees	Part-Time Employees
Does your municipality offer dental insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are offered dental insurance coverage for themselves?	_____ Employees	_____ Employees
How many employees are enrolled in dental insurance coverage for themselves?	_____ Employees	_____ Employees
Does your municipality offer dental insurance for spouses and dependents?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are enrolled in dental insurance coverage for their spouses and dependents?	_____ Employees	_____ Employees
For most employees, are dental insurance premiums:	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>

Vision Insurance Employee	Full-Time Employees	Part-Time Employees
Does your municipality offer vision insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are offered vision insurance coverage for themselves?	_____ Employees	_____ Employees
How many employees are enrolled in vision insurance coverage for themselves?	_____ Employees	_____ Employees
Does your municipality offer vision insurance for employees' spouses and dependents?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are enrolled in vision insurance coverage for their spouses and dependents?	_____ Employees	_____ Employees
For most employees, are vision insurance premiums:	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>

Disability Insurance

Short Term Disability Insurance	Full-Time Employees	Part-Time Employees
Does your municipality offer short-term disability insurance? (Excluding Worker's Compensation)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are offered short-term disability insurance coverage?	_____ Employees	_____ Employees
How many employees are enrolled in short-term disability insurance coverage?	_____ Employees	_____ Employees
For most employees, are short-term disability insurance premiums:	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>
Long Term Disability Insurance	Full-Time Employees	Part-Time Employees
Does your municipality offer long-term disability insurance? (Excluding Worker's Compensation)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are offered long-term disability insurance coverage?	_____ Employees	_____ Employees
How many employees are enrolled in long-term disability insurance coverage?	_____ Employees	_____ Employees
For most employees, are long-term disability insurance premiums:	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>	100% Employer Paid <input type="checkbox"/> 100% Employee Paid <input type="checkbox"/> Jointly Paid <input type="checkbox"/>

Leave

Paid Personal Leave	Full-Time Employees	Part-Time Employees
Does your municipality offer paid personal leave? (Include sick leave and paid vacation leave if your municipality does not differentiate between these types of leave)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days of paid personal leave are offered?		
At 1 year of employment?	Number of Days: _____	Number of Days: _____
At 4 years of employment?	Number of Days: _____	Number of Days: _____
At 10 years of employment?	Number of Days: _____	Number of Days: _____
Paid Vacation Leave	Full-Time Employees	Part-Time Employees
Does your municipality offer paid vacation leave?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days of paid vacation leave are offered?		
At 1 year of employment?	Number of Days: _____	Number of Days: _____
At 4 years of employment?	Number of Days: _____	Number of Days: _____
At 10 years of employment?	Number of Days: _____	Number of Days: _____
Paid Sick Leave	Full-Time Employees	Part-Time Employees
Does your municipality offer paid sick leave?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days of paid sick leave are offered?		
At 1 year of employment?	Number of Days: _____	Number of Days: _____
At 4 years of employment?	Number of Days: _____	Number of Days: _____
At 10 years of employment?	Number of Days: _____	Number of Days: _____
Paid Holidays	Full-Time Employees	Part-Time Employees
Does your municipality offer paid holidays?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many paid holidays are offered per year?	Number of Days: _____	Number of Days: _____

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Life Insurance, Retirement, and Longevity Pay

Life Insurance	Full-Time Employees	Part-Time Employees
Does your municipality offer life insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many employees are offered life insurance?	_____ Employees	_____ Employees
How many employees are enrolled in life insurance?	_____ Employees	_____ Employees
For most employees, are life insurance premiums:	100% Employer Paid <input type="checkbox"/>	100% Employer Paid <input type="checkbox"/>
	100% Employee Paid <input type="checkbox"/>	100% Employee Paid <input type="checkbox"/>
	Jointly Paid <input type="checkbox"/>	Jointly Paid <input type="checkbox"/>
What amount of life insurance do you offer?	Less than \$10,000 <input type="checkbox"/>	Less than \$10,000 <input type="checkbox"/>
	\$10,000 to \$25,000 <input type="checkbox"/>	\$10,000 to \$25,000 <input type="checkbox"/>
	More than \$25,000 <input type="checkbox"/>	More than \$25,000 <input type="checkbox"/>
Retirement	Full-Time Employees	Part-Time Employees
Does your municipality offer a retirement plan to employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer a supplemental retirement plan? (Ex: deferred compensation)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Longevity Pay	Full-Time Employees	Part-Time Employees
Does your municipality offer any type of longevity pay?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how much is offered?	\$ _____	\$ _____
At 5 years of service?	\$ _____	\$ _____
At 10 years of service?	\$ _____	\$ _____
At 15 years of service?	\$ _____	\$ _____
At 20 years of service?	\$ _____	\$ _____
At 25 years of service?	\$ _____	\$ _____

Miscellaneous Benefits

Miscellaneous Benefits	Full-Time Employees	Part-Time Employees
Does your municipality offer childcare benefits? (on-site childcare, reimbursements, vouchers, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer child tuition or child educational assistance or reimbursement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer flexible spending accounts? (Accounts allowing employees to set aside money out of their paycheck pre-tax to pay insurance or medical premiums)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does any part of your municipality operate on shifts? (Ex: Fire or Police Departments)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, does your municipality offer shift differentials?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer any other types of stipends?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what types? (Please explain in the space provided)		
Does your municipality offer an employee education reimbursement program?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer additional pay for educational attainment? (Ex: Associates', Bachelors', or Masters', etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer any type of performance-based pay incentives?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer the ability to work remotely?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your municipality offer flexible work schedules?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Total Cost of Benefits

Cost of Benefits	
How much did your municipality spend on each of the following components of compensation?	
Insurance (employer contributions for medical, dental and vision)	\$ _____
Retirement plans (employer contributions only)	\$ _____

Recruitment

Recruitment	
Do you feel it is difficult to attract applicants with the skills your municipal government needs?	Very difficult to attract skilled applicants <input type="checkbox"/> Somewhat difficult to attract skilled applicants <input type="checkbox"/> Neutral <input type="checkbox"/> Not difficult to attract skilled applicants <input type="checkbox"/> Very easy to attract skilled applicants <input type="checkbox"/>
What is the most common recruitment strategy to fill positions within your city?	Internal postings <input type="checkbox"/> External postings to the public on city website <input type="checkbox"/> Advertising through 3 rd party website <input type="checkbox"/> Advertising through social media website <input type="checkbox"/> In-person application <input type="checkbox"/> Employee referral <input type="checkbox"/>
Do you believe your municipality is able to pay what the labor market demands?	Very difficult to pay what the labor market demands <input type="checkbox"/> Somewhat difficult to meet what the labor market demands <input type="checkbox"/> Neutral <input type="checkbox"/> Not difficult to pay what the labor market demands <input type="checkbox"/> Very easy to pay what the labor market demands <input type="checkbox"/>
Which positions/functions are the least challenging to fill within your municipality?	
Which positions/functions are the most challenging to fill within your municipality?	


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Retention

Retention	
Is it difficult to retain current employees with your municipality?	Very difficult to retain employees <input type="checkbox"/> Somewhat difficult to retain employees <input type="checkbox"/> Neutral <input type="checkbox"/> Not difficult to retain employees <input type="checkbox"/> Very easy to retain employees <input type="checkbox"/>
What is the top reason employees are resigning with your municipality?	Better compensation <input type="checkbox"/> Career change <input type="checkbox"/> Retirement <input type="checkbox"/> Opportunity with another public employer <input type="checkbox"/> Opportunity with a private employer <input type="checkbox"/>
What was your overall employee turnover rate % in 2022?	
Which positions/functions are the least challenging to retain within your municipality?	
Which positions/functions are the most challenging to retain within your municipality?	
To what extent do you believe the total compensation rewards you offer your employees are competitive with the overall labor market?	Very competitive <input type="checkbox"/> Somewhat competitive <input type="checkbox"/> Neutral <input type="checkbox"/> Not competitive <input type="checkbox"/> Very uncompetitive <input type="checkbox"/>
To what extent do you believe the total compensation rewards you offer your employees are competitive with other nearby municipal or county employers?	Very competitive <input type="checkbox"/> Somewhat competitive <input type="checkbox"/> Neutral <input type="checkbox"/> Not competitive <input type="checkbox"/> Very uncompetitive <input type="checkbox"/>

Comments or Clarifications

Thank you for taking the time to complete this survey! Please make any comments or clarifications to specific survey questions in the space below.



**John C. Stennis Institute of Government
and Community Development**

Mississippi State University

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For further information regarding this survey, contact:

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