

Compensation and Benefits Survey Instructions

*If you have any questions regarding any part of the survey process,
please contact Andrea Schell at compensationsurvey@rclco.com or 240-201-9285.*

General Instructions

- This is a company-level survey open to Human Resources professionals and executives. Survey entries from individual employees will not be accepted.
- All sections of the survey must be completed in order to be considered a participant and receive a complimentary copy of the survey results. RCLCO and CEL Compensation Advisors reserve the right to exclude any surveys submitted that have not been completed properly, missing critical information, or are incomplete. If your survey is incomplete, or if the data differs significantly from other respondents, you may be contacted by RCLCO to verify your information.
- In the case you require additional assistance from other individuals at your company when completing certain questions/sections or would like a copy for your records, a PDF copy of the survey questions can be shared upon request (compensationsurvey@rclco.com).
- All survey responses are due no later than Friday, June 6, 2025.

Survey Platform Instructions (QuestionPro)

- Each company representative will receive a unique link to provide survey responses. Please do not share this link with anyone outside of your company. It is also best practice to have one respondent per survey.
- Your survey responses will be automatically saved by QuestionPro as you proceed through the sections. You will have the option to *save and continue later* throughout the survey. Once you select *save and continue*, you'll be prompted to enter your email address, and a link will be sent to pick up where you left off.
- The survey will time out after 60 minutes of inactivity. You will be able to resume where you left off if this happens through the original link sent by RCLCO.
- The survey consists of two main sections:
 - a. Sections A-G: General company data, incentive structure details, policies, and benefits information will be completed in the online questionnaire in QuestionPro.
 - b. Section H: Individual incumbent compensation information will be completed in a separate Excel template, which can be found [here](#). Completed Excel files will be uploaded in the last section of the survey. Separate instructions for this portion of the survey are embedded in the Excel file.
- You will be able to download a copy of the questions and your responses after submission of the entire survey (including Excel upload).

Helpful Definitions

Top Executives: Top positions typically report to the CEO, generally C-suite positions and senior officers.

Senior Management: Senior-level professionals with 10-15+ years of experience. Positions typically have significant people management and department leadership responsibilities.

Annual Bonus & Incentives: Incentives for performance year 2024 represent the most recent awards earned by employees. Awards are typically paid out in late 2024 or early 2025.

Incentives for performance year 2023 represent awards earned by employees for performance year 2023. These incentives were typically paid in late 2023 or early 2024.

Voluntary Turnover: The number of full-time employees voluntarily separating from the Company, divided by the average full-time employees during the year, expressed as a percentage.

Total Turnover: The number of full-time employees voluntarily separating + the number of full-time employees separated by the Company (non-voluntary), divided by the average full-time employees during the year, expressed as a %. (Note: Use same denominator as for Voluntary Turnover).

****Do not include any change (reduction) in employee count related to the disposition of assets.**