



# EMPLOYEE BENEFITS SURVEY

Conducting a periodic employee benefits survey provides the school with valuable feedback from faculty and staff on current and potential future benefits offerings. The results of the survey can be used to inform decision-making regarding benefits and to make recommendations on providing benefits that meet employees' needs. Before investing time and money in new or different benefits, be sure to understand what your employees will use and value. Do not make any assumptions about what benefits employees at your school may be interested in without getting their opinion. It may be helpful to survey employees about recommendations from brokers about new or in-demand benefits that may be of interest to your employees.

## Considerations

- **Timing:** Determine the timing and frequency of this survey. Is it conducted annually, every other year, or on some other timeline? What time of year is best to survey employees to get the most candid and informed feedback? How will the timing of this survey align (or not) with other processes such as the finalization and dissemination of faculty contracts/letters, selecting and finalizing benefits with brokers, and constructing the school's budget available for benefits? How much time will you give for employees to respond? When will the results be communicated?
- **Survey Administration:** Determine who will send out the request for feedback and how the survey will be administered. Will the survey be administered online? If so, what tool will be used to collect the responses? Will the head

of school email a survey link to all employees requesting a response? Who will monitor the completion of the survey to ensure that enough responses are received to ensure valid results? To help facilitate honest feedback, conduct the survey anonymously, though consider asking a limited number of demographic questions to help analyze the results for different groups of employees (e.g., age range, gender, number of years worked at the school, division).

- **Analysis and Communication:** Determine who will analyze the results of the survey and in what format the results will be communicated. Ensure that individual responses will remain confidential and only report results in the aggregate. Will the results be shared in written form or during an in-person meeting? What is the sequence of sharing the results, first to the head of school, then to other school leadership, then to faculty and staff? Does the board of trustees need to be briefed on the results? What is the role of the compensation committee or task force in this process, if the school has one?
- **Decision Making:** Be transparent about how the results will be used and who has decision-making authority over using the results to make changes at the school. If possible, determine and share what timeline will be used for making any changes (e.g., will survey results this year not be used to make any changes until the following year).

The sample survey below consists of four sections, introduction, current benefits, potential benefits enhancements and demographics. A variety of sample questions are provided to select



from, both select-a-response questions and open-ended questions. Schools should select a limited number of questions to keep the survey short while collecting the information that will help

the school make decisions about their benefits offerings. In developing an employee benefits survey, think about what information is needed or what decisions are being made.

### Sample Survey Elements

[Introduce the survey, provide any background information, explain why the school is conducting this survey and how the results will be used, provide any instructions such as how to submit the survey and the deadline for responding]

#### CURRENT BENEFITS

- Please indicate how satisfied you are with each of the following current benefits. [List current benefits, including any staff recognition benefits, employee events, etc. Examples below.]

	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied	Do not use
Medical insurance						
Dental insurance						
Vision insurance						
401(k) retirement savings plan						
Professional development program						
Tuition remission						

- What is your overall satisfaction with [school's] current benefits?
  - Very dissatisfied
  - Dissatisfied
  - Neither satisfied nor dissatisfied
  - Satisfied
  - Very satisfied
- Which of [school's] current benefits do you value [or use] the most? [List benefits and allow a limited number of choices, such as 2-3, or leave question open-ended]



- Which of [school’s] current benefits do you not value [or use]? [List benefits and allow a limited number of choices, such as 2–3, or leave question open-ended]
- Please indicate how important each of the following current benefits are to you. [List current benefits, including any staff recognition benefits, employee events, etc. Examples below.]

	Not important at all	Not very important	Neither important nor unimportant	Important	Very important
Medical insurance					
Dental insurance					
Vision insurance					
401(k) retirement savings plan					
Professional development program					
Tuition remission					

- Please provide any additional comments about [school’s] current benefits:

**POTENTIAL BENEFIT ENHANCEMENTS**

- Please indicate how important each of the following potential benefit enhancements are to you. [List potential new benefits. Examples below.]

	Not important at all	Not very important	Neither important nor unimportant	Important	Very important
Increased 401(k) employer match					
Transportation subsidy					
Housing subsidy					
Pet insurance					



- Please list two benefit enhancements you would appreciate the most, either from the list above or benefits not listed above.
- Which benefits do you want more of?
- If you could add one benefit, what would it be?
- Are there any benefits that [school] could provide that would be impactful to you?
- Please provide any additional comments about potential benefit enhancements.

#### DEMOGRAPHICS

What is your age range?

- 18 to 29 years
- 30 to 39 years
- 40 to 49 years
- 50 years or over
- Prefer not to answer

What is your gender?

- Male
- Female
- Gender non-conforming
- Other
- Prefer not to answer

What division do you work in?

- Lower School Faculty
- Middle School Faculty
- Upper School Faculty
- Year-round 12-month staff
- School-year educational support staff
- Prefer not to answer

How many years have you worked at [school]?

- 0 to 5 years
- 6 to 10 years
- 11 years or more
- Prefer not to answer