Sample Spot Check
Salary Review Worksheet

Date Survey conducted: 8/1-5/90 _____ **Post:** _____

Date previous survey conducted: _____; **Type of survey:**_____ .

Average FSN WGI: _____%.

Company Code	Type of Increase	Amount of Increase	Effective Date	Date Increase Authorized If Increase is Retroactive	Structured Salary Schedule? (Yes/No)	Min & Max Increased by Amount Authorized
A	ATB	10%	1/1/90	N/A	Y	Y
B	ATB	10%	2/1/90	N/A	Y	Y
	Merit	5% Avg.	1/1/90	N/A		N
C	None	None	--	--	N	NA
D	GEN	5-15%	2/1/90	N/A	N	NA
E	MER	8% Avg.	12/1/89	N/A	N	NA
F	ATB	10-20%*	10/1/89	2/25/90	Y	*
**G	OTH	10-22%	1/1/90	N/A	N	N/A
H	ATB	LC500	11/30/89	N/A	Y	Y
**I	LNG	3%				
	ATB	10%	1/31/90	N/A	Y	Y

Legend: ATB = Across-the-board
GEN = General
MER = Merit
N/A = Not applicable
LNG = Longevity
OTH = Other

*For Company F: Minimum increased by 20%. Maximum increased by 10%. Employees at top of salary range received up to allowable maximum only and therefore did not receive full benefit of 20% salary increase.

**For Company G: Co. official reported that an average 18% was given to employees since previous salary survey was conducted. This amount combines both merit and general increase; the amounts granted for each could not be separated out. The range of increases granted was from 10% to 22%.

***For Company I: Co. plan has averaged 3% step increments; one step increase per year is granted until maximum on schedule is reached.

Remember to: 1) Account for all companies used in previous survey; 2) indicate zero if no increases were granted; 3) report all salary increases (except those for promotions) which were granted by a company; 4) confirm that increases reported in no part reflect changes to fringe benefits; 5) report effective dates of increases.