Benefits Benchmark Survey
Greetings, fellow Washington nonprofits.

What follows is our first attempt to put together a comprehensive listing of benefits offered by Puget Sound area nonprofits. We put this survey together because we couldn’t find the data to determine whether we were doing enough to compensate our hard-working staff. This is especially important as we struggle with the high cost of living in the Seattle area where most of our staff live. This is obviously an issue that many nonprofits in the Puget Sound region face.

As part of our commitment to racial equity and social justice in our organizational practices, we conducted this survey to ensure, as a historically white-led organization, we acknowledge that we have HR practices that uphold white supremacy in how we hire, support, and empower our staff, resulting in barriers for people of color. By increasing transparency, improving objectivity, and equitably distributing resources, we will evolve to challenge and dismantle these systems.
While this is not traditionally thought of as a “benefit” in the HR sense of the word, we wanted to include a question to get a sense of the value organizations are placing on the commitment to racial equity.

We hope you find this data useful regardless of where in Washington you happen to be. We plan to do another survey, so we hope you continue to participate. Because this was our first year doing this, we deliberately kept it relatively small. In the second round, we hope to increase the number of survey participants to increase the validity of the results.

We started this project hoping to find data for our own use; specifically as part of an effort to retain our employees, who are the most important resource we have at Washington Environmental Council and Washington Conservation Voters. We want to create a high-quality benefits package not only for employee retention, but also because we believe that doing so is one small step in creating the kind of world we wish to see, one where treating people kindly is valued above dollars and cents. We hope that you will find this information useful for those same reasons.

Sincerely,

Sean Pender

Administrative Director
Washington Conservation Voters & Washington Environmental Council

P.S. This survey and report would not have happened without our awesome Admin Team, so I want to call out my colleagues Julie Gonzales-Corbin, Colton Misono, and Quena Batres.

Our talented co-worker Rachel Lee did the incredible graphics and layout of the report.

Thanks also go out to Shin Shin Hsia of Win Win Network and Conner-Bennett Sharpe of Climate Solutions who used their years of operations experience to provide us valuable feedback on the survey.

Finally, we especially want to thank our super volunteer Ksenia Habiger who helped make this happen. She learned a survey tool in about an hour and then helped design the survey and send it out to all of you, and we could not have done this without her.
The survey respondents represent a wide variety of organizations, missions, and budget sizes. As such, they face different challenges in providing benefits to their staff. Young and established organizations with fiscal challenges are striving to provide better overall benefits, but affordability remains an issue. A work-around for better benefits has been to offer a decent salary and generous time off. Most organizations offer direct service; however, variations on the surveyed organizations' structures include: volunteer-based capacity; work in other states besides Washington; and missions aimed at supporting other nonprofits.

Sectors Represented in Survey

- Arts and Culture: 35%
- Civic and/or Environmental Advocacy: 23%
- Education: 13%
- Health Services: 12%
- International Relations and Development: 5%
- Social and Legal Services: 4%

*Eligibility of benefits may depend on level of FTE status.
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Sectors Represented in Survey:
- Arts and Culture
- Civic and/or Environmental Advocacy
- Education
- Health Services
- International Relations and Development
- Other
- Social and Legal Services

Budget Size Representation:

<table>
<thead>
<tr>
<th>BUDGET SIZE</th>
<th>Group 1</th>
<th>Group 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1m</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>$1 - 2m</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>$2 - 3m</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>$3 - 4m</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>$4 - 5m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5m+</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Full Time Employees:

<table>
<thead>
<tr>
<th># FTE</th>
<th># ORGANIZATIONS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>57</td>
</tr>
<tr>
<td>11-25</td>
<td>27</td>
</tr>
<tr>
<td>26-50</td>
<td>11</td>
</tr>
<tr>
<td>51-75</td>
<td>4</td>
</tr>
<tr>
<td>101+</td>
<td>13</td>
</tr>
</tbody>
</table>

*Unless otherwise indicated, this is the Y-axis label for all other graphs in this report.
Organizations use a variety of tools to provide health benefits besides paying for insurance:

- A wellness stipend/incentive of pre-determined amount or percentage of salary;
- Cost reimbursement with fixed cap (dental & vision);
- Negotiated benefit (based on need) with staff;
- Pay a portion of the premium; and
- A choice of either stipend or enrollment in a health plan.
Eligibility for medical benefits might be restricted based on full-time status or some percentage of full-time hours.
Several noted that dependents are not included in coverage, but the staff member could elect to pay 100% of the premium for their dependents through the established plans.
The variety of retirement account benefits include:

• Match with predetermined dollar cap;
• Match with predetermined percentage cap;
• Percentage contribution, regardless of employee contribution amount;
• Board designated deposit in 403b based on percentage of earnings;
• Match to personal (non-organizational) account; and
• Provide an account, but no match.
Does your organization offer a defined contribution plan?

<table>
<thead>
<tr>
<th>Budget Size</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1m</td>
<td>15</td>
<td>32</td>
</tr>
<tr>
<td>$1 - $2m</td>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>$2 - $3m</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>$3 - $4m</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>$4 - $5m</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>$5m+</td>
<td>18</td>
<td>4</td>
</tr>
</tbody>
</table>

If you offer a 401(k) or Roth 401(k), do you offer a match?

<table>
<thead>
<tr>
<th>Budget Size</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1m</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>$1 - $2m</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>$2 - $3m</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>$3 - $4m</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>$4 - $5m</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>$5m+</td>
<td>13</td>
<td>4</td>
</tr>
</tbody>
</table>
If yes, what percent of an employee’s salary is eligible for match?

- 2%: 1
- 3%: 13
- 4%: 7
- 5%: 5
- 6%: 3
- 7%: 3

MATCH PERCENTAGE
Responses reflect a spectrum of types of leave.

**HOLIDAYS**

- A set number of days per year;
- Time off between Christmas and New Years Day;
- Flexibility to swap a holiday for a regular day; and
- Floating holidays at staff discretion.

**SABBATICAL**

- Paid sabbatical between 6-12 weeks after a set number of years of employment.
VACATION VARIATIONS

- Ministry leave for mission trips;
- PTO which consolidates vacation and sick hours;
- Vacation days plus PTO;
- Donation of PTO to another staff person;
- Vacation or sick hour caps on carry-over to next year; vacation is front loaded vs. earned over time; and
- Yearly paid vacation benefit increases over time according to years of service.
SICK LEAVE

Days of Paid-Sick by Budget Size

<table>
<thead>
<tr>
<th>Days of Sick Leave</th>
<th>$0 - 3m</th>
<th>$3 - 5m+</th>
</tr>
</thead>
<tbody>
<tr>
<td>No paid sick leave</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>1-10 Days</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6-10 Days</td>
<td>23</td>
<td>11</td>
</tr>
<tr>
<td>11-15 Days</td>
<td>18</td>
<td>9</td>
</tr>
<tr>
<td>16+ Days</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Unlimited</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
Non-Traditional Work Schedule

Many offer flex time, but do not have a written policy. Flex time might:

- Require supervisor approval;
- Require tracking;
- Accrue with or without time limitations (taken in same pay period, same quarter);
- Be taken at a lower ratio than 1:1;
- Is an honor system that is completely up to the staff member with no input from supervisor; and
- Could vary within an organization depending on role.
Work schedule policies are frequently not formalized. In practice they can be:

- Dependent on the role;
- Tied to specific events;
- Worked out with supervisor;
- Honor system;
- Require overlapping with normal business hours;
- Be condensed into four 10-hour days;
- Based on need such as child/eldercare or commuting; and
- Based on needs of clients served.
Many organizations allow work from home, but without written policy.

Variations of practice include:

- Limit to 1 day per week, limit to a specific day of the week;
- Supervisor approval requirement, as needed basis & schedule permitting;
- Advance notice given;
- Honor system without approval;
- Availability depends on the role;
- Stated expectation of work hours/communication methods/work plan;
- Probationary period for new staff;
- Lack of office space and equipment requires work from home; and
- Providing monthly stipend for sustained remote work.
Parental Leave

Paid Parental Leave by Budget Size

If yes, for how long?

- Total

If yes, for how long?

- Total
Many survey respondents said their organization does not treat parental leave as a separate form of leave.
A range of transportation benefits include:

- ORCA Passport program (24/7 yearly usage);
- Shared parking stalls;
- ORCA pass provided to non-staff workers (interns, fellows);
- Parking pass for executives,
- Paid travel time;
- Flat rate paid for monthly ORCA pass;
- Mileage reimbursement with authorization;
- Parking reimbursed with authorization;
- Washington State ferry pass;
- Pre-tax ORCA payroll deduction; and
- Bike repair reimbursement.
Cell phone stipends are generally described as flat rate rather than actual cost and range from $15-100 per month. Not all mentioned the dollar amount, but the average of reported stipends is $46.58.
RACIAL EQUITY

What is Your Budget for Employer Paid Racial Equity Training?

- $1 - $5,000: 36
- $5,001 - $10,000: 11
- $10,001 - $15,000: 3
- $15,001+: 4
Some organizations are planning to start their efforts in 2019 and others are doing racial equity and justice work as part of their mission. Outside training is most likely part of the professional development budget. In addition to outside consultants or workshops, the range of internal activities include racial equity plans, daily organizational practices such as staff discussions, affinity groups, performance reflection, onboarding training.