



For every section of the survey each bullet point describes what information you will be asked to provide. **(Numerical Data Required)** indicates any section that may require you to look up data and the specific information is highlighted.

Demographics (Numerical Data Required)

- Contact information
- **Number of full-time and part-time employees**
- Geographic location of employees
- Union employees?
- Segmentation of non-union employees by functional area (no numerical data)

Working Remotely:

- Proportion of employees working remotely before and after the pandemic was declared
- Return to work and how it was managed

Workspace Configuration

- Workplace safety measures to prevent spread of COVID-19

Temporary Layoffs/Permanent Layoffs (Terminations) (Numerical Data Required)

- If any full-time or part-time employee group was laid off/terminated, you will need to provide the following numerical data by functional area:
 - **Number of employees before covid**
 - **Number laid off (if applicable)**
 - **Number terminated (if applicable)**

Executives - Top positions in your organization (e.g., CEO, CFO, VP, Human Resources, etc.)

* 43. # Before COVID-19	* 44. # Temporarily Laid Off	* 45. # Terminated
Finance	Finance	Finance
Human Resources	Human Resources	Human Resources
Information Technology	Information Technology	Information Technology
Scientific, Engineering & Technical	Scientific, Engineering & Technical	Scientific, Engineering & Technical
Manufacturing, Production & Logistics	Manufacturing, Production & Logistics	Manufacturing, Production & Logistics
Mktg., Sales, Communications & Cust. Service	Mktg., Sales, Communications & Cust. Service	Mktg., Sales, Communications & Cust. Service
Administrative Services	Administrative Services	Administrative Services
Legal & Regulatory Affairs	Legal & Regulatory Affairs	Legal & Regulatory Affairs

- You will be asked about employees returning to work from layoffs:
 - Duration of layoffs
 - Return strategies (e.g. staggered, new terms of employment)

- Concerns about staff not returning
- You will be asked about any plans to re-fill positions where terminations occurred
- If you have any retirement plans, you will be asked about any modifications due to COVID-19 related layoffs
- You will be asked about any modifications to group benefit plans due to COVID-19 related layoffs

Government Programs

- You will be asked if your organization applied to several government programs (e.g. CEWS)

Reduced Work Hours

If you reduced hours of work due to COVID-19 you will be asked about:

- Level of reduction in hours of work
- Duration of reduction if normal full-time hours of work have resumed
- Anticipated return to normal if normal full-time hours of work have not resumed

Actual/Planned Salary and Salary Range Increases 2020 (Numerical Data/Estimates Required)

You will be asked about your actual/planned salary increases for 2020:

- When base salaries are normally increased
- If increases were applied:
 - Actual increases
 - Planned vs. implemented increases
- If different increases were applied before/after COVID-19 was declared a pandemic, how any resulting inequity will be resolved

Actual/Planned Salary and Salary Range Increases 2021(Numerical Data/Estimates Required)

- You will be asked about your organization's plans regarding 2021 salary increases:
 - If increases are likely, estimates will be provided.

Salary Reductions

If you reduced salaries due to COVID-19 you will be asked about **(Numerical Data/Estimates Required)**

- Magnitude of reduction in salaries:
 - Same % reduction across the organization
 - By employee group
 - By functional area
- Duration of reduction if regular salaries have been restored
- Anticipated return to regular salaries if reductions have not ended
- If you have any retirement plans, you will be asked about any modifications due to COVID-19 related layoffs

Annual Bonuses

If your organization provides bonuses, you will be asked:

- Which employee groups are eligible for performance bonuses

- Timing of bonuses and if any 2020 performance bonuses were paid
- How any delayed bonuses will be handled
- Changes to performance metrics

Paid Time Off

You will be asked the following about Paid Time Off:

- How employee vacations are being scheduled post-COVID-19
- What changes are being made to vacation policies due to COVID-19 (e.g. carry forward of unused days, payout of unused days, forced vacation)
- The expected permanence of any changes to vacation policies

Group Benefits

You will be asked the following about Group Benefits:

- What changes are being made to group benefits due to COVID-19 (e.g. suspension of some coverages, enhancements e.g. EAPs)
- The expected permanence of any changes to benefits plans

Retirement Plans

You will be asked the following about retirement plans:

- What changes are being made to employer/employee contribution arrangements due to COVID-19
- The expected permanence of any changes

Cost Savings & Future Plans

You will be asked any cost-saving measures in place and what, if anything, your organization would do differently if your region experiences a second wave of COVID-19.