

Extract of the Entry Form



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Entry form

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General indications for the survey

Fringe Benefits definition (FB)

We acknowledge and compare, in this survey, the list of the company services given to the employees as well as some special conditions of employment. The following items (bonus, long term incentives, etc.) are not included in this survey.

If your company offers significant FB, which do not appear on the entry form, please summarize them under the "Other services" at the end of the concerned chapter.

Enter the current situation of all current rules. Significant and strategic modifications will be clarified in point #7.

Special regulations concerning some specific professional groups (by e.g. External services, expatriates vs. local employees) are excluded of this entry form. If you need information for such specific groups, address the consultant in charge of this survey.

Structured entry

With regard to the previous editions, this entry form has been strongly restructured in order to allow a better quantitative comparison. This inevitably implies a larger entry form. On the other hand the analysis will be more precise and the results more useful.

If for a specific FB you do not manage to insert the applied rule into the proposed structure, for any kind of FB, the field "Remarks" can be used to describe and clarify your own rules.

Staff structure ("Employee" is being used for either "female" or "male")

In many companies, FB are granted according to the staff categories: Beneficiaries. We ask you to specify the beneficiaries of your structure in the foreseen section. This initial specific structure is a prerequisite to fill the following points of the questionnaire: It means that it is important to inform all the fields for all the beneficiaries, even if these are identical. If you don't have enough Beneficiaries, address the consultant in charge of this survey.

Collective working agreement

Some conditions of employment depend on legal rules. We try here to highlight essentially services beyond.

Anonymity

We guarantee you that, without your agreement, none of your data will be forwarded with indication of the name of your company within the handling we are undertaking.

Copyright

Please, consider that this entry form is protected by a copyright.

Entry form

1 Selected working conditions**1.1 Working time**

The weekly working time equals hours

Remarks :

1.3 Holidays

Enter the number of days of annual allowance for holidays within each age bracket. If the allowance for holidays is as well based on a number of years of service, specify within the concerned section.

| Beneficiaries | Young 20 years | 26 | 31 | 41 | 51 | 61 |
|----------------|-------------------|----|----|----|----|----|
| Top Management | | | | | | |
| Managers A | | | | | | |
| Managers B | | | | | | |
| Managers C | | | | | | |
| Employees A | | | | | | |
| Employees B | | | | | | |

Does the allowance for holidays, in your company, depend on years of service?

If yes, specify under « Remarks ».

Remarks :

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1.5 Travelling costs - Car

Entries regard available rules for all staff. Specific rules are excluded, e.g. for external services or technical staff.

(Compensation covering costs for transfer from residence to work, see 3.13; company car, see 3.9.3)

| Bénéficiaires | Amount ct./Km | Fixed amount per month in CHF |
|----------------|---------------|-------------------------------|
| Top Management | | |
| Managers A | | |
| Managers B | | |
| Managers C | | |
| Employees A | | |
| Employees B | | |

If the calculation depends on the number of km (e.g. 75 cts for the first 200 km and 55 cts for the following ones) insert here the value for the first km bracket and specify your formula under "Remarks".

It will be the same for others variables such as: category of the vehicule, petrol card, etc.

Remarks :

1.6 Public transportation

What class category do you reimburse for business trips in Switzerland?

| | |
|----------------|---|
| Top Management | - |
| Managers A | - |
| Managers B | - |
| Managers C | - |
| Employees A | - |
| Employees B | - |

If the reimbursed class category depends on the distance of the business trip, insert here the rule for long distances and specify, under "Remarks" the one applied for short distances.

Remarks :