

**Knoxville Association Of Legal Administrators  
Support Staff Salary and Benefits Survey  
For year ending March 31, 2018**

A legal secretary, sometimes called a legal assistant, provides general secretarial support duties to legal counsel and/or attorneys for a majority of the time and would not be considered a timekeeper or revenue producer.

**Years of Legal Experience (Indicate # in each category) \***

<u>Annual Base Salary</u>	<u>0-4</u>	<u>&gt;4-8</u>	<u>&gt;8-12</u>	<u>&gt;12-20</u>	<u>&gt;20</u>	<u>Total</u>
<i>Legal Secretaries</i>						
≤ 28,000	_____	_____	_____	_____	_____	_____
28,001 — 30,000	_____	_____	_____	_____	_____	_____
30,001 — 32,000	_____	_____	_____	_____	_____	_____
32,001 — 34,000	_____	_____	_____	_____	_____	_____
34,001 — 36,000	_____	_____	_____	_____	_____	_____
36,001 — 38,000	_____	_____	_____	_____	_____	_____
38,001 — 40,000	_____	_____	_____	_____	_____	_____
40,001 — 42,000	_____	_____	_____	_____	_____	_____
42,001 — 44,000	_____	_____	_____	_____	_____	_____
44,001 — 46,000	_____	_____	_____	_____	_____	_____
46,001 — 48,000	_____	_____	_____	_____	_____	_____
48,001 — 50,000	_____	_____	_____	_____	_____	_____
50,001 — 52,000	_____	_____	_____	_____	_____	_____
52,001 — 54,000	_____	_____	_____	_____	_____	_____
54,001 — 56,000	_____	_____	_____	_____	_____	_____
56,001 — 57,000	_____	_____	_____	_____	_____	_____
57,001 — 58,000	_____	_____	_____	_____	_____	_____
58,001 — 59,000	_____	_____	_____	_____	_____	_____
59,001 — 60,000	_____	_____	_____	_____	_____	_____
60,001+	_____	_____	_____	_____	_____	_____
<b>TOTAL # in each category</b>	=====	=====	=====	=====	=====	=====

**List actual base salary for individuals in each category: \***

<u>0-4 yrs.</u>	<u>&gt;4-8 yrs.</u>	<u>&gt;8-12 yrs.</u>	<u>&gt;12-20 yrs.</u>	<u>&gt;20 yrs.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Average base salary for your Legal Secretaries: \_\_\_\_\_**

(Gross salary ÷ number of Legal Secretaries)

\*For classification purposes, include prior legal experience.

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A paralegal or legal assistant is a person, qualified by education, training or work experience who performs specifically delegated substantive legal work for which a lawyer is responsible. They are generally considered timekeepers and revenue producers for the law firm. Please do NOT include other professional staff, such as RN's or MD's, etc., who assisted in performance of legal work as required by the client.

**Years of Legal Experience (Indicate # in each category) \***

<b><u>Annual Base Salary</u></b>	<b><u>0-4</u></b>	<b><u>&gt;4-8</u></b>	<b><u>&gt;8-12</u></b>	<b><u>&gt;12-20</u></b>	<b><u>&gt;20</u></b>	<b><u>Total</u></b>
<i>Paralegals</i>						
≤ 34,000	_____	_____	_____	_____	_____	_____
34,001 — 36,000	_____	_____	_____	_____	_____	_____
36,001 — 38,000	_____	_____	_____	_____	_____	_____
38,001 — 40,000	_____	_____	_____	_____	_____	_____
40,001 — 42,000	_____	_____	_____	_____	_____	_____
42,001 — 44,000	_____	_____	_____	_____	_____	_____
44,001 — 46,000	_____	_____	_____	_____	_____	_____
46,001 — 48,000	_____	_____	_____	_____	_____	_____
48,001 — 50,000	_____	_____	_____	_____	_____	_____
50,001 — 52,000	_____	_____	_____	_____	_____	_____
52,001 — 54,000	_____	_____	_____	_____	_____	_____
54,001 — 56,000	_____	_____	_____	_____	_____	_____
56,001 — 58,000	_____	_____	_____	_____	_____	_____
58,001 — 60,000	_____	_____	_____	_____	_____	_____
60,001 — 62,000	_____	_____	_____	_____	_____	_____
62,001 — 64,000	_____	_____	_____	_____	_____	_____
64,001 — 66,000	_____	_____	_____	_____	_____	_____
66,001 — 68,000	_____	_____	_____	_____	_____	_____
68,001 — 70,000	_____	_____	_____	_____	_____	_____
70,001+	_____	_____	_____	_____	_____	_____
<b>TOTAL # in each category</b>	=====	=====	=====	=====	=====	=====

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**List actual paralegal base salary by practice area and experience range for individuals in each category below:** \* **NOTE:** Survey results will NOT include the number of paralegals reported in each individual practice area. Rather, ONLY the average salary by experience range for each practice area will be reported.

<u>0-4 yrs.</u>	<u>PAC</u> *	<u>&gt;4-8 yrs.</u>	<u>PAC*</u>	<u>&gt;8-12 yrs.</u>	<u>PAC</u> *	<u>&gt;12-20 yrs.</u>	<u>PAC*</u>	<u>&gt;20 yrs.</u>	<u>PAC</u> *
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**\*Practice Area Codes:** Please select the practice area code which best describes the practice area paralegal spent 50% or more of their time. If a paralegal does NOT spend more than 50% of their time in one practice area, report as NC.

- BR Bankruptcy – Creditor & Debtor
- CO Corporate/M&A/Transactional
- CR Criminal
- DL Defense Litigation
- EP Employment
- EV Environmental
- FL Family Law
- GV Government
- HC Healthcare
- IM Immigration
- IP Intellectual Property
- PL Plaintiff Litigation
- RE Real Estate
- RG Regulatory/Utilities
- SE Securities
- TE Trusts/Estates/Probate/Tax
  
- OT Other
- NC Not Classifiable

**Average base salary for your Paralegals:** \_\_\_\_\_

\*For classification purposes, include prior legal experience.

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<u>Annual Base Salary or Hourly Rate</u>	<u>Total in this Category</u>
<i>Messenger/Runner</i>	
<u>Full-Time</u>	
< 20,000	_____
20,001 — 21,000	_____
21,001 — 22,000	_____
22,001 — 23,000	_____
23,001 — 24,000	_____
24,001 — 25,000	_____
25,001+	_____
<u>Part-Time</u>	
7.01 — 8.00	_____
8.01 — 9.00	_____
9.01 — 10.00	_____
10.01 — 11.00	_____
11.01 — 12.00	_____
12.01+	_____

**Average base salary for your Full-Time Messengers/Runners:** \_\_\_\_\_

**Average hourly rate for your Part-Time Messengers/Runners:** \_\_\_\_\_

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**Years of Legal Experience (Indicate # in each category)**

<b><u>Annual Base Salary</u></b>	<b><u>0-4</u></b>	<b><u>&gt;4-8</u></b>	<b><u>&gt;8-12</u></b>	<b><u>&gt;12-20</u></b>	<b><u>&gt;20</u></b>	<b><u>Total</u></b>
<b><i>Accounting Staff</i></b>						
≤ 34,000	_____	_____	_____	_____	_____	_____
34,001 — 35,000	_____	_____	_____	_____	_____	_____
35,001 — 36,000	_____	_____	_____	_____	_____	_____
36,001 — 37,000	_____	_____	_____	_____	_____	_____
37,001 — 38,000	_____	_____	_____	_____	_____	_____
38,001 — 39,000	_____	_____	_____	_____	_____	_____
39,001 — 40,000	_____	_____	_____	_____	_____	_____
40,001 — 41,000	_____	_____	_____	_____	_____	_____
41,001 — 42,000	_____	_____	_____	_____	_____	_____
42,001 — 43,000	_____	_____	_____	_____	_____	_____
43,001 — 44,000	_____	_____	_____	_____	_____	_____
44,001 — 45,000	_____	_____	_____	_____	_____	_____
45,001 — 46,000	_____	_____	_____	_____	_____	_____
46,001 — 47,000	_____	_____	_____	_____	_____	_____
47,001 — 48,000	_____	_____	_____	_____	_____	_____
48,001 — 49,000	_____	_____	_____	_____	_____	_____
49,001 — 50,000	_____	_____	_____	_____	_____	_____
50,001 — 51,000	_____	_____	_____	_____	_____	_____
51,001 — 52,000	_____	_____	_____	_____	_____	_____
52,001 — 53,000	_____	_____	_____	_____	_____	_____
53,001 — 54,000	_____	_____	_____	_____	_____	_____
54,001 — 55,000	_____	_____	_____	_____	_____	_____
55,001 — 56,000	_____	_____	_____	_____	_____	_____
56,001 — 57,000	_____	_____	_____	_____	_____	_____
57,001 — 58,000	_____	_____	_____	_____	_____	_____
58,001 — 59,000	_____	_____	_____	_____	_____	_____
59,001 — 60,000	_____	_____	_____	_____	_____	_____
60,001+	_____	_____	_____	_____	_____	_____
<b>TOTAL # in each category</b>	=====	=====	=====	=====	=====	=====

**List actual base salary for individuals in each category: \***

<b><u>0-4 yrs.</u></b>	<b><u>&gt;4-8 yrs.</u></b>	<b><u>&gt;8-12 yrs.</u></b>	<b><u>&gt;12-20 yrs.</u></b>	<b><u>&gt;20 yrs.</u></b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Average base salary for your Accounting Staff:** \_\_\_\_\_

\*For classification purposes, include prior legal experience.

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Primary responsibility is to administer and maintain the firm's computer network and provide computer support to users.

**Years of Legal Experience (Indicate # in each category)**

<b><u>Annual Base Salary</u></b>	<b><u>0-2</u></b>	<b><u>&gt;2-4</u></b>	<b><u>&gt;4-6</u></b>	<b><u>&gt;6-8</u></b>	<b><u>&gt;8-10</u></b>	<b><u>&gt;10-12</u></b>	<b><u>&gt;12-15</u></b>	<b><u>&gt;15</u></b>	<b><u>Total</u></b>
<b><i>Information Technology Staff</i></b>									
≤ 44,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
44,001 — 46,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
46,001 — 48,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
48,001 — 50,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
50,001 — 52,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
52,001 — 54,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
54,001 — 56,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
56,001 — 58,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
58,001 — 60,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
60,001 — 62,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
62,001 — 64,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
64,001 — 66,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
66,001 — 68,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
68,001 — 70,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
70,001 — 72,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
72,001 — 74,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
74,001 — 76,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
76,001 — 78,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
78,001 — 80,000	_____	_____	_____	_____	_____	_____	_____	_____	_____
80,001+	_____	_____	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL # in each category</b>	=====	=====	=====	=====	=====	=====	=====	=====	=====

Average base salary for your Information Technology Staff: \_\_\_\_\_

If your Information Technology Staff were part-time, please indicate hourly rate(s) paid:

\_\_\_\_\_

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**Annual Base Salary or Hourly Rate      Total in this Category**  
***Receptionist/Switchboard***

**Full-Time**

<u>&lt; 24,000</u>	_____
24,001 — 25,000	_____
25,001 — 26,000	_____
26,001 — 27,000	_____
27,001 — 28,000	_____
28,001 — 29,000	_____
29,001 — 30,000	_____
30,001 — 31,000	_____
31,001 — 32,000	_____
32,001 — 33,000	_____
33,001 — 34,000	_____
34,001 — 35,000	_____
35,001 — 36,000	_____
36,001 — 37,000	_____
37,001 — 38,000	_____
38,001 — 39,000	_____
39,001 — 40,000	_____
40,001+	_____

**Average base salary for your Full-Time Receptionist/Switchboard:** \_\_\_\_\_

**Part-Time**

<u>&lt; 12.00</u>	_____
12.01 — 13.00	_____
13.01 — 14.00	_____
14.01 — 15.00	_____
15.01 — 16.00	_____
16.01 — 17.00	_____
17.01+	_____

**Average hourly rate for your Part-Time Receptionist/Switchboard:** \_\_\_\_\_

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<u>Weekly Salary or Hourly Rate</u>	<u>Total in each Category</u>		
<i>Law Clerk</i>			
<i>(Law students working part-time during the school year)</i>	<i>1L</i>	<i>2L</i>	<i>3L</i>
< 18.00	_____	_____	_____
18.01 — 19.00	_____	_____	_____
19.01 — 20.00	_____	_____	_____
20.01 — 21.00	_____	_____	_____
21.01 — 22.00	_____	_____	_____
22.01 — 23.00	_____	_____	_____
23.01+	_____	_____	_____

Average hourly rate for your school year Law Clerks: \_\_\_\_\_

<u>Weekly Salary or Hourly Rate</u>	<u>Total in each Category</u>		
<i>Summer Associate</i>			
<i>(Law students working during the summer)</i>	<i>1L</i>	<i>2L</i>	<i>3L</i>
< 700.00	_____	_____	_____
701.00 — 800.00	_____	_____	_____
801.00 — 900.00	_____	_____	_____
901.00 — 1,000.00	_____	_____	_____
1,001.00 — 1,100.00	_____	_____	_____
1,101.00 — 1,200.00	_____	_____	_____
1,201.00 — 1,300.00	_____	_____	_____
1,301.00 — 1,400.00	_____	_____	_____
1,401.00+	_____	_____	_____
15.01 — 16.00	_____	_____	_____
16.01 — 17.00	_____	_____	_____
17.01 — 18.00	_____	_____	_____
18.01 — 19.00	_____	_____	_____
19.01 — 20.00	_____	_____	_____
20.01 — 21.00	_____	_____	_____
21.01 — 22.00	_____	_____	_____
22.01+	_____	_____	_____

Average weekly salary or average hourly rate for your Summer Associates: \_\_\_\_\_



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<b>GENERAL SALARY INFORMATION</b>
-----------------------------------

1. What was the “normal” (basic) number of hours worked each week by your support staff?  
 40 hours  
 37½ hours  
 Other (specify): \_\_\_\_\_

Was flex time allowed? (For example: 7:30 a.m. — 4:00 p.m.)  
 Yes  No

If yes, please describe:

\_\_\_\_\_

2. Did you offer a four-day work week to your employees in the past year?  Yes  No

If yes, did it apply to (check all that apply):

- Secretaries  
 Paralegals  
 Billing and accounting staff  
 All administrative staff

3. Were all your staff positions non-exempt (i.e., eligible for overtime pay)?  
 Yes  No

If no, what positions were exempt?

\_\_\_\_\_

4. When overtime is paid to support staff employees, what rate is paid?

- Time-and-one-half  
 Double time for Sundays and Holidays  
 Other (specify): \_\_\_\_\_

5. If an employee was called in to work unscheduled overtime, did you pay:

- Only for time worked  
 For a minimum of \_\_\_\_\_  
(specify)

6. Did you allow time missed during a day to be made up?

- Yes  No

If yes, describe make up time allowances.

\_\_\_\_\_

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7. Did you pay an annual bonus?  
       \_\_\_\_\_ Yes      \_\_\_\_\_ No
- A. If yes, was this bonus based on:  
       \_\_\_\_\_ Merit  
       \_\_\_\_\_ Tenure  
       \_\_\_\_\_ Other (specify): \_\_\_\_\_
- B. What was average bonus amount:  
       \_\_\_\_\_ 2 weeks' pay  
       \_\_\_\_\_ 1 weeks' pay  
       \_\_\_\_\_ % of base salary  
       \_\_\_\_\_ Other (specify): \_\_\_\_\_

8. What was the average % increase of support staff salaries in your firm last year?  
 \_\_\_\_\_

9. What was the turnover rate in your firm for full time employees for the past 12-month period?

$$\text{Turnover} = \frac{\text{Number of Departures}}{((\text{Number of staff as of 3/31/17} + \text{Number of staff as of 3/31/18}) \div 2)}$$

<u>(a) overall turnover</u>			2018	2016 *
___ # of staff (3/31/17)	___ # of staff (3/31/18)	___ # of departures	___ overall turnover %	___ overall turnover %
<u>(b) secretarial turnover</u>				
___ # of secretaries (3/31/17)	___ # of secretaries (3/31/18)	___ # of departures	___ secretarial turnover %	___ secretarial turnover %
<u>(c) paralegal turnover</u>				
___ # of paralegals (3/31/17)	___ # of paralegals (3/31/18)	___ # of departures	___ paralegal turnover %	___ paralegal turnover %
<u>(d) receptionist turnover</u>				
___ # of receptionists (3/31/17)	___ # of receptionists (3/31/18)	___ # of departures	___ receptionist turnover %	___ receptionist turnover %

\* 2017 % from last year's survey

10. Did your firm require its paralegals to bill a set number of billable hours per year?  
       \_\_\_\_\_ Yes      \_\_\_\_\_ No
- A. If yes, what was the billable standard for the past year? \_\_\_\_\_
- B. What was the billable hour average for your paralegals for 2017? (Total billable hours for 2017 or latest fiscal year ÷ # paralegals). \_\_\_\_\_
- C. Any other stipulations? \_\_\_\_\_

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11. Please list total number of paralegals in your firm. \_\_\_\_\_

How many of those paralegals have:

\_\_\_\_\_ advanced degrees? (Master's level or greater)

\_\_\_\_\_ four-year degrees?

\_\_\_\_\_ two-year associate degrees?

\_\_\_\_\_ paralegal certificates only?

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<b>FRINGE BENEFITS AND OTHER POLICIES</b>
---

1. Did your firm have a written employee handbook?  
 Yes     No

The following Questions 2–4 pertain to your firm’s vacation and sick leave policies. Please complete question 3 OR 4 (not both) depending on your answer to question 2.

2. Check the category which most clearly described your annual leave policy:

Separate vacation and sick leave  
 [complete question 3 only]

Paid time off (PTO) (includes all time taken for vacation, sick, etc.)  
 [complete question 4 only]

3. If your firm observed separate vacation and sick leave policies, please answer the following:

A. Complete the table below for the amount of vacation leave your employees were entitled:

	Years of Service											
	<1 yr.	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs.	8 yrs.	9 yrs.	10 yrs.	>10 yrs.
Days of vacation per year												

B. Were there different rules for different employee positions within your firm?  
 Yes     No

If yes, please specify differences:  
 \_\_\_\_\_

C. Could the employee receive pay in lieu of vacation?  
 Yes     No  
 Other (specify): \_\_\_\_\_

If yes, Annually?     Only upon termination?

D. Could the employee carry vacation forward to next year?  
 Yes     No  
 Other (specify): \_\_\_\_\_

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E. Could the employee borrow against future vacation time?  
 Yes  No  
 Other (specify): \_\_\_\_\_

F. Were employees allowed to “adjust” work hours by, for example, working through lunch and leaving one hour early?  
 Yes  No

G. Check the item(s) which most clearly described your sick leave policy (excluding any short-term or long-term disability):  
 Unlimited. With pay?  Yes  No  
 Days per year (fill in number of days)  
 Discretionary on part of supervisor  
 Other (specify): \_\_\_\_\_

H. Was sick leave cumulative from year to year?  
 Yes  No

If yes, was there a limit on the amount that can be carried over from year to year?  
\_\_\_\_\_

I. Was an employee compensated for unused sick leave?  
 Yes  No

If yes, Yearly \_\_\_\_\_ Or upon termination \_\_\_\_\_

J. Did you allow employees to “purchase” additional time off (through salary reduction)?  
 Yes  No

K. Did your Firm offer short-term disability insurance?  
 Yes  No

If yes, describe your Firm’s short-term disability insurance benefit.  
\_\_\_\_\_

If no, describe your Firm’s short-term disability leave benefit.  
\_\_\_\_\_

L. Did your Firm offer long-term disability insurance?  
 Yes  No

If yes, describe your Firm’s long-term disability insurance benefit.  
\_\_\_\_\_

If no, describe your Firm’s long-term disability leave benefit.

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- M. Did your Firm offer a bereavement policy separate from your sick leave or vacation policy?  
       \_\_\_\_\_Yes    \_\_\_\_\_No

If yes, describe your Firm's bereavement policy.

4. If your firm observed a Paid Time Off (PTO) policy, please answer the following:

- A. Complete the table below for the amount of paid time off your employees were entitled:

	Years of Service												
	<1 yr.	1 yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.	7 yrs.	8 yrs.	9 yrs.	10 yrs.	>10 yrs.	
Days of paid time off per year													

- B. Were there different rules for different employee positions within your firm?  
       \_\_\_\_\_Yes    \_\_\_\_\_No

If yes, please specify differences:

- C. Could the employee receive pay in lieu of paid time off?  
       \_\_\_\_\_Yes    \_\_\_\_\_No  
       \_\_\_\_\_Other (specify): \_\_\_\_\_

If yes, Annually? \_\_\_\_\_ Only upon termination? \_\_\_\_\_

- D. Could the employee carry paid time off forward to next year?  
       \_\_\_\_\_Yes    \_\_\_\_\_No

If yes, was there a limit on the amount that could be carried over from year to year?

\_\_\_\_\_Yes    \_\_\_\_\_No  
 \_\_\_\_\_Other (specify): \_\_\_\_\_

- E. Could the employee borrow against future paid time off?  
       \_\_\_\_\_Yes    \_\_\_\_\_No  
       \_\_\_\_\_Other (specify): \_\_\_\_\_

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F. Were employees allowed to “adjust” work hours by, for example, working through lunch and leaving one hour early?  
\_\_\_\_\_Yes \_\_\_\_\_No

G. Did you allow employees to “purchase” additional time off (through salary reduction)?  
\_\_\_\_\_Yes \_\_\_\_\_No

H. Did your Firm offer short-term disability insurance?  
\_\_\_\_\_Yes \_\_\_\_\_No

If yes, describe your Firm’s short-term disability insurance benefit.

---

If no, describe your Firm’s short-term disability leave benefit.

---

I. Did your Firm offer long-term disability insurance?  
\_\_\_\_\_Yes \_\_\_\_\_No

If yes, describe your Firm’s long-term disability insurance benefit.

---

If no, describe your Firm’s long-term disability leave benefit.

---

J. Did your Firm offer a bereavement policy separate from your PTO policy?  
\_\_\_\_\_Yes \_\_\_\_\_No

If yes, describe your Firm’s bereavement policy.

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5. Please check the holidays regularly observed:

- Day before New Year's
- ½ day before New Year's
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- ½ day on Good Friday
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- ½ day on Christmas Eve
- Christmas Day
- Day after Christmas
- Birthday
- Personal Day(s)
- Other (specify): \_\_\_\_\_

6. Did your firm provide, at no cost to employees:

- |                                     |                              |                             |
|-------------------------------------|------------------------------|-----------------------------|
| Coffee                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tea, soft drinks, etc.              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Snacks (e.g. crackers, chips, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lunch facilities                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

7. Did your firm pay for training and development opportunities (education assistance for employees?)

Yes     No

Off-site training?

On-line training?

Other: \_\_\_\_\_

8. Did your firm provide legal services to employees of the firm?

Yes     No

Please explain your firm's policy in providing legal services to employees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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9. Did your firm have a “Casual Day” policy?

\_\_\_\_\_Yes    \_\_\_\_\_No

If yes, please describe:

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Did you have a specific dress code for casual day (e.g., business casual)?

\_\_\_\_\_Yes    \_\_\_\_\_No

If yes, please describe:

---

10. Did your firm provide benefits to any part time employee?

\_\_\_\_\_Yes    \_\_\_\_\_No

If yes, please describe:

For questions 11-13, please describe how each of the following benefits were treated by your firm:

11. Please check all that applied.

	Not Offered	Fully Paid for Employee	Fully Paid For Employees' Dependents	Partially Paid for Employee	Partially Paid For Employees' Dependents	Fully Paid by Employee
a. Medical/Health Insurance						
b. Dental Insurance						
c. Vision Care						
d. Life Insurance						
e. Accidental Death Insurance						
f. Short Term Disability Insurance						
g. Long Term Disability Insurance						
h. Supplemental Insurance Products						
i. Long Term Care Insurance						
j. Health Savings Acct.						
k. Other – Please specify						

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12. Please check all that applied.

	Not Offered	Firm Contribution	Employee Contribution	Total Firm Contribution Percentage (Round to nearest whole Percentage)										
				1%	2%	3%	4%	5%	6%	7%	8%	9%	>9%	
a. Defined Benefit Plan			N/A											
b. Defined Contribution Plan (profit sharing and/or money purchase pension plan, excluding 401(k) Plan)			N/A											
c. Sec. 529 College Plan														
d. Other — Please Explain														

13. Please check all that applied.

	Offered	Not Offered
a. Cafeteria Plan		
b. Use of pre-tax dollars in Spending Account (Health Care and Dependent Care)		
c. Health Savings Account		
d. Employee Assistance Program		
e. Parking		
f. Firm sponsored flu vaccinations		
g. Other – Please Explain		

14. Did your firm offer a 401(k) plan?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, did the plan allow “Roth” contributions?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, did your firm offer a Firm matching contribution to those who participated?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, please describe the firm’s matching contribution formula.

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15. Did your firm have a wellness plan?  
\_\_\_\_\_Yes \_\_\_\_\_No

If yes, did it:

A. Cover professional employees?  
\_\_\_\_\_Yes \_\_\_\_\_No

B. Cover administrative employees?  
\_\_\_\_\_Yes \_\_\_\_\_No

C. Provide for all or a portion of a membership in a health fitness club or similar organization?  
\_\_\_\_\_Yes \_\_\_\_\_No

D. Provide cash rewards to an employee for working toward a healthier lifestyle (e.g., weight loss, quit smoking, etc.).  
\_\_\_\_\_Yes \_\_\_\_\_No

E. Other (please describe): \_\_\_\_\_  
\_\_\_\_\_

16. Please indicate the number of practicing attorneys at your firm on March 31, 2018.  
\_\_\_\_\_

17. For the purpose of calculating an average attorney to secretary ratio, please indicate the number of FTE secretaries at your firm on March 31, 2018. \_\_\_\_\_

18. Did your firm carry employment practice liability coverage during the last year?  
\_\_\_\_\_Yes \_\_\_\_\_No

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19. Did your firm carry cyber liability coverage during the last year?  
\_\_\_\_\_Yes \_\_\_\_\_No

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<b>KEY FINANCIAL METRICS</b>
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Below is a request for some additional information we want to include in this year's survey, including associate salaries. If your firm has multiple offices, please report for your Knoxville office only. Please note that a question must have at least 5 responses before the results can be published. In order to make the data more meaningful, we ask that you use the following definitions when answering these questions.

1. Full-time equivalent (FTE). An attorney FTE is a function of the amount of time the attorney was with the firm during your most recent fiscal year. If an attorney was with your firm for a full year, regardless of the amount of time that attorney worked during the year, that attorney is 1 FTE. An attorney hired midyear would be a .5 FTE.
  
2. Gross Fee Revenue. This should be the amount of legal fees collected only and should not include any amounts for miscellaneous charges to the client (photocopies, legal research, runners charges, etc.).
  
3. Attorney Compensation. Attorney compensation should include all attorney salaries, bonuses and benefits. Benefits include employer payroll taxes, group insurance premiums, medical reimbursements, retirement plan contributions, parking, etc.
  
4. Occupancy Expense. Occupancy expense includes all charges for rent, utilities, amortization of leasehold improvements, depreciation of owned buildings, maintenance, housekeeping, real estate taxes, insurance and storage.
  
5. Malpractice Expense. Malpractice expense includes all charges for professional liability insurance premiums and settlement costs.
  
6. Overhead. Overhead is all expenses of the firm excluding attorney compensation.

Answer these questions based on your most recent full fiscal year.

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A. What was your attorney full-time equivalent headcount?

Partner/Shareholder \_\_\_\_\_ Associate \_\_\_\_\_ Total

B. What was your average annual fee revenue per attorney?

\$ \_\_\_\_\_

C. What was your average overhead expense per attorney (excluding attorney compensation)? \$ \_\_\_\_\_

D. What was your total overhead (excluding attorney compensation) as a % of total fee revenue? \$ \_\_\_\_\_

E. What was your average occupancy expense per attorney? \$ \_\_\_\_\_

F. What was your occupancy expense as a % of total fee revenue?  
\$ \_\_\_\_\_

G. What was your average malpractice expense per attorney?  
\$ \_\_\_\_\_

H. What was your malpractice expense as a % of total fee revenue?  
\$ \_\_\_\_\_

I. What was your average billing rates by classification?

Partner/Shareholder \$ \_\_\_\_\_ Associate \$ \_\_\_\_\_

Paralegal \$ \_\_\_\_\_

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J. What was your average associate salaries for the following experience categories  
(do not include bonuses):

0 - ≤ 2 yrs.		>2 yrs. ≤ 4 yrs.		>4 yrs. ≤ 6 yrs.		>6 yrs. ≤ 8 yrs.		>8 yrs.	
#	Avg.	#	Avg.	#	Avg.	#	Avg.	#	Avg.

**SUGGESTIONS FOR IMPROVEMENT:**

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**Please return no later than August 15, 2018, to:**

**LBMC, PC  
Attention: Gina Swainson  
2095 Lakeside Centre Way, Ste. 220  
Knoxville, TN 37922  
Fax : (865)862-7537  
Email : gswainson@lbmc.com**