



GENERAL BULLETIN

CONNECTICUT
BANKERS
ASSOCIATION
10 Waterside Drive
Farmington, CT 06032-3083
(860) 677-5060
FAX: (860) 677-5066

2008 – 43

March 6, 2008

TO THE CHIEF EXECUTIVE OFFICER
OR INDIVIDUAL ADDRESSED

SENT TO:

CEO, CEO+
Human Resources

RE: Workforce Analysis Questionnaire
As of December 31, 2007

We are pleased to enclose the Workforce Analysis Questionnaire for your review and completion. Updated annually, the Workforce Analysis Survey provides valuable information on staffing levels for Connecticut financial institutions. The survey lists the full-time equivalence for management and staff positions for over thirty functions or departments.

RESULTS

The results for the Workforce Analysis Survey will list each responding bank individually, according to asset size. Only those banks contributing data will receive a copy of the complimentary results. As a reminder, thirty-seven member banks participated in last year's Workforce Analysis Survey.

DEADLINE

The Workforce Analysis Survey has received high praise in the past and continues to provide important information on staffing levels for Connecticut financial institutions. We strongly urge your participation in this survey, as this information is not available elsewhere. As a reminder, the final report will only be available to participating banks.

The response deadline is **Thursday, March 27, 2008**. If all responses are received by that date, we should be able to publish the results by April. Should you have any questions regarding the accompanying pages, please do not hesitate to call me at the Association office.

Sincerely,

COLLEEN E. CLANCY
Vice President

CONNECTICUT BANKERS ASSOCIATION
Workforce Analysis Survey
As Of December 31, 2007

INSTRUCTIONS

Information reported should only pertain to the bank. Do not include holding company or subsidiary information.

I. STATISTICAL INFORMATION

Total Yearly Salaries/Bonuses – Report total salaries and bonuses paid from 1/1/2007-12/31/2007 for all full-time and part-time employees.

Pension Plan Contributions - Include pension contribution amounts that were made for the calendar year **OR** that would have been made except for the full funding limit of ERISA or FASB87. Include bank payments for defined benefit, defined contribution (ESOP, TRASOP, PAYSOP, 401(k)) and administrative costs (**DO NOT PUT \$0**).

Welfare Benefits - Include bank costs for health/dental/life insurance and short/long term disability etc.

Other Benefits - Include tuition reimbursement, workers compensation, education/training expenses, meal money, employee discounts, service awards, EAP, bank fee waivers etc.

II. EMPLOYEE INFORMATION

Number of Full-Time Employees and Number of Part-Time Employees - Report number of **actual** full-time or part-time employees only, including tellers, as of 12/31/07. Do NOT include unfilled positions. Each full-time employee should be reported as 1 employee and each part-time employee should be reported as .5 employee.

Number of Unfilled Positions - Report number of full-time equivalent positions, including tellers, expected to remain unfilled for at least six months.

Annual Turnover Rate - Number of total separations for the year ÷ average monthly employment for the year. Include voluntary and involuntary separations from January 1, 2007 - December 31, 2007.

III. OFFICER POSITIONS

Include all elected officers by title description or equivalent functional title. These individuals should also be reported by DEPARTMENT/FUNCTION in Section IV.

Example: Vice President of Marketing is counted once under POSITION of Vice President and once under DEPARTMENT/FUNCTION of Marketing.

IV. DEPARTMENT/FUNCTION

All responses should include the **full-time equivalence** for management and staff positions assigned to that department or function. For ease in reporting, **full-time equivalence** is equal to the following:

Each full-time employee should be reported as 1 employee and each part-time employee should be reported as .5 employee.

CONNECTICUT BANKERS ASSOCIATION

WORKFORCE ANALYSIS SURVEY AS OF DECEMBER 31, 2007

Bank: _____

Completed By: _____

Phone: _____

E-mail: _____

Please refer to the Instruction Page when completing the questionnaire.

Please return completed questionnaire by **Thursday, March 27, 2008** to:

Colleen E. Clancy
Vice President
Connecticut Bankers Association
10 Waterside Drive
Farmington, CT 06032-3083
Fax (860) 677-5066

CONNECTICUT BANKERS ASSOCIATION
Workforce Analysis Survey
As Of December 31, 2007

Please refer to the Instruction Page when completing

I. STATISTICAL INFORMATION	
1. Number of Branches (include main office and supermarket branches)	#
2. Number of Supermarket Only Branches	#
3. Number of On-site ATM's	#
4. Number of Off-site (satellite) ATM's	#
5. Total Yearly Salaries/Bonuses	\$
6. Pension Plan Contributions (DO NOT PUT \$0)	\$
7. Welfare Benefits	\$
8. Other Benefits	\$
9. Name of HRIS Software Bank Utilizes	

II. EMPLOYEE INFORMATION	
1. Number Of Full-Time Employees (include tellers)	#
2. Number Of Part-Time Employees (include tellers)	#
3. Total FTE (# of full-time employees + (# of part-time employees/2) should equal Total FTE on page 2)	#
4. Number Of Full-Time Tellers Only	#
5. Number of Unfilled Positions	#
6. Annual Turnover Rate (number of total separations for the year ÷ average monthly employment for the year)	%

III. OFFICER POSITIONS	# OFFICERS
1. Chief Executive Officer/President	#
2. Number of Executive Vice Presidents	#
3. Number of Senior or First Vice Presidents	#
4. Number of Vice Presidents	#
5. Number of Assistant Vice Presidents	#
6. Number of Other Officers	#

Report bank information only (do not include holding company or subsidiary information).

