

Employee Benefits in Industry, 1980



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Preface

This bulletin presents results of a 1980 Bureau of Labor Statistics survey of the incidence and characteristics of private sector employee benefit plans. The survey was conducted for the Office of Personnel Management for use in developing the dollar cost of providing Federal employees with a level of benefits comparable to that in private industry. (See OPM report, *Total Compensation Comparability: Background, Method, Preliminary Results*, July 1981, for its first full-scale comparison.)

Currently, pay rates for Federal civilian workers, but not their benefits, are set on a comparability basis. Proposed pay reform legislation would require comparability of total compensation (wages plus benefits) between the nonfederal and Federal sectors. The scope of the current survey is the same as that of the Bureau's annual National Survey of Professional, Administrative, Technical, and Clerical Pay which is now used in the

pay comparability process for white-collar workers.

Comparison of the Bureau's 1980 benefits survey with an earlier 1979 pilot survey reflects the experimental nature of this research. Differences in the two surveys show not only changes in benefit practices in private industry, but also improvements in survey procedures and techniques.

A detailed description of the scope and statistical procedures, and definitions of terms used, are in the appendix to this bulletin.

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Employee Benefits in Industry, 1980

The 1980 benefits survey collected data on employee work schedules and developed detailed information on the characteristics of 11 private sector employee benefits paid for at least in part by the employer: Paid lunch and rest periods; paid holidays, vacations, personal leave, and sick leave; accident and sickness, long-term disability, health, and life insurance; and private retirement pension plans. In addition, data were collected on the incidence of 21 other employee benefits, including stock, savings and thrift, and profit sharing plans; employee discounts; educational assistance; relocation allowances; and free or subsidized parking. The major BLS findings are reported in this bulletin.

The survey covered full-time employees in medium and large establishments. Since data collection was limited to provisions of formal plans, the extent of such benefits as rest periods and personal leave may be understated. Furthermore, the data show the coverage of benefit plans but not the actual use of these benefits; for example, what part of permissible paid sick leave is actually taken?

Data are presented for three occupational groups—professional-administrative, technical-clerical, and production workers. The first two groups are often combined as “white-collar” workers in this bulletin.

Respondents provided information on the number of workers covered by specified benefit plans. Workers generally were counted as covered by plans that required a minimum amount of service prior to receiving benefits, even if they had not met the minimum service requirement at the time of the survey. Where plans—such as health or life insurance—required an employee to pay part of the cost (contributory plans), workers were counted only if they elected the plan and were paying their share of the cost. Data on insured benefit plans and private retirement pension plans were thus limited to “participants.”

This bulletin contains three types of tables, defined by the group of employees serving as a base for calculating percentages. The first type gives percents of all full-time employees in the survey. The second type uses as a base all employees who participated in a particular benefit. These tables answer questions concerning typical coverages provided to persons with a given insurance or private pension plan. The third type is based

on all persons with a particular provision or coverage within a benefit area, providing a closeup look at an important feature. Some tables combine the second and third types, indicating in the first row of data the percent of persons in a given benefit area who have a particular coverage, while the remainder of the table is based on all employees with that coverage.

Summary

The great majority of full-time workers within the scope of the 1980 survey of employee benefits were provided with health and life insurance and private retirement pension plans as well as paid holidays and vacations. The employer generally paid the full cost of providing benefits. Provisions of many employee benefits differed markedly between white-collar and production workers.

Virtually all of the participants in health insurance plans were covered for the major categories of expenses related to hospital and medical care. Slightly over one-half had coverage for dental care, and one-fifth for vision care.

Ninety-three percent of all employees had some protection against loss of income due to short-term disability—either sick leave or accident and sickness insurance, or both. Most employees also had some protection for extended income loss due to disability; 40 percent had long-term disability insurance, and 53 percent had immediate disability retirement coverage in a private pension plan.

Life insurance was provided for nearly all employees, most commonly for an amount equal to annual earnings, rounded to the next \$1,000 dollars.

Eighty-four percent of the employees in the survey were covered by private retirement pension plans. Benefits were most frequently based on earnings during the last years of employment. Common eligibility requirements for normal retirement were: Age 65 with no length-of-service requirement, age 62 with 10 years of service, and 30 years of service with no age requirement. Virtually all employees could retire early with a reduced pension, provided they fulfilled minimum age and/or service requirements (most commonly, age 55 with 10 to 15 years of service).

On the average, employees received about 10 paid

holidays each year. The number of days of paid vacation, increasing with years of service, averaged nearly 16 days after 10 years.

Funeral leave, jury-duty leave, military leave, parking (provided at no cost or below commercial rates), and educational assistance were available to at least 60 percent of employees. Fewer than 25 percent of the employees were eligible for profit sharing, stock plans, company automobiles for private use, recreation facilities, sabbaticals, gifts, and supplemental unemployment benefits. Only 1 percent were eligible for subsidized child day care.

Work schedules

Straight-time weekly work schedules of 5 days, 40 hours, applied to 84 percent of the employees covered by the survey.¹ Twenty-one percent of the professional-administrative employees, 30 percent of the technical-clerical employees, and 6 percent of the production workers had straight-time schedules of less than 40 hours. Less than 2 percent of the work force were scheduled to work other than a 5-day week.

Paid lunch and rest periods

About 10 percent of the employees received formal paid lunch periods, and 75 percent were provided formal paid rest time, for example, coffee breaks and clean-up time (tables 2 and 3). Both benefits were more common among production employees than among the two other occupational groups. The incidence of these benefits was lowest among professional-administrative employees—61 percent received paid rest time compared to 81 percent for production employees. The study did not cover informal arrangements.

Among those receiving paid rest periods, production employees typically received 20 to 30 minutes a day, while professional-administrative and technical-clerical employees generally were eligible for 30 minutes of paid rest time daily. Most commonly, paid rest was provided as two daily breaks of 10 to 15 minutes each. Production employees who were covered by paid lunch plans usually received 20 or 30 minutes a day.

Paid holidays

Virtually all full-time employees in each occupational group were provided paid holidays, averaging about 10 days per year (table 4). Extended holiday plans, such as the Christmas-New Year's Day period provided in the auto industry, floating holidays, and "personal holidays," such as employee birthdays, were included in the holiday plans reported.

Paid vacations

As many as 25 days of paid vacation were commonly provided annually to full-time employees after 25

¹ Work schedule data, limited to straight-time hours, included lunch and rest periods only if they were paid. Unlike the 1979 survey, regularly scheduled overtime was excluded in this survey.

years of service (table 5). Length-of-vacation provisions averaged 8.7 days after 1 year; 15.7 days after 10 years; and 20.6 days after 20 years of service (table 6). Plans covering professional-administrative employees were generally the most liberal. One-half of the professional-administrative employees, for example, became eligible for at least 15 days of vacation after 5 years of service; this compared with three-tenths of the production employees.

The 1980 survey included anniversary-year bonus vacation days and extended vacation plans, both of which were excluded from the 1979 pilot study. Bonus vacation days were included in the count of regular vacation time. Extended vacation plans, however, were tallied separately. These plans principally covered production workers in the steel, aluminum, and can industries. Under such plans, employers contributed a specified amount to a fund that provided 13 weeks' vacation every 5 years to "Senior Group" employees (the one-half of the employees with longest continuous service) and 3 weeks, in addition to regular vacation, every 5 years to "Junior Group" employees.

Personal leave

Formal personal leave, which allows employees to be absent from work with pay for a variety of reasons not covered by other specific leave plans, was provided to one-fifth of the employees. While three-tenths of the professional-administrative and technical-clerical employees received personal leave, only one-tenth of the production employees had this benefit. Most commonly, employees provided personal leave were eligible for 2 to 5 days per year (table 7). A small proportion of employees, primarily in the professional-administrative group, were provided as much personal leave as they needed with no maximum number of days specified. In cases where personal leave was part of an "annual leave" plan and could not be shown separately, it was reported as vacation time. The survey did not cover the extent of informal personal leave.

Short-term disability benefits

Workers may be protected against loss of income due to a short-term disability through paid sick leave, usually providing 100 percent of normal earnings, or accident and sickness insurance, often providing 50 to 60 percent of earnings. A substantial proportion of workers had both types of protection. Table 8 shows that accident and sickness insurance was most often provided to production workers; one-half of all production workers in 1980 had this insurance alone, and another two-fifths had it in combination with a paid sick leave plan. In contrast, sick leave was more often a benefit for white-collar workers; six-tenths of these workers had paid sick leave plans only, and another three-tenths had both paid sick leave and accident and sickness insurance.

Seven percent of all employees in the survey had no short-term disability coverage. Production workers were twice as likely as white-collar workers to be without this protection.

Sick leave plans. The majority of employees under paid sick leave plans had a specified number of days available each year for absence due to illness or injury (table 9). The number of paid sick leave days, ranging from 2 or 3 days to 130 days or more among the various plans reported, increased only slightly with length of service (table 10). White-collar workers commonly had more liberal plans than production workers. For example, white-collar workers most frequently had from 10 to just under 30 days of paid sick leave, while the most common provisions for production workers were from 5 to just under 10 days.

Thirteen percent of all employees had limits on paid sick leave for each disability. The number of days of paid leave under a per-disability plan generally increased sharply with length of service. For example, after 1 year of service, workers with this coverage commonly had under 5 days per disability, while after 5 years, the number usually ranged from 60 to 120 days; after 15 years of service, the most common coverage exceeded 120 days.

Most paid sick leave plans provided the employee with full pay for at least a portion of the time while on sick leave. In addition, about one-tenth of the workers were in plans paying part of the employee's regular salary after the full-pay provisions were exhausted. More than nine-tenths of the workers covered by sick leave plans received benefits beginning on the first day of illness or disability. The remainder typically had to wait 1 to 3 days.

Accident and sickness insurance. Payments from accident and sickness insurance were either reflective of earnings or were scheduled dollar amounts (table 11). Of those workers covered by accident and sickness plans, 55 percent of the production worker participants and 82 percent of the white-collar participants could receive a benefit based on earnings. These plans paid either a percent of earnings or a dollar amount that varied by earnings.

Forty-four percent of production worker participants, on the other hand, were in plans paying fixed weekly dollar sums. For these employees, the level of insurance varied widely, from less than \$60 to over \$140 a week, with no high concentration of participants in any one benefit bracket.

The number of weekly payments possible from an employee's accident and sickness plan was limited for each disability. Fifty-five percent of all participants could continue receiving benefits for 26 weeks, or 6 months, as long as they remained unable to work. Al-

though this proportion was fairly consistent in all three occupational groups, the percentage of white-collar participants covered for 52 weeks or more was considerably lower than among production worker participants.

Long-term disability insurance

Long-term disability insurance (LTD) continues the income of employees during extended periods of disability. Generally, LTD begins after sick leave and accident and sickness insurance are exhausted and continues as long as the employee remains disabled, or until retirement age.

Forty percent of the employees were participants in plans at least partially funded by the employer. The degree of participation varied widely among the three occupational classes, from a majority of professional-administrative workers and one-half of the technical-clerical workers to one-fourth of the production workers. However, many employees not covered under LTD might be eligible for a disability pension through their retirement plan.

Long-term disability benefits were usually a fixed percent of monthly pay integrated with payments from social security and other government programs such as workers' compensation. Almost two-thirds of the participants were guaranteed 50 to 60 percent of earnings in effect when work ceased due to disability (table 12).

One-fifth of the participants were in plans that provided a benefit which was not a fixed percent of earnings, but was either a variable percentage of earnings or scheduled dollar amount dependent on earnings, length of service, or length of disability. Production employees were almost three times as likely to be covered under these formulas as white-collar employees.

For two-thirds of the participants, LTD benefits were limited by direct plan maximums, by ceilings on income during disability, or by a combination of both. Direct plan maximums commonly ranged from \$1,500 to \$4,000 per month. Ceilings on disability income affected benefits only if the amount payable from the LTD plan plus income from other sources, such as rehabilitative employment and family social security payments, exceeded a specified percentage of predisability earnings (frequently 70 or 75 percent); any amount exceeding that limit would reduce the employee's LTD benefit.

Health insurance

Almost all of the workers covered by the survey were provided health insurance. Nearly three-fourths had health plans totally financed by their employer and just over one-half also received noncontributory coverage for their dependents.

Virtually all of the participants in health plans were covered for most categories of expenses related to hospital and medical care (table 13). The only exceptions were extended care² and dental care (each covering

fewer than three-fifths of the participants) and vision care (covering one-fifth). Coverage of health care expenses, however, was rarely unlimited, with plans having provisions for deductibles, coinsurance, or ceilings on benefits.³

Unlike most other employee benefits, there were few differences in health insurance incidence among employment groups. Production workers, however, were more likely to have coverage for vision care and less likely to have coverage for physicians' office visits and private duty nursing.

The various categories of medical care are covered under 1 of 3 benefit arrangements: Basic benefits only, which generally have no deductible or coinsurance provisions; major medical benefits only, which usually have deductible and coinsurance provisions; or basic benefits plus major medical. The most expensive items (hospital care, surgical care, and diagnostic X-ray and laboratory services) were most commonly covered by an arrangement that offered basic coverage plus supplemental coverage under major medical benefits. Certain categories of medical care, such as private duty nursing, visits to a physician's office, and prescription drugs, usually were covered only under the major medical portion of a plan. Dental and vision care were almost exclusively covered as basic benefits only.

Hospital coverage. The most costly component of health care is that provided by a hospital. Nearly one-half of all health care expenditures in the United States are for hospital care.⁴ Most employees covered by plans analyzed in this survey had extensive coverage for these expenses.

Virtually all of the participants in health plans received coverage for hospital expenses and nearly nine-tenths had these expenses covered at least in part by a basic benefit. Of those that received basic hospital coverage, nine-tenths were in plans that paid room and board expenses up to the semiprivate rate (table 14). By paying the semiprivate rate, rather than a specified dollar amount per day, the participant was automatically provided some protection against rising hospital charges.

About nine-tenths of the participants in basic hospital plans had limited duration of coverage. Three-fourths

² Extended care includes medical care provided by an extended care facility or home health care agency. This care is usually provided to a patient who was previously hospitalized, but is recovering from an illness and no longer in need of the care provided by a general hospital.

³ The deductible is a specified amount of medical expense that an insured person must incur before benefits will be paid by the plan. Coinsurance is a provision where both the (insured) participant and the insurer share, in a specified ratio, the health care expenses resulting from an illness or injury. The coinsurance percentage is the share paid by the plan.

⁴ U. S. Department of Health, Education, and Welfare, *Social Security Bulletin*, July 1978.

had plans which specified the maximum number of days covered per confinement, most commonly 120 or 365 days. Most of the remaining plans limited the duration of coverage by specifying a maximum dollar amount per confinement.⁵ The great majority of hospital stays fall within these basic plan limitations. Additional coverage was usually available under a major medical benefit for cases that exceeded these limitations.

Surgical coverage. Like hospital room and board charges, surgical benefits were most often covered by basic benefits. Three-fifths of the participants with basic surgical benefits were in plans covering the physician's fee up to the "usual and customary" charge for the procedure performed (table 15). The remainder were covered by a schedule of payments for surgical procedures, listing the maximum amount covered for each operation. Coverage of surgical expenses varied only slightly by occupational group, with professional-administrative workers receiving somewhat more liberal coverage than the other groups.

Major medical coverage. Major medical benefits, provided nine-tenths of the health insurance participants, generally covered a wide range of medical services both in and out of the hospital. There are two types of major medical plans: One type supplements basic benefits by covering expenses which exceed basic benefit limitations or by covering expenses not paid by the basic plan; the other type is comprehensive and stands alone without basic plan coverage. About two-thirds of the participants with major medical benefits had the supplemental coverage and the remaining one-third had the comprehensive coverage.⁶

Major medical benefits were not paid until the participants paid a certain amount of the expenses, the deductible portion. The deductible amount was usually \$100 or less, payable each year (table 16). Its purpose was to keep the premium cost down and discourage unnecessary use of medical services.

Once the worker had met the deductible requirement, the plan paid a specified percentage (coinsurance) of incurred expenses. The majority of participants were in plans that paid 80 percent of expenses, with the remaining 20 percent to be paid by the worker (table 17). For just over one-half of the participants, however, the per-

⁵ This limitation was commonly found in "comprehensive major medical plans." These plans usually covered hospital expenses in full up to a specified dollar amount per confinement (usually between \$2,000 and \$5,000) and 80 percent thereafter. For this study, the full coverage portion was treated as a basic benefit and the 80-percent portion as major medical.

⁶ Comprehensive major medical plans can be broken down into strict and modified varieties. All expenses covered are subject to the deductible and coinsurance provisions under the strict version whereas the modified version might cover hospital, or hospital and surgical, expenses in full up to a specified dollar amount without the application of a deductible. (Also see footnote 5.)

centage paid by the plan increased to 100 percent after a specified level of expenses was incurred during a year. For example, a plan might pay 80 percent of the first \$5,000 of covered expenses and 100 percent thereafter, thus limiting the employee's "out-of-pocket" cost to \$1,000 (in addition to the deductible). Production workers were less likely to have this provision than the other occupational groups.

Dental coverage. Just over one-half of the participants in health insurance plans received coverage for dental expenses. The vast majority of these dental plans were provided as basic benefits.

Nearly all dental plans covered a wide range of services including examinations, X-rays, and restorative procedures such as fillings, periodontal care, and inlays. Participants in dental plans were generally covered in 1 of 3 ways: (1) A percentage of reasonable and customary charges, (2) a schedule of cash allowances, or (3) an incentive schedule. Coverage up to a percentage of the reasonable and customary charge for a procedure was the most common form (table 18). The percentage covered by the plan generally depended on the type of procedure performed, with lower cost procedures covered to a greater extent than higher cost procedures.

About one-fourth of the dental plan participants were offered reimbursement based on a schedule of cash allowances. In this type of arrangement, each procedure was subject to a specified maximum dollar amount that could be paid to the participant. Preventive procedures were less likely to be subject to this type of schedule than restorative procedures.

Five percent of dental plan participants had services covered by an incentive schedule. Under this arrangement, the percentage of dental expenses paid by the plan increased each year if the participant was examined regularly by a dentist.

Unlike other basic benefits, nearly six-tenths of the participants in dental plans were required to pay a specified deductible amount before the plan paid any benefits (table 19). The most common requirement was a \$25 or \$50 deductible to be met by the participant each year. However, some plans required the participant to pay a deductible (usually \$50) only once while a member of the plan rather than every year. White-collar workers were more likely than production workers to have plans with deductible requirements.

Eighty-nine percent of most dental plan participants were enrolled in plans that limited the amount of payment each year by specifying a yearly maximum benefit (table 20). The most common maximums were \$1,000, \$750, and \$500. Orthodontic services usually were subject to a lifetime maximum, most commonly \$500.

Vision care. One-fifth of the participants in health insurance plans received some form of vision care bene-

fits. The type and number of services covered varied, with most of the participants in plans featuring coverage for eye examinations, eyeglasses, and contact lenses (table 21). Production workers were the most likely to receive vision care benefits and had the most liberal benefits; three-fourths of those covered by vision plans received the full range of services.

Mental health coverage. Benefits for mental health care were often subject to more stringent limitations than benefits for other illnesses (table 22). Only about one-half of the participants in health insurance plans received hospital coverage for mental illness to the same extent as that for other illnesses. This restriction was usually on the duration of the hospital stay (often only 30 days for mental health care as compared to 120 or 365 days for other illnesses). Even more restrictive was coverage for mental health care outside the hospital (i.e., psychiatric office visits); only one-tenth of the participants had this type of care covered to the same extent as other illnesses. This coverage usually occurred in the major medical portion of a plan where there were often ceilings on the amounts payable for mental health care for each visit and/or each year, and where the coinsurance for nonhospital treatment of mental illnesses was often 50 percent, as compared to 80 percent for physical illnesses.

Funding medium. Commercially insured plans predominated in all the health benefit areas with the heaviest concentration being in major medical plans (table 23). Blue Cross-Blue Shield was an important funding medium for basic benefits, but was less important in funding major medical benefits. Some firms paid for medical expenses of their employees directly out of their own funds (self-insured): Fifteen percent of the health insurance participants had some portion of their plan (usually major medical) funded through self-insurance. Only about 3 percent of health insurance participants covered by the survey were enrolled in Health Maintenance Organizations.⁷

Life insurance

Nearly all full-time employees participated in life insurance plans in 1980; four-fifths had the cost paid entirely by the employer. The amount of coverage for three-fifths of all life insurance participants was based on earnings (table 24), enabling the level of protection to automatically increase with a rise in earnings. Earnings-based formulas, however, were much more prevalent among white-collar workers than among blue-collar workers.

⁷ A Health Maintenance Organization is a prepaid health care plan that delivers comprehensive medical services through its own providers (physicians, hospitals, etc.) to an enrolled population for a fixed periodic fee.

The most common method of tying life insurance protection to earnings was to multiply the employee's annual earnings by a factor of 1 or 2 and round the product to the next \$1,000. One-half of all employees in multiple-of-earnings plans had insurance equal to annual earnings, with nearly three-tenths having coverage equal to twice annual earnings (table 25). Professional-administrative employees were more likely than the other groups to have insurance equal to two or more times earnings. There was no upper limit on insurance for a majority of participants in plans based on earnings.

Most of the remaining life insurance plan participants (one-third) received a flat amount of insurance, regardless of earnings. One-half of all production worker participants were covered by a uniform amount, compared with less than one-fifth in each of the other two groups. Seven-tenths of the workers with a flat amount of life insurance were provided at least \$5,000 but less than \$20,000 of coverage (table 26). Professional-administrative employees had the largest concentration of participants insured for flat amounts of \$20,000 or more.

About two-thirds of all life insurance participants had additional insurance coverage if accidental death or dismemberment occurred. The amount of insurance was usually doubled in the case of accidental death.

In addition to basic coverage, some employers offered their workers supplemental life insurance that was at least partially employer financed. Only a small portion of employees were participants in these plans, which generally required employees to share in the financing.

Another kind of coverage available to the workers was life insurance on their spouses or unmarried dependent children. Just over one-tenth of life insurance participants had dependent coverage; in most cases they paid part of the cost.

Retirement pension plans

Eighty-four percent of the employees in the survey were covered by private retirement pension plans, with the employer usually paying the entire cost. Sixty-eight percent of covered employees were in plans with retirement payment formulas based on earnings (table 27). Most often the formula used earnings in the final years of employment (terminal earnings formula), although 15 percent of participants had plans that used an average of career earnings. For 30 percent of pension plan participants, dollar-amount formulas applied. Pension plans with terminal earnings formulas typically provide the highest rate of earnings replacement and those with dollar-amount formulas generally pay the least compared with preretirement earnings.

Coverage varied by occupational group; the percent of employees provided pension plans was somewhat lower for production workers than for the other two

groups (81 percent compared with 88 for professional-administrative and 85 percent for technical-clerical). In addition, the basis of payment differed sharply for production workers. While a large majority of white-collar workers were provided pension plans based on final earnings, dollar-amount formulas were the most common for production employees, applying to 50 percent.

Over 40 percent of all participants were in pension plans providing benefits from either primary or alternative formulas, whichever was greater. Alternative formulas were often included to provide at least a minimum level of benefits for persons with short service or low earnings.

Private benefits and social security payments. Employers providing private pension plans share the cost of the social security coverage equally with their employees. Because many plan sponsors feel that private pension and social security benefits should not be duplicative, formulas for calculating private pensions often contain an offset provision requiring part of the social security pension to be subtracted from the annuity. Other plans have "integrated" formulas that replace less of an employee's earnings on which social security taxes were paid (the tax base), and more of the excess earnings. Nearly one-half of all participants were in plans with offset provisions or integrated formulas; most of these were in plans using terminal earnings type formulas (table 28). An offset or integration provision seldom applied to alternative formulas available within plans.

Cost-of-living adjustment. Only about 3 percent of all participants were in plans that provided for automatic increases in pension benefits to compensate for rises in the cost-of-living (table 29).⁸ In most instances, the cost-of-living adjustment formulas provided for benefit adjustments proportional to rises in the BLS Consumer Price Index. Nevertheless, ceilings on individual increases limited periodic adjustments to 3 percent or less for over three-fourths of the covered workers. Most of the affected participants were in plans calling for annual adjustments. Lifetime ceilings on increases were rare.

Normal retirement. Nearly one-half of all participants were covered by plans that specified age 65 as the earliest age for retirement with full benefits (normal retirement), and most of these employees were in plans with no service requirement (table 30). Plans permitting normal retirement at earlier ages typically had

⁸ Excluded are ad hoc postretirement increases in pensions which, as opposed to automatic cost-of-living provisions, are one-time increases in the benefits to all or some current retirees, and are not linked to the Consumer Price Index. The frequency and characteristics of these increases will be examined in the 1982 survey of employee benefits.

length-of-service requirements. Only one-tenth of all participants were covered by plans permitting retirement at any age with 30 years of service.

Early retirement. Virtually all of the employees participating in a pension plan could retire early and receive an immediate, reduced pension (table 31). The amount of an early retirement pension is lower for two reasons: First, fewer years of service are applied to the benefit formula because an employee has not worked until normal retirement age. Secondly, because benefits begin at an earlier age, the retiree is expected to receive plan payments over a longer period of time. The normal benefit is either adjusted on an actuarial basis or reduced by a percentage for each year between the actual and normal retirement ages. In some cases, employer approval is required for early retirement benefits.

The majority of participants were covered by plans providing early retirement at age 55; generally, 10 to 15 years of service were required. One-seventh of the employees were in plans allowing early retirement at ages 56 to 60 with 10 to 15 years of service; and one-tenth were in plans allowing early retirement at any age, normally with a minimum of 30 years of service.

White-collar employees generally were permitted to retire earlier than production workers. Seven-tenths of the white-collar employees could retire at age 55, usually with 10 to 15 years of service, compared with about one-half of the production workers.

Disability retirement. A career-ending disability may entitle an employee to a pension at an earlier than normal age. If the disability satisfies the plan's definition of total disability, pension benefits often begin immediately. When other employer-provided sources of disability income are provided, such as long-term disability insurance, the disability retirement benefit might be deferred until other forms of income have ceased. Eighty-seven percent of pension plan participants were covered by disability retirement provisions in 1980 (table 32). Employees in plans with immediate disability retirement outnumbered those in plans with benefits deferred to normal or early retirement age by 2 to 1.

Production workers with disability retirement coverage were usually in plans with immediate benefits, while white-collar workers were equally likely to be covered by deferred disability retirement benefits. The latter group was usually provided with long-term disability benefits ranging from 50 to 60 percent of earnings or more at the time of disability—more than generally provided by pension plans with immediate disability retirement.⁹ Furthermore, most deferred retirement benefits were greater than immediate pensions.

⁹See James H. Schulz, Thomas D. Leavitt, and Leslie Kelley, "Private Pensions Fall Far Short of Preretirement Income Levels," *Monthly Labor Review*, February 1979, pp. 28-32.

Requirements for disability retirement were usually based on specified years of service such as 10 years or more. Over one-sixth of the participants, however, had no age or service requirement, and one-ninth had both an age and service requirement.

Vesting. Even when an employee leaves an employer without qualifying for either a normal, early, or disability retirement benefit, a pension may ultimately be paid. If certain conditions are satisfied at the time of separation, workers have a vested right in all or a significant portion of their accrued pension benefits and may begin receiving benefits years later. The Employee Retirement Income Security Act of 1974 (ERISA) made vesting a universal feature of private pension plans. Although all pension participants are entitled to vested benefits under ERISA, some variation exists as to when this occurs. Most pension plans require 10 years of service before benefits are fully guaranteed (table 33). While seven-tenths of the participants were covered by the 10-year rule regardless of age, nearly two-tenths were affected by the plan sponsor's right to exclude years of service before age 22 in determining vesting eligibility. Only one-tenth of the participants were in plans with gradually increasing vesting schedules, and most of these were in plans requiring 15 years of service to qualify for complete vesting.

Postretirement survivor benefits. The ERISA legislation also required that retirement plans allow employees to elect a form of pension in which payments continue to the spouse after the retiree's death. When this type of pension—called a joint-and-survivor annuity—is elected, the employee will receive a lower benefit during retirement since payments are likely to be made over a longer period of time. When the retiree dies, the spouse will receive part or all of the retiree's monthly payments.

Joint-and-survivor benefits are based on an actuarial or arithmetic reduction of the employee's pension which is necessary to allow for continuation of benefits to the employee's survivor. Nearly five-sixths of the participants were in plans providing a surviving spouse 50 percent of the retiree's actuarially adjusted pension, frequently as one of several arrangements that could be chosen by the employee (table 34).

For 11 percent of participants, spouses could receive lump sum death benefits in addition to an annuity. Another 7 percent of employees had plans that provided for guaranteed death benefits when the employee waived the joint-and-survivor annuity option in favor of a higher pension payable only during the retiree's lifetime. In the majority of these cases, death benefits in lieu of an annuity were monthly benefits received for a specified period of time, such as 60 to 120 months, minus the number of months that benefits were received by the retiree prior to death. Thus, in some cases death

benefits were payable only if the retiree died in the first few years of retirement.

Preretirement survivor benefits. Nearly all participants were in plans providing for survivor payments in case the employee died before retirement. Employees usually had to be eligible for early retirement before any death benefits were payable. For over three-fourths of the participants, a surviving spouse would receive an annuity equivalent to the amount payable if the employee had retired on the day prior to death and had elected a joint-and-survivor form of payment (table 35). Most survivor pensions of this nature were based on an early retirement benefit and were provided at no cost to the employee. For nearly one-fourth of those employees having preretirement joint-and-survivor protection, it was available only if elected, and its cost paid by the employee through a small deduction in the pension ultimately payable to either employee or spouse.

Eight percent of participants were in plans which provided a lump-sum death benefit regardless of other survivor benefits; the same percentage was covered by plans that guaranteed limited death benefits to beneficiaries of employees who did not elect preretirement joint-and-survivor protection. These benefits were paid from the plan and were in addition to any group life insurance provided by the employer.

Other benefits

In addition to the major benefits previously discussed, information was collected on a number of other benefit plans, such as profit sharing, severance pay, and relocation allowances. Table 36 shows the extent of coverage for each occupational group within individual establishments. For example, 70 percent of the professional-administrative employees were in establishments that did not have profit sharing plans for this occupational group, 19 percent worked in firms that offered these plans to all professional-administrative workers,

and 5 percent were in establishments that offered the benefit to some but not all of this group. The data of table 36 do not indicate, however, the proportion of employees actually using a specific benefit.

Funeral leave, jury-duty leave, military leave, parking (provided at no cost or below commercial rates), and educational assistance were available to at least three-fifths of the employees in each group. Employee discounts on purchases of the employer's goods or services and in-house infirmary care were also important benefits, covering about two-fifths of the employees of each group. Among the benefits surveyed, eligibility was lowest for sabbaticals (leave for extended study, research, or public service when the employer pays at least part of salary and/or benefits), stock bonus plans, supplemental unemployment benefits, child care, gifts, and private use of a company automobile. Child care (full or partial defrayment of the cost of nursery, day care center, or babysitter for employee's children) was almost a nonexistent benefit, being available to only 1 percent of the workers.

Incidence of some benefits, however, differed by employee group with a larger proportion of professional-administrative employees usually covered. For example, relocation allowances for transferred or newly hired employees were available to nearly four-fifths of the professional-administrative employees but to less than one-half of the technical-clerical employees and only three-tenths of the production workers. Severance pay was offered to over one-half of the white-collar workers, almost twice the proportion of production employees covered. Profit sharing, savings, stock bonus, and stock purchase plans, available to a minority of workers in each employee group, were offered least often to production workers. Employee eligibility for use of a company-owned or leased automobile for personal business was seldom found, but was provided more often to the professional-administrative employees than to the other two groups.

Table 1. Summary: Percent of full-time employees participating¹ in employee benefit programs, private industry,² 1980

Employee benefit program	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Paid:				
Holidays	99	100	100	98
Vacations	100	100	100	99
Personal leave	20	31	30	11
Lunch period	10	3	4	15
Rest time	75	61	73	81
Sick leave	62	91	89	39
Accident and sickness insurance	54	33	37	69
Noncontributory ³	45	25	29	60
Long-term disability insurance	40	62	50	27
Noncontributory ³	30	43	36	22
Health insurance for participant	97	98	95	98
Noncontributory ³	72	67	61	79
Health insurance for dependents	94	95	90	95
Noncontributory ³	51	47	41	58
Life insurance	96	97	94	96
Noncontributory ³	80	78	74	82
Retirement pension	84	88	85	81
Noncontributory ³	77	78	78	77

¹ Participation is defined as coverage by a paid leave, insurance, or pension plan. Employees subject to a minimum service requirement before they are eligible for a benefit are counted as participants even if they have not met the requirement at the time of the survey. If employees are required to pay part of the cost of a benefit, only those who elect the coverage and pay their share are counted as participants. Benefits for which the employee must pay the full premium are outside the scope of the survey.

² See appendix for scope of study and definitions of occupational groups.

³ Provided at no cost to employee.

Table 2. Paid lunch time: Percent of full-time employees by hours of paid lunch time per week, private industry, 1980

Hours per week	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided paid lunch time	10	3	4	15
Under 1.67 hours	1	(¹)	(¹)	2
1.67 hours	4	(¹)	(¹)	7
Over 1.67 and under 2.5 hours	(¹)	-	(¹)	(¹)
2.5 hours	3	1	2	5
Over 2.5 hours	1	2	.1	(¹)
Not provided paid lunch time	90	97	96	85

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 3. Paid rest time: Percent of full-time employees by hours of paid rest time per week, private industry, 1980

Hours per week	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided paid rest time	75	61	73	81
Under 1.25 hours	2	1	1	3
1.25 hours	4	4	7	3
Over 1.25 and under 1.67 hours	1	1	1	2
1.67 hours	25	16	17	31
Over 1.67 and under 2.5 hours	4	1	1	6
2.5 hours	34	36	44	29
Over 2.5 and under 3.33 hours	1	(¹)	(¹)	1
3.33 hours	1	(¹)	1	1
Over 3.33 hours	3	(¹)	-	5
Not provided paid rest time	25	39	27	19

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 4. Paid holidays: Percent of full-time employees by number of paid holidays provided each year, private industry, 1980

Number of days ¹	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided paid holidays	99	100	100	98
Less than 6 days	2	1	1	2
6 days	4	3	5	4
7 days	7	5	10	6
8 days	7	7	8	7
8 days plus 1,2, or 3 half days ...	1	1	1	(¹)
9 days	13	14	17	11
9 days plus 1,2, or 3 half days ...	2	2	3	2
10 days	26	29	25	26
10 days plus 1 or 2 half days	1	1	1	(¹)
11 days	19	20	15	21
12 days	7	8	7	7
13 days	4	5	4	4
14 days	2	4	2	2
More than 14 days	4	1	1	7
Not provided paid holidays	1	(¹)	(¹)	2

¹ In addition to those shown, full day/half day combinations also exist at other numbers of days, normally with less than 0.5 percent of the employees receiving them.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 5. Paid vacations: Percent of full-time employees by amount of paid vacation provided at selected periods of service, private industry, 1980

Vacation policy	All employees	Professional and administrative employees	Technical and clerical employees	Production employees	Vacation policy	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100	After 15 years of service:				
In plans providing paid vacations at qualifying periods of service	100	100	100	99	5 days	(¹)	(¹)	(¹)	1
At 6 months of service: ¹					10 days	4	1	3	6
Under 5 days	7	4	5	9	Over 10 and under 15 days	(¹)	(¹)	(¹)	(¹)
5 days	39	47	50	31	15 days	31	23	25	38
Over 5 and under 10 days	9	16	13	3	Over 15 and under 20 days	5	5	6	5
10 days	4	7	6	2	20 days	55	63	61	49
Over 10 days	1	3	(¹)	1	Over 20 days	4	7	4	3
After 1 year of service:					After 20 years of service:				
Under 5 days	(¹)	(¹)	(¹)	(¹)	5 days	(¹)	(¹)	(¹)	1
5 days	31	7	12	49	10 days	4	1	2	6
Over 5 and under 10 days	3	1	2	4	Over 10 and under 15 days	(¹)	(¹)	(¹)	(¹)
10 days	60	78	80	44	15 days	10	7	8	13
Over 10 days	6	13	6	3	Over 15 and under 20 days	1	1	2	1
After 3 years of service:					20 days	57	61	65	52
Under 5 days	(¹)	(¹)	-	-	Over 20 and under 25 days	2	2	2	2
5 days	4	1	1	8	25 days	21	22	17	23
Over 5 and under 10 days	1	(¹)	(¹)	3	Over 25 days	3	5	3	3
10 days	80	80	87	77	After 25 years of service:				
Over 10 and under 15 days	7	5	5	8	5 days	(¹)	(¹)	(¹)	1
15 days	4	8	4	3	10 days	4	1	2	6
Over 15 days	3	6	3	1	Over 10 and under 15 days	(¹)	(¹)	(¹)	(¹)
After 5 years of service:					15 days	9	6	6	11
Under 10 days	1	(¹)	(¹)	2	Over 15 and under 20 days	(¹)	(¹)	1	(¹)
10 days	53	41	45	62	20 days	32	36	41	26
Over 10 and under 15 days	7	8	7	7	Over 20 and under 25 days	2	3	2	1
15 days	34	42	42	27	25 days	44	44	40	48
Over 15 and under 20 days	1	3	2	1	Over 25 and under 30 days	2	2	2	1
20 days	2	5	2	1	30 days	5	6	6	5
Over 20 days	1	1	(¹)	(¹)	Over 30 days	1	1	(¹)	1
After 10 years of service:					After 30 years of service or more:				
5 days	1	(¹)	(¹)	1	5 days	(¹)	(¹)	(¹)	1
10 days	7	2	4	11	10 days	4	1	2	6
Over 10 and under 15 days	2	1	2	2	Over 10 and under 15 days	(¹)	(¹)	(¹)	(¹)
15 days	69	69	75	66	15 days	9	6	6	11
Over 15 and under 20 days	6	2	4	8	Over 15 and under 20 days	(¹)	(¹)	1	(¹)
20 days	12	20	12	10	20 days	30	34	38	25
Over 20 days	3	5	3	2	Over 20 and under 25 days	1	2	2	1
					25 days	40	40	38	41
					Over 25 and under 30 days	2	3	2	1
					30 days	11	11	9	11
					Over 30 days	2	2	1	2

¹ Excludes situations where employees are credited with vacation days during the first 6 months of service but, as a matter of establishment policy, must wait beyond 6 months before taking those days off.

² Less than 0.5 percent.

NOTE: Data include anniversary year and bonus days and exclude extended vacations. Dash indicates no employees in this category.

Table 6. Paid holidays and vacations: Average number of days for full-time employees, private industry, 1980

Item	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Paid holidays	10.1	10.1	9.6	10.4
Paid vacation by length of service:				
6 months	3.3	4.8	4.2	2.4
1 year	8.7	10.3	9.6	7.7
3 years	10.4	11.0	10.5	10.2
5 years	12.4	13.1	12.8	12.0
10 years	15.7	16.3	15.8	15.5
15 years	18.2	18.9	18.5	17.8
20 years	20.6	21.1	20.5	20.4
25 years	22.3	22.7	22.2	22.2
30 years ¹	22.8	23.2	22.7	22.7

¹ The average (mean) was essentially the same for longer lengths of service.

NOTE: Computation of average excluded workers with zero holidays or vacation days.

Table 7. Paid personal leave: Percent of full-time employees by number of paid personal leave days provided per year, private industry, 1980

Number of days	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided personal leave	20	31	30	11
Less than 2 days	1	1	2	1
2 days	4	6	7	2
3 days	6	8	8	5
4 days	1	1	3	(¹)
5 days	2	5	3	1
More than 5 days	2	3	2	1
No maximum specified ²	3	8	4	1
Not provided personal leave	80	69	70	89

¹ Less than 0.5 percent.

² Workers were provided as much personal leave as they needed.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 8. Short-term disability coverage: Percent of full-time employees participating in accident and sickness insurance plans and paid sick leave plans by type of plan, private industry, 1980

Type of plan	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Accident and sickness insurance only	30	4	6	51
Noncontributory ¹	27	2	4	46
Paid sick leave only	39	62	58	21
Combined accident and sickness insurance/paid sick leave	24	29	32	18
Noncontributory ¹ accident and sickness insurance	18	22	25	14
No accident and sickness insurance or paid sick leave	7	5	4	10

¹ Provided at no cost to employee.

Table 9. Paid sick leave: Percent of full-time employees by type of provision, private industry, 1980

Provision	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Provided sick leave	62	91	89	39
Sick leave provided on:				
An annual basis only ¹	47	62	69	32
A per disability basis only ²	9	18	13	3
Both an annual and per disability basis	5	7	6	3
No specified maximum number of days ³	2	5	2	1
Not provided sick leave	38	9	11	61

¹ Employees earn a specified number of paid sick leave days per year. This number may vary by length of service.

² Number of days of paid sick leave is renewed for each illness or disability. This number may vary by length of service.

³ Unlimited sick leave, provided to employees as needed.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 10. Paid sick leave: Percent of full-time employees by sick leave provisions, private industry, 1980

Sick leave policy ¹	All participants	Professional and administrative participants	Technical and clerical participants	Production participants	Sick leave policy ¹	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100	Provided paid sick leave ² —Continued				
Provided paid sick leave ²	62	91	89	39	Sick leave provided annually ³ —Continued				
Sick leave provided annually ³	53	69	76	36	Unused sick leave provisions:				
Less than 1 year of service:					Carry over only	15	17	25	10
Under 5 days	21	14	27	22	Cash in only	6	2	6	7
5 and under 10 days	16	22	28	9	Cash in and carry over	3	(*)	2	4
10 and under 30 days	11	22	18	4	No provision	29	49	43	15
30 and under 60 days	1	2	1	(*)	Sick leave provided on a per disability basis ⁵	13	24	19	6
60 and under 120 days	1	3	1	(*)	Less than 1 year of service:				
120 days or more	2	6	2	1	Under 5 days	6	7	7	4
After 1 year of service:					5 and under 10 days	2	5	4	1
Under 5 days	7	2	6	9	10 and under 30 days	2	5	5	(*)
5 and under 10 days	19	15	27	16	30 and under 60 days	(*)	1	1	(*)
10 and under 30 days	21	37	37	9	60 and under 120 days	1	3	1	(*)
30 and under 60 days	2	4	2	(*)	120 days or more	1	4	1	(*)
60 and under 120 days	1	3	1	(*)	After 1 year of service:				
120 days or more	3	7	3	1	Under 5 days	5	5	6	4
After 5 years of service:					5 and under 10 days	1	2	2	1
Under 5 days	5	1	4	7	10 and under 30 days	3	5	5	1
5 and under 10 days	16	13	21	15	30 and under 60 days	1	4	2	(*)
10 and under 30 days	18	27	31	8	60 and under 120 days	1	3	2	(*)
30 and under 60 days	6	12	11	2	120 days or more	2	5	2	(*)
60 and under 120 days	4	8	5	2	After 5 years of service:				
120 days or more	3	8	3	2	Under 30 days	2	3	3	1
After 10 years of service:					30 and under 60 days	2	3	3	(*)
Under 5 days	4	1	3	5	60 and under 120 days	8	13	10	5
5 and under 10 days	17	12	21	17	120 days or more	2	6	3	1
10 and under 30 days	16	24	29	7	After 10 years of service:				
30 and under 60 days	5	9	10	2	Under 30 days	1	2	2	(*)
60 and under 120 days	6	12	8	2	30 and under 60 days	1	1	2	(*)
120 days or more	5	11	5	2	60 and under 120 days	7	10	9	5
After 15 years of service:					120 days or more	4	11	6	1
5 and under 10 days	17	12	21	17	After 15 years of service: ⁶				
10 and under 30 days	16	24	28	7	Under 60 days	2	3	3	1
30 and under 60 days	4	6	7	1	60 and under 120 days	3	5	4	1
60 and under 120 days	6	11	9	3	120 days or more	9	17	12	5
120 days or more	7	14	8	3	No maximum sick leave specified ⁷	2	5	2	1
After 20 years of service:					Not provided sick leave	38	9	11	61
Under 5 days	4	1	3	5					
5 and under 10 days	17	12	21	17					
10 and under 30 days	16	24	28	7					
30 and under 60 days	3	6	6	1					
60 and under 120 days	5	10	8	2					
120 days or more	8	16	10	3					

¹ In addition to the full-pay provisions shown, some plans provided sick leave at partial pay.

² The total is less than the sum of the individual breakdowns because some employees were covered under both an annual and a per disability plan.

³ Employees earn a specified number of sick days per year. This

number may vary by length of service.

⁴ Less than 0.5 percent.

⁵ Sick leave is granted on a per illness or per disability basis. The number of days may vary by length of service.

⁶ Provisions were the same for 20 years of service.

⁷ Unlimited sick leave provided to employees as needed.

Table 11. Accident and sickness insurance: Percent of full-time participants by type and duration of payments, private industry, 1980

Type of payment	Weeks of coverage														
	Total plans	Less than 26	26 to 51 ¹	52 or more	Varies by service	Total plans	Less than 26	26 to 51 ¹	52 or more	Varies by service					
	All participants					Professional and administrative									
All types	100	19	55	17	9	100	17	60	13	10					
Fixed percent of earnings	38	6	26	3	3	67	9	42	11	5					
50-54	14	2	11	(²)	1	26	4	21	(²)	1					
55-59	1	-	1	(²)	-	-	-	-	-	-					
60-64	9	2	5	1	1	19	4	8	5	2					
65-69	8	1	7	(²)	(²)	12	1	11	(²)	(²)					
70 or more	6	(²)	2	2	1	10	(²)	2	6	2					
Percent of earnings varies	4	(²)	2	-	2	7	1	4	-	2					
By service	2	(²)	1	-	1	3	(²)	2	-	1					
By length of disability	1	-	1	-	(²)	1	-	1	-	(²)					
By both service and by length of disability	2	(²)	1	-	1	2	(²)	1	-	1					
Fixed weekly dollar benefit	36	11	19	4	2	16	5	10	(²)	1					
Less than \$60	9	4	4	(²)	(²)	6	1	5	-	1					
\$60-\$79	4	3	1	(²)	-	2	1	1	-	-					
\$80-\$99	6	3	3	(²)	-	2	1	1	(²)	-					
\$100-\$119	9	1	6	1	(²)	4	1	2	-	1					
\$120-\$139	5	(²)	3	1	(²)	1	-	1	(²)	-					
\$140 or more	4	(²)	2	1	1	2	2	(²)	-	1					
Weekly dollar benefit varies	23	2	6	11	3	9	1	6	2	1					
By earnings	21	1	6	11	3	8	1	5	2	1					
By service or by length of disability	2	(²)	1	(²)	(²)	1	-	1	-	(²)					
						Technical and clerical					Production				
All types	100	21	63	8	13	100	20	52	21	8					
Fixed percent of earnings	65	9	44	5	7	26	4	19	1	1					
50-54	27	4	23	(²)	1	9	2	6	(²)	(²)					
55-59	(²)	-	(²)	-	-	1	-	1	(²)	(²)					
60-64	13	5	5	2	2	7	1	5	(²)	(²)					
65-69	13	1	12	(²)	1	6	(²)	6	(²)	(²)					
70 or more	11	(²)	5	3	4	3	(²)	2	(²)	1					
Percent of earnings varies	8	1	4	-	4	3	1	1	-	1					
By service	3	(²)	2	-	1	1	(²)	(²)	-	(²)					
By length of disability	1	-	1	-	(²)	1	-	1	-	(²)					
By both service and by length of disability	4	(²)	1	-	3	1	(²)	1	-	(²)					
Fixed weekly dollar benefit	17	6	10	1	1	44	14	23	5	2					
Less than \$60	8	2	6	(²)	(²)	9	5	4	(²)	(²)					
\$60-\$79	3	2	1	-	-	5	4	1	(²)	-					
\$80-\$99	2	1	1	(²)	-	7	3	4	(²)	-					
\$100-\$119	3	1	1	(²)	(²)	11	2	8	1	(²)					
\$120-\$139	1	-	1	(²)	(²)	6	(²)	4	2	(²)					
\$140 or more	1	(²)	(²)	(²)	(²)	5	-	2	2	1					
Weekly dollar benefit varies	9	1	6	2	1	28	2	8	14	4					
By earnings	9	1	5	2	1	26	2	7	14	3					
By service or by length of disability	1	(²)	(²)	(²)	(²)	2	1	2	(²)	(²)					

¹ Includes between 2.0 and 3.3 percent who were covered between 27 and 51 weeks.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 12. Long-term disability insurance: Percent of full-time participants by method of determining payment, private industry, 1980

Method	All participants			Professional and administrative participants			Technical and clerical participants			Production participants		
	Total	With maximum coverage provisions	Without maximum coverage provisions	Total	With maximum coverage provisions	Without maximum coverage provisions	Total	With maximum coverage provisions	Without maximum coverage provisions	Total	With maximum coverage provisions	Without maximum coverage provisions
All methods	100	66	34	100	71	29	100	73	27	100	55	45
Fixed percent of earnings	79	59	20	88	64	24	86	66	21	65	50	15
Less than 50 percent	5	4	(¹)	7	7	(¹)	4	4	-	4	3	1
50 percent	31	21	10	31	18	13	30	19	11	31	25	6
55 percent	1	(¹)	(¹)	(¹)	(¹)	-	(¹)	(¹)	(¹)	1	(¹)	1
60 percent	34	26	8	39	29	10	39	32	7	24	17	7
65 or 66.7 percent	7	7	1	8	7	1	10	9	1	4	4	(¹)
70 percent or more	2	1	1	2	2	(¹)	2	2	(¹)	1	(¹)	1
Variable percent of earnings or scheduled dollar amounts	21	6	15	12	7	5	14	7	7	35	5	30

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 13. Health insurance: Percent of full-time participants by provisions for selected categories of medical care, private industry, 1980

Type of participant and category of medical care	Total	Provided care				Not provided care
		All	By basic benefits only ¹	By major medical only ²	By basic benefits and major medical	
All participants						
Hospital room and board	100	100	16	12	72	(0)
Hospitalization—miscellaneous services	100	100	14	14	72	(0)
Extended care ⁴	100	58	25	20	12	42
Surgical	100	100	36	22	41	(0)
Physician visits—in hospital	100	100	14	35	51	(0)
Physician visits—office	100	94	5	80	9	6
Diagnostic X-ray and laboratory	100	100	21	33	45	(0)
Prescription drugs	100	97	11	81	5	3
Private duty nursing	100	93	3	90	1	7
Mental health care	100	98	9	12	77	2
Dental	100	56	54	3	(0)	44
Vision	100	21	20	1	(0)	79
Professional and administrative						
Hospital room and board	100	100	14	12	74	(0)
Hospitalization—miscellaneous services	100	100	12	14	74	(0)
Extended care ⁴	100	59	26	19	14	41
Surgical	100	100	38	24	39	(0)
Physician visits—in hospital	100	100	13	42	45	(0)
Physician visits—office	100	99	4	89	6	1
Diagnostic X-ray and laboratory	100	100	19	39	42	(0)
Prescription drugs	100	98	5	85	8	2
Private duty nursing	100	99	3	94	1	1
Mental health care	100	99	5	12	82	1
Dental	100	60	56	4	(0)	40
Vision	100	16	14	1	(0)	84
Technical and clerical						
Hospital room and board	100	100	15	12	73	(0)
Hospitalization—miscellaneous services	100	100	11	15	74	(0)
Extended care ⁴	100	57	24	20	13	43
Surgical	100	100	34	25	41	(0)
Physician visits—in hospital	100	100	13	40	47	(0)
Physician visits—office	100	99	5	85	8	1
Diagnostic X-ray and laboratory	100	100	18	38	44	(0)
Prescription drugs	100	97	6	85	6	3
Private duty nursing	100	98	4	93	1	2
Mental health care	100	98	6	13	79	2
Dental	100	55	52	3	(0)	45
Vision	100	17	16	1	(0)	83
Production						
Hospital room and board	100	100	18	12	70	(0)
Hospitalization—miscellaneous services	100	100	17	13	70	(0)
Extended care ⁴	100	58	25	21	11	42
Surgical	100	100	37	21	42	(0)
Physician visits—in hospital	100	100	15	30	55	(0)
Physician visits—office	100	91	5	75	11	9
Diagnostic X-ray and laboratory	100	100	24	29	47	(0)
Prescription drugs	100	97	15	78	3	3
Private duty nursing	100	89	2	86	1	11
Mental health care	100	98	13	12	73	2
Dental	100	56	54	2	(0)	44
Vision	100	25	24	1	(0)	75

¹ A provision was classified as a basic benefit when it related to the initial expenses incurred for a specific medical service. Under these provisions, a plan paid covered expenses in one of several ways: (1) in full with no limitation; (2) in full for a specified period of time, or until a dollar limit was reached; or (3) a cash scheduled allowance benefit that provided up to a dollar amount for a service performed by a hospital or physician. For a specific category of care, a plan may require the participant to pay a specific amount each disability or year (deductible) or a nominal charge each visit or procedure (co-payment) before reimbursement begins or services are rendered.

² Major medical benefits cover many categories of expenses,

some of which are not covered under basic benefits and others for which basic coverage limits have been exceeded. These benefits are characterized by deductible and coinsurance provisions.

³ Less than 0.5 percent.

⁴ Medical care provided by an extended care facility or home health care agency. This care is usually provided to a patient who was previously hospitalized and is recovering without need of the extensive care provided by a general hospital.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 14. Health insurance: Percent of full-time participants by type of basic hospital room and board benefit payments, private industry, 1980

Type of participant and payment	Total	Subject to limit on days of coverage per hospital confinement						Subject to other limits ¹	Unlimited
		All	Under 120 days	120 days	121-364 days	365 days	366 days or more		
All participants									
Total	100	72	13	21	3	28	6	21	7
Daily dollar allowance	9	8	5	1	(²)	1	-	1	-
Semiprivate rate	91	64	8	20	3	27	6	20	7
Professional and administrative									
Total	100	64	11	21	2	27	4	26	9
Daily dollar allowance	5	5	2	1	-	1	-	(²)	-
Semiprivate rate	95	60	9	20	2	25	4	26	9
Technical and clerical									
Total	100	65	12	23	2	24	4	24	10
Daily dollar allowance	6	5	3	1	(²)	1	-	(²)	-
Semiprivate rate	94	60	9	22	2	23	4	24	10
Production									
Total	100	77	15	20	4	29	8	18	5
Daily dollar allowance	11	10	7	1	(²)	1	(²)	1	-
Semiprivate rate	89	67	8	19	4	28	8	17	5

¹ Includes workers in plans where the basic benefit is limited by a maximum dollar amount per confinement or per year, and other plans where the limit on the number of days of coverage applies within a specified time limit.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 15. Health insurance: Percent of full-time participants in plans with basic surgical benefits by maximum allowance for selected procedures, private industry, 1980

Maximum allowance	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Usual and customary charge	60	65	57	59
Maximum scheduled allowance	40	35	43	41
Most expensive surgical procedure:				
\$200 or less	(¹)	(¹)	(¹)	(¹)
\$201-\$300	1	1	1	1
\$301-\$400	3	2	2	3
\$401-\$500	6	5	4	7
\$501-\$750	6	3	3	7
\$751-\$1000	9	7	10	10
\$1001-\$1250	3	2	4	3
\$1251-\$1500	3	3	6	2
\$1501-\$2000	7	9	9	5
More than \$2000	2	2	2	2
Not determinable ²	(¹)	1	1	(¹)
Appendectomy:				
\$51-\$100	(¹)	(¹)	(¹)	-
\$101-\$150	2	2	2	2
\$151-\$200	8	8	8	9
\$201-\$300	12	9	11	14
\$301-\$400	12	13	18	9
\$401-\$500	2	1	1	3
\$501-\$750	1	(¹)	1	1
Not determinable ²	3	2	3	3
Tonsillectomy:				
\$1-\$50	2	2	2	2
\$51-\$100	18	14	15	20
\$101-\$150	14	14	20	12
\$151-\$200	2	1	2	2
\$201-\$300	1	(¹)	1	1
Not determinable ²	4	4	3	4
Hysterectomy:				
\$101-\$150	(¹)	(¹)	(¹)	(¹)
\$151-\$200	(¹)	(¹)	(¹)	(¹)
\$201-\$300	9	7	7	10
\$301-\$400	6	5	5	8
\$401-\$500	8	6	9	7
\$501-\$750	10	10	14	9
\$751-\$1000	1	1	1	2
\$1001-\$1250	-	-	-	(¹)
Not determinable ²	6	6	6	4

¹ Less than 0.5 percent.

² Information necessary to classify was not provided.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 16. Health insurance: Percent of full-time participants in plans with major medical coverage by amount of deductible and applicable benefit period, private industry, 1980

Amount of deductible	All participants			Professional and administrative participants			Technical and clerical participants			Production participants		
	Benefit period											
	Total	1-year period	Other period	Total	1-year period	Other period	Total	1-year period	Other period	Total	1-year period	Other period
Total	100	97	3	100	97	3	100	97	3	100	96	4
Based on earnings ¹	5	5	-	6	6	-	6	6	-	5	5	-
Flat dollar amount	95	91	3	94	91	3	94	91	3	95	91	4
Less than \$25	(²)	(²)	(²)	(²)	(²)	(²)	(²)	(²)	(²)	(²)	(²)	(²)
\$25	2	2	1	3	3	(²)	3	2	1	1	1	1
\$26 and under \$50	(²)	(²)	-	(²)	(²)	-	(²)	(²)	-	(²)	(²)	-
\$50	25	24	(²)	25	25	(²)	22	22	(²)	26	26	1
\$75	5	5	(²)	5	5	(²)	4	4	(²)	6	5	(²)
\$76 and under \$100	(²)	(²)	-	1	1	-	(²)	(²)	-	(²)	(²)	-
\$100	53	52	2	50	48	2	54	52	2	54	53	1
\$125	(²)	(²)	-	(²)	(²)	-	(²)	(²)	-	(²)	(²)	-
\$150	5	5	-	7	7	-	8	8	-	3	3	-
Over \$150	3	3	1	3	2	(²)	2	2	(²)	4	3	1

¹ These plans have deductibles which vary by the amount of the participants' earnings. A typical provision is 1 percent of annual earnings with a maximum deductible of \$150.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 17. Health insurance: Percent of full-time participants in plans with major medical coverage by coinsurance provisions,¹ private industry, 1980

Final coinsurance provision	All participants				Professional and administrative participants				Technical and clerical participants				Production participants			
	Initial coinsurance															
	Total	80 per-cent	85 per-cent	Other	Total	80 per-cent	85 per-cent	Other	Total	80 per-cent	85 per-cent	Other	Total	80 per-cent	85 per-cent	Other
Total	100	89	5	5	100	90	5	5	100	93	3	4	100	88	6	6
Final coinsurance changes to 100 percent	55	48	4	2	63	56	4	2	63	59	3	2	47	40	5	3
When covered expenses within a year reach:																
\$0-\$2,000	7	7	-	(²)	8	7	-	(²)	9	9	-	(²)	6	6	-	1
\$2,001-\$4,000	15	14	(²)	(²)	17	17	(²)	(²)	17	17	(²)	(²)	12	12	(²)	(²)
\$4,001-\$6,000	20	18	1	1	27	25	1	1	24	23	1	(²)	15	13	(²)	1
\$6,001-\$8,000	4	1	2	(²)	4	1	2	(²)	3	1	1	(²)	4	1	2	(²)
\$8,001-\$10,000	6	5	1	(²)	4	4	1	(²)	7	6	(²)	(²)	6	4	1	1
More than \$10,000	3	3	(²)	(²)	3	2	1	(²)	2	2	(²)	(²)	4	3	(²)	(²)
Final coinsurance changes to other than 100 percent	1	1	-	(²)	2	1	-	(²)	1	1	-	(²)	1	1	-	(²)
Coinsurance unchanged	44	40	1	3	35	32	1	2	36	33	1	2	52	47	1	4

¹ Coinsurance is the percent of covered expenses paid by the plan. The balance is paid by the employee.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 18. Health insurance: Percent of full-time participants in plans with dental benefits by type of procedure and extent of coverage, private industry, 1980

Type of participant and dental procedure	Total	Sched-uled cash allow-ance	Incen-tive sched-ule ¹	Percent of reasonable and customary charges							Not covered	
				Total	50	60	75	80	85	90		100
All participants												
Examinations	100	17	5	78	(²)	(²)	5	25	(²)	2	46	(²)
Dental X-rays	100	17	5	78	(²)	(²)	5	29	7	11	25	(²)
Basic restorative ³	100	27	5	68	2	1	6	34	7	10	8	(²)
Major restorative ⁴	100	26	2	69	31	3	2	14	6	8	5	3
Orthodontia	100	15	-	47	41	2	1	2	(²)	-	1	38
Professional and administrative												
Examinations	100	20	5	75	(²)	1	3	27	-	1	44	-
Dental X-rays	100	20	5	75	(²)	1	4	33	4	6	28	-
Basic restorative ³	100	32	5	63	2	1	4	38	4	6	8	-
Major restorative ⁴	100	31	2	65	31	4	2	16	4	4	5	2
Orthodontia	100	20	-	45	39	3	(²)	2	(²)	-	1	35
Technical and clerical												
Examinations	100	19	5	76	(²)	1	5	30	-	1	41	(²)
Dental X-rays	100	19	5	76	(²)	1	5	35	3	4	29	(²)
Basic restorative ³	100	30	5	65	3	1	5	40	3	5	8	(²)
Major restorative ⁴	100	30	1	66	34	4	2	15	3	3	4	3
Orthodontia	100	18	-	43	36	3	2	1	(²)	-	1	39
Production												
Examinations	100	15	5	80	1	1	5	23	(²)	3	48	(²)
Dental X-rays	100	15	5	80	1	1	5	25	10	16	23	(²)
Basic restorative ³	100	23	4	72	2	1	7	30	8	14	9	(²)
Major restorative ⁴	100	23	3	72	30	3	1	12	8	11	5	3
Orthodontia	100	12	-	49	44	2	(²)	2	(²)	-	1	40

¹ Reimbursement arrangement in which the percentage of dental expenses paid by the plan increases if regular dental appointments are scheduled.

² Less than 0.5 percent.

³ Includes fillings, oral surgery, and periodontal care.

⁴ Includes crowns and inlays.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 19. Health insurance: Percent of full-time participants in plans with dental benefits by deductible provision,¹ private industry, 1980

Type of deductible	All partic-ipants	Profes-sional and adminis-trative partic-ipants	Techni-cal and clerical partic-ipants	Produc-tion partic-ipants
Total	100	100	100	100
Subject to basic dental deductible ...	53	58	59	49
Yearly deductible	41	45	45	40
\$25	17	20	18	16
\$26-\$49	2	2	3	2
\$50	19	20	21	18
Over \$50	3	3	3	4
Lifetime deductible	12	13	14	9
\$25	2	2	2	1
\$50	9	10	11	8
Over \$50	1	1	1	-
Subject to major medical deductible	5	7	5	4
No deductible	42	35	36	47

¹ Excludes separate deductibles for orthodontic procedures.

NOTE: Dash indicates no employees in this category.

Table 20. Health insurance: Percent of full-time participants in plans with dental benefits and in plans with orthodontic coverage by maximum amount of insurance, private industry, 1980

Dollar amount	Yearly maximum for all procedures excluding orthodontia				Lifetime maximum for orthodontia			
	All participants	Professional and administrative participants	Technical and clerical participants	Production participants	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100	100	100	100	100
Maximum specified	89	88	87	91	96	94	94	97
Less than \$500	1	1	1	1	1	(¹)	1	2
\$500	17	17	21	15	41	40	38	43
\$501-\$749	2	2	1	3	9	7	7	11
\$750	25	22	19	28	15	22	16	11
\$751-\$999	(¹)	(¹)	(¹)	1	12	7	5	16
\$1,000	38	40	39	37	14	16	21	10
\$1,001-\$1,499	2	2	2	2	2	2	5	2
\$1,500	1	1	1	1	1	(¹)	1	(¹)
Greater than \$1,500	3	2	3	3	(¹)	(¹)	(¹)	(¹)
No maximum	11	12	13	9	4	6	6	3

¹ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 21. Health insurance: Percent of full-time participants in plans with vision benefits by extent of benefits, private industry, 1980

Benefit	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Eye examinations only	11	17	19	7
Examinations and eyeglasses	13	13	19	12
Examinations, eyeglasses, and contact lenses	68	62	49	76
Orthoptics only ¹	5	6	5	4
Other combinations	3	2	8	2

¹ Exercises to improve the function of the eye muscles.

NOTE: Because of rounding, sums of individual items may not equal 100.

Table 22. Health Insurance: Percent of full-time participants by coverage for mental health care, private industry, 1980

Coverage limitation	All participants		Professional and administrative participants		Technical and clerical participants		Production participants	
	Hospital care	Outpatient care	Hospital care	Outpatient care	Hospital care	Outpatient care	Hospital care	Outpatient care
Total	100	100	100	100	100	100	100	100
With coverage	98	93	98	95	98	94	98	92
Covered the same as other illnesses	54	10	56	9	54	12	53	10
Subject to separate limitations ¹	44	83	42	86	43	82	45	82
Limit on days or visits	33	20	29	22	31	22	36	18
Limit on dollars	21	58	22	57	22	56	20	59
Major medical coinsurance limited to 50 percent	3	54	2	54	3	57	3	52
Other limitations	1	4	3	6	2	4	1	3
Not covered	2	7	2	5	2	6	2	8

¹ The total is less than the sum of the individual breakdowns because many plans had more than one type of limitation on mental health coverage.

Table 23. Health insurance: Percent of full-time participants by funding medium for selected types of coverage, private industry, 1980

Funding medium	Basic hospital ¹	Basic surgical ¹	Basic medical ¹	Major medical ²	Dental	Basic hospital ¹	Basic surgical ¹	Basic medical ¹	Major medical ²	Dental
	All participants					Technical and clerical				
Total	100	100	100	100	100	100	100	100	100	100
Provided	88	78	66	91	56	88	75	60	94	55
Blue Cross-Blue Shield	33	27	27	13	3	31	24	24	11	2
Commercial carrier	41	37	28	62	43	43	39	25	68	40
Independent prepaid health organization ³	2	3	3	(⁴)	1	3	4	4	(⁴)	1
Self-insured	10	11	8	15	10	10	9	7	15	12
Combined	1	(⁴)	(⁴)	1	(⁴)	(⁴)	(⁴)	(⁴)	(⁴)	(⁴)
Not provided	12	22	34	9	44	12	25	40	6	45
	Professional and administrative					Production				
Total	100	100	100	100	100	100	100	100	100	100
Provided	88	76	59	96	60	88	79	71	87	56
Blue Cross-Blue Shield	32	22	22	10	2	35	30	30	15	3
Commercial carrier	44	42	26	70	46	39	35	29	56	42
Independent prepaid health organization ³	3	3	3	(⁴)	1	2	2	2	(⁴)	2
Self-insured	8	9	6	13	11	11	12	9	15	8
Combined	1	(⁴)	(⁴)	1	(⁴)	(⁴)	(⁴)	(⁴)	(⁴)	(⁴)
Not provided	12	24	41	4	40	12	21	29	13	44

¹ A plan provision was classified as a basic benefit when it covered the initial expenses incurred for a specific medical service. Under these provisions, a plan paid covered expenses in one of several ways: 1) In full with no limitation; 2) in full for a specified period of time, or until a dollar limit was reached; and 3) a cash scheduled allowance benefit that provided up to a dollar amount for a service performed by a hospital or physician. For a specific category of care, a plan may require the participant to pay a lump sum amount each disability or year (deductible) or a nominal charge each visit or procedure (co-payment) before reimbursement begins or services are rendered.

² Major medical benefits cover many categories of expenses, some

of which are not covered under basic benefits, and others for which basic coverage limits have been exhausted. These benefits are characterized by deductible and coinsurance provisions.

³ Independent prepaid health organizations include plans recognized as Health Maintenance Organizations as defined by the Health Maintenance Organization Act of 1973, and other organizations which deliver health care under a prepayment plan.

⁴ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 24. Life insurance: Percent of full-time participants by method of determining amount of basic life insurance and frequency of related coverages, private industry, 1980

Item	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Basic life insurance ¹	100	100	99	100
Based on earnings	61	80	77	46
Multiple	38	58	54	23
Graduated schedule	23	23	23	23
Flat amount	34	14	17	50
Based on service	4	5	4	3
Other	(²)	1	1	(²)
With accidental death and dismemberment coverage	69	67	67	70
With dependent coverage	12	10	13	12

¹ A few participants received only accidental death and dismemberment insurance.

² Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 25. Life insurance: Percent of full-time participants in plans with multiple-of-earnings formulas by amount of basic insurance and maximum coverage provisions, private industry, 1980

Formula	Total	In plans with- out maximum coverage	In plans with maximum coverage				
			All	Less than \$50,000	\$50,000- \$99,000	\$100,000- \$249,000	\$250,000 or more
All participants							
All multiple-of-earnings formulas	100	56	44	4	9	22	8
Life insurance is equal to earnings times:							
Less than 1.0 percent	2	2	(¹)	(¹)	(¹)	-	-
1.0 percent ²	50	33	17	2	4	8	2
1.5 percent ³	13	5	8	1	2	4	2
2.0 percent	28	13	15	(¹)	3	8	3
More than 2.0 percent	7	4	3	(¹)	1	2	1
Professional and administrative							
All multiple-of-earnings formulas	100	56	44	3	10	21	10
Life insurance is equal to earnings times:							
Less than 1.0 percent	2	1	(¹)	(¹)	-	-	-
1.0 percent ²	44	28	16	1	5	7	2
1.5 percent ³	11	4	8	1	1	3	2
2.0 percent	35	19	16	(¹)	3	9	4
More than 2.0 percent	8	4	4	(¹)	(¹)	1	1
Technical and clerical							
All multiple-of-earnings formulas	100	52	48	5	9	28	6
Life insurance is equal to earnings times:							
Less than 1.0 percent	2	1	1	(¹)	(¹)	-	-
1.0 percent ²	46	31	16	2	3	9	1
1.5 percent ³	14	4	11	2	2	6	1
2.0 percent	28	11	17	(¹)	4	10	3
More than 2.0 percent	9	5	4	(¹)	1	3	1
Production							
All multiple-of-earnings formulas	100	61	39	4	9	18	8
Life insurance is equal to earnings times:							
Less than 1.0 percent	2	2	(¹)	(¹)	(¹)	-	-
1.0 percent ²	58	40	18	3	4	9	3
1.5 percent ³	14	7	7	1	2	2	3
2.0 percent	22	10	11	(¹)	3	6	2
More than 2.0 percent	4	2	2	-	1	1	(¹)

¹ Less than 0.5 percent.

² Includes less than 1 percent of participants with life insurance equal to greater than 1.0 but less than 1.5 times annual earnings.

³ Includes less than 0.5 percent of participants with life insurance equal

to greater than 1.5 but less than 2.0 times annual earnings.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 26. Life insurance: Percent of full-time participants in plans with flat dollar insurance by amount of basic insurance, private industry, 1980

Amount of insurance	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
All flat dollar amounts	100	100	100	100
Less than \$2,000	5	7	6	5
\$2,000 and less than \$5,000	22	20	19	23
\$5,000 and less than \$10,000	34	32	42	33
\$10,000 and less than \$20,000	35	29	27	37
\$20,000 and over	3	12	5	2

NOTE: Because of rounding, sums of individual items may not equal 100.

Table 27. Private pension plans: Percent of full-time participants¹ by method of determining retirement payments, private industry, 1980

Basis of payment ²	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Terminal earnings formula	53	74	74	34
No alternative formula	21	30	38	10
Terminal earnings alternative	12	17	15	8
Career earnings alternative	4	5	4	2
Dollar amount alternative ³	16	20	16	14
Percent of contributions alternative	(⁴)	1	1	(⁴)
Career earnings formula	15	18	16	13
No alternative formula	8	8	9	7
Career earnings formula alternative	(⁴)	(⁴)	(⁴)	(⁴)
Dollar amount alternative ³	7	9	6	6
Dollar amount formula ³	30	7	9	50
No alternative formula	27	6	8	44
Dollar amount alternative ³	3	(⁴)	(⁴)	6
Percent of contributions alternative	(⁴)	(⁴)	(⁴)	(⁴)
Other formula ⁵	2	1	1	2
No alternative formula	2	1	1	2

¹ Excludes supplemental pension plans.

² Alternative formulas are generally designed to provide a minimum benefit for employees with short service or low earnings.

³ Includes formulas based on dollar amounts for each year of service and schedules of benefits that vary by length of service.

⁴ Less than 0.5 percent.

⁵ Includes money purchase plans and plans with formulas based on employer or employee contributions.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 28. Private pension plans: Percent of full-time participants by provision for integration or offset of social security benefits, private industry, 1980

Provision	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With integrated or offset formula	45	66	66	26
Terminal earnings formula	39	57	59	22
Integrated with social security ¹	12	17	16	7
Offset by social security payment ²	27	40	43	15
Other formula	6	9	7	4
Integrated with social security ¹	4	5	4	2
Offset by social security ²	3	4	3	2
Without integrated or offset formula	55	34	34	74

¹ Formula provides lower benefits for earnings subject to FICA (social security) taxes than for earnings in excess of tax base.

² Benefit as calculated by formula is reduced by portion of primary social security payment.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 29. Private pension plans: Percent of full-time participants by provision for cost-of-living adjustments, private industry, 1980

Characteristic of adjustment	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total with cost-of-living adjustment in normal retirement formula	3	4	5	1
Adjustment as percent of CPI change				
Total	100	100	100	100
100 percent of change (up to annual maximum, if any)	91	92	91	85
Less than 100 percent of change or other ¹	9	8	9	15
Maximum periodic increase				
Total	100	100	100	100
No maximum	10	7	13	9
Less than 3 percent	13	13	14	13
3 percent	53	46	61	44
Over 3 percent	23	34	13	34
Maximum lifetime increase				
Total	100	100	100	100
No maximum	96	97	98	86
With lifetime maximum	4	3	2	14
Frequency of adjustment				
Total	100	100	100	100
Every 12 months	96	97	97	87
Other period	4	3	3	13

¹ Includes adjustment provisions which did not go into effect until after a specific percent rise in the CPI.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 30. Private pension plans: Percent of full-time participants by minimum age and associated service requirements for normal retirement,¹ private industry, 1980

Age and service requirement ²	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
No age requirement	11	6	4	17
30 years' service	11	6	4	17
Age 55 or less	8	8	8	8
20 years' service	6	6	7	5
30 or more years' service	3	2	1	3
Age 56 to 60	10	13	12	9
No service requirement	2	3	2	2
5 years' service	(³)	(³)	(³)	1
10-15 years' service	4	6	5	3
20-25 years' service	2	(³)	(³)	2
30 or more years' service	3	4	4	2
Age 61-64	19	21	22	17
No service requirement	4	5	7	3
5 years' service	1	1	1	(³)
10-15 years' service	11	11	9	10
20-25 years' service	2	2	3	2
30 or more years' service	1	2	2	1
Age 65	45	44	48	45
No service requirement	39	41	45	36
5 years' service	2	1	1	3
10-15 years' service	4	2	2	6
Sum of age plus service	6	8	6	5
Equals less than 80	1	2	2	1
Equals 80	1	1	1	(³)
Equals 85	3	5	2	3
Equals 90 or more	1	(³)	1	1

¹ Normal retirement is defined as the point at which the participant could retire and immediately receive all accrued benefits by virtue of service and earnings, without reduction due to age.

² If a plan had more than one age and service requirement, the earliest age and associated service requirement was tabulated.

³ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 31. Private pension plans: Percent of full-time participants by minimum age and associated service requirements for early retirement,¹ private industry, 1980

Age and service requirements ²	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Participants in plans permitting early retirement	98	98	98	97
No age requirement	10	11	11	9
20-25 years' service	1	(³)	1	(³)
30 or more years' service	9	11	10	8
Age 54 or less	4	5	6	3
10-15 years' service	4	4	6	3
20-25 years' service	(³)	1	(³)	(³)
Age 55	62	70	70	55
No service requirement	8	11	8	7
5 years' service	3	4	4	2
10-15 years' service	48	50	53	44
20-25 years' service	3	4	4	2
Age 56 to 60	15	5	6	23
No service requirement	1	(³)	1	1
10-15 years' service	13	4	4	20
20-25 years' service	1	(³)	(³)	1
Age 62	1	(³)	(³)	2
10-15 years' service	1	-	(³)	2
Sum of age plus service	5	5	4	6
Equals 70	1	1	1	1
Equals 75	1	1	1	(³)
Equals 76-80	1	2	1	(³)
Equals 85	3	2	1	4
Participants in plans without early retirement	2	2	2	3

¹ Early retirement is defined as the point at which a worker could retire immediately and receive accrued benefits based on service and earnings but reduced for each year prior to normal retirement age.

² If a plan had more than one age and service requirement, the earliest age and associated service requirement was tabulated.

³ Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Table 32. Private pension plans: Percent of full-time participants by provisions for disability retirement, private industry, 1980

Characteristic	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total with disability retirement benefits	87	85	81	91
Minimum requirements for disability retirement				
Total	100	100	100	100
No age or service	16	18	21	13
Age only	1	1	1	1
Service only	61	51	48	70
Age and service	11	9	11	12
No age or service—meets qualification for long-term disability benefits	11	21	18	5
Benefit provisions				
Total	100	100	100	100
Immediate disability retirement	70	52	51	84
Unreduced normal formula	55	41	39	67
Reduced normal formula	7	6	7	8
Other than normal formula ¹	8	6	5	10
Deferred disability retirement	30	47	49	16
With benefits based on—				
Service when disabled	5	6	7	4
Service plus credit to normal retirement date	24	39	38	12
Service with some credit	2	3	4	1

¹ Includes flat amount benefits, dollar amount formulas, percent of unreduced normal benefits less social security, and percent of earnings formulas both with and without social security offsets.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 33. Private pension plans: Percent of full-time participants by vesting provisions, private industry, 1980

Type of vesting schedule	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total ¹	100	100	100	100
Cliff vesting, ² with full vesting after:				
10 years of service at any age	70	67	64	75
10 years of service after age 22	19	19	22	17
Graduated vesting, ³ with full vesting after:				
15 years of service ⁴	5	7	7	3
Other ⁵	6	7	9	4

¹ Because plans may adopt alternative vesting schedules, sums of participants covered by individual vesting schedules may exceed 100 percent.

² Under a cliff vesting schedule, an employee is not entitled to any benefits accrued under a pension plan until satisfying the requirement for 100 percent vesting. The Employee Retirement Income Security Act (ERISA) defines 10 years as the maximum requirement for this form of vesting.

³ Graduated vesting schedules give an employee rights to a gradually increasing share of accrued pension benefits, determined by years of service and eventually reaching 100 percent vesting status.

⁴ ERISA vesting standard calls for 25 percent vesting with 5 years of service, with the vested percentage increasing 5 percent each year for 5 succeeding years, then 10 percent for each of the next 5 years.

⁵ Includes other vesting schedules under ERISA. Most participants in this group were covered by schedules more liberal than required by the act.

Table 34. Private pension plans: Percent of full-time participants in plans by provision for postretirement survivor annuity, private industry, 1980

Type of annuity for surviving spouse	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Spouse's share of joint-and-survivor annuity only ¹	92	93	93	91
50 percent of retiree's pension ²	25	18	23	30
Over 50 percent of retiree's pension	7	4	3	11
Alternative percentage of pension at retiree's option	59	71	67	51
Spouse's share of joint-and-survivor annuity plus portion of retiree's pension	3	1	1	5
Portion of retiree's accrued pension only	4	4	5	4

¹ An annuity that provides income during the lifetime of both the retiree and the surviving spouse. The accrued pension will usually be actuarially reduced at retirement because of the longer length of time that payments are expected to be made. Upon the retiree's death, all or part of the reduced pension is continued to the surviving spouse for life.

² Includes a small percentage of employees in plans where a joint-and-survivor option of less than 50 percent was offered with no actuarial reduction in the retiree's or spouse's pension.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 35. Private pension plans: Percent of full-time participants by provision for preretirement survivor annuity, private industry, 1980

Type of annuity for surviving spouse ¹	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Equivalent of joint and survivor annuity ²	78	74	71	82
Based on early retirement ³	71	67	65	74
Surviving spouse receives:				
50 percent of employee pension	58	55	55	60
At employee cost ⁴	21	21	19	23
Over 50 percent of employee pension	13	12	10	14
At employee cost ⁴	1	(⁵)	(⁵)	1
Based on normal retirement ⁶	7	7	6	8
At employee cost ⁴	2	1	1	3
Portion of accrued employee benefit, reduced for early retirement	10	10	12	10
Other annuity ⁷	12	16	17	9

¹ Many plans offer an elective preretirement spouse option. If the elective provision was the only option, it was tabulated; if it was in combination with an automatic preretirement spouse option, the automatic provision was tabulated.

² An annuity that provides income during the lifetime of both the retiree and the surviving spouse. The accrued pension will usually be actuarially reduced at retirement because of the longer length of time that payments are expected to be made. Upon the retiree's death, all or part of the reduced pension is continued to the surviving spouse for life.

³ Survivor annuity is based upon the benefit the employee would have received if early retirement had occurred on the date of death.

⁴ Plan reduces the accrued employee pension benefit for each year survivor protection is in force.

⁵ Less than 0.5 percent.

⁶ Survivor annuity is based on the benefit the employee would have received if eligible for normal retirement on the date of death.

⁷ Included annuity based on a portion of accrued benefits unreduced for early retirement.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 36. Other benefits: Percent of full-time employees in establishments providing specified benefits by percent of eligible employees, private industry, 1980

Benefit	Total	None eligible	1 to 50 percent eligible	51 to 99 percent eligible	All workers eligible	Not available
Professional and administrative employees						
Paid leave:						
Funeral leave	100	8	-	1	86	6
Jury-duty leave	100	1	(¹)	1	92	6
Military leave	100	15	(¹)	1	78	6
Sabbaticals	100	76	3	1	13	8
Profit sharing, savings, and stock plans:						
Profit sharing	100	70	3	2	19	6
Savings and thrift	100	55	(¹)	7	32	6
Stock bonus plans	100	81	2	2	8	6
Stock purchase plans	100	71	2	1	19	7
Other stock plans ²	100	72	(¹)	3	18	6
Income continuation plans:						
Severance pay	100	33	2	4	55	7
Supplemental unemployment benefits	100	85	(¹)	1	8	6
Miscellaneous benefits:						
Employee discounts	100	50	(¹)	1	43	6
Relocation allowance	100	13	3	2	77	6
Child care	100	93	-	-	1	6
In-house infirmary	100	45	1	1	47	6
Recreation facilities	100	70	(¹)	(¹)	23	7
Subsidized meals	100	65	2	1	26	6
Parking	100	21	4	2	67	7
Automobile	100	66	24	1	2	7
Educational assistance	100	15	1	2	76	6
Gifts	100	79	(¹)	1	14	6
Technical and clerical employees						
Paid leave:						
Funeral leave	100	7	(¹)	2	85	5
Jury-duty leave	100	2	(¹)	1	91	5
Military leave	100	20	1	1	71	7
Sabbaticals	100	86	(¹)	(¹)	7	6
Profit sharing, savings, and stock plans:						
Profit sharing	100	70	2	2	20	6
Savings and thrift	100	63	1	6	25	6
Stock bonus plans	100	86	1	2	5	6
Stock purchase plans	100	75	(¹)	2	16	6
Other stock plans ²	100	77	1	3	13	7
Income continuation plans:						
Severance pay	100	37	2	4	50	6
Supplemental unemployment benefits	100	86	(¹)	1	6	6
Miscellaneous benefits:						
Employee discounts	100	42	(¹)	2	50	6
Relocation allowance	100	47	2	2	43	7
Child care	100	93	-	-	1	6
In-house infirmary	100	53	2	2	37	6
Recreation facilities	100	75	(¹)	(¹)	18	7
Subsidized meals	100	67	2	1	25	6
Parking	100	26	5	3	60	6
Automobile	100	89	2	-	2	7
Educational assistance	100	23	2	3	66	6
Gifts	100	81	(¹)	(¹)	13	6
Production employees						
Paid leave:						
Funeral leave	100	8	(¹)	2	82	8
Jury-duty leave	100	6	(¹)	2	84	8
Military leave	100	28	1	2	61	8
Sabbaticals	100	88	(¹)	(¹)	3	8

See footnotes at end of table.

Table 36. Other benefits: Percent of full-time employees in establishments providing specified benefits by percent of eligible employees, private industry, 1980—Continued

Benefit	Total	None eligible	1 to 50 percent eligible	51 to 99 percent eligible	All workers eligible	Not available
Production employees—Continued						
Profit sharing, savings, and stock plans:						
Profit sharing	100	75	2	2	13	8
Savings and thrift	100	73	2	3	15	8
Stock bonus plans	100	86	1	1	5	8
Stock purchase plans	100	81	1	1	9	8
Other stock plans ²	100	74	1	2	15	8
Income continuation plans:						
Severance pay	100	60	2	4	26	9
Supplemental unemployment benefits	100	73	(¹)	6	12	8
Miscellaneous benefits:						
Employee discounts	100	47	(¹)	1	45	8
Relocation allowance	100	59	3	(¹)	30	8
Child care	100	91	(¹)	-	1	8
In-house infirmary	100	42	1	(¹)	49	8
Recreation facilities	100	73	1	-	17	9
Subsidized meals	100	75	2	(¹)	15	8
Parking	100	16	1	2	72	9
Automobile	100	89	1	-	2	8
Educational assistance	100	32	2	2	56	8
Gifts	100	81	(¹)	(¹)	10	8

¹ Less than 0.5 percent.

² Other stock plans include Employee Stock Ownership Plans and Tax Reduction Act Stock Ownership Plans.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

Appendix: Technical Note

Scope of survey

This survey of the incidence and characteristics of employee benefit plans covered private sector establishments¹ in the United States, excluding Alaska and Hawaii, employing at least 50, 100, or 250 workers, depending on the industry. Industrial coverage included: Mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; and selected services (table A-1).

Establishments which met the minimum size criteria as of the reference date of the sampling frame were included in the survey, even if they employed fewer workers at the time of data collection. Establishments found to be outside the industrial scope of the survey at the time of data collection were excluded.

Table A-1 shows the estimated number of establishments and employees within scope of the survey and the number within the sample actually studied for each major industry division.

Occupational groups

Data were collected individually for the following three broad occupational groups:

Professional-administrative:

Includes occupations that require a foundation of knowledge in the theories, concepts, principles, and practices of a broad field of science, learning, administration, or management acquired through a college-level education or the equivalent in progressively responsible experience. Above entry levels, the exercise of a high degree of creativity, originality, analytical ability, and independent judgment to solve varied and complex problems in the field of work is characteristic.

¹ For this survey, an establishment was an economic unit(s) which produced goods or services, a central administrative office, or an auxiliary unit providing support services to a company. In manufacturing industries, the establishment was usually a single physical location. In nonmanufacturing industries, all locations of an individual company within a Standard Metropolitan Statistical Area (SMSA) or within a nonmetropolitan county were usually considered an establishment.

Technical-clerical:

Includes office and sales clerical, technical support, protective services, and other such occupations that do not require full knowledge of a professional or administrative field of work or the application of a high level of creativity, originality, analytical ability, or independent judgment. Job performance skills are typically acquired through on-the-job experience and/or specific training which is less than that usually represented by a baccalaureate degree. These skills include the application of a practical knowledge of established procedures, practices, precedents, and guidelines.

Production:

Includes skilled, semiskilled, and unskilled trades; craft and production occupations; manual labor occupations; custodial occupations; and operatives.

Excluded from the survey were executive management employees (defined as those whose decisions have direct and substantial effects on an organization's policy making), part-time employees, temporary employees, seasonal employees and travelling operating employees such as airline flight crews and long-distance truck-drivers.

Benefit areas

Sampled establishments were requested to provide data on work schedules and details of plans in each of the following benefit areas: Paid lunch periods, paid rest periods, paid holidays, paid vacations, personal leave, sick leave, accident and sickness insurance, long-term disability insurance, health insurance, private retirement pensions, and life insurance. These 11 benefit areas, and the specific characteristics studied, were selected by the Office of Personnel Management (OPM), who will also use these survey data in their model for evaluating benefit plans in the Total Compensation Comparability (TCC) process.

BLS also collected for OPM, on a test basis, data on the incidence of the following additional benefits: Funeral leave; military leave; profit sharing plans; savings and thrift plans; stock bonus plans; stock purchase plans;

Table A-1. Estimated number of establishments and workers within scope of survey and number studied, private industry, United States,¹ 1980

Industry division ²	Minimum employment in establishments within scope of survey	Number of establishments	Number of workers in establishments	Number of workers in establishments		
			Total ³	Professional and administrative	Clerical and technical support	Production
Within scope of survey ⁴						
All industries	-	40,728	23,474,418	4,392,488	5,313,522	11,646,371
Manufacturing	*100-250	20,126	13,013,678	2,283,868	1,728,418	8,769,918
Nonmanufacturing:						
Mining	250	443	318,288	62,277	48,160	207,528
Construction	250	620	229,749	47,124	34,122	136,734
Transportation, communication, electric, gas, and sanitary services	*100-250	3,961	2,965,892	511,442	729,081	1,177,733
Wholesale trade	100	4,215	1,121,980	327,600	332,355	413,633
Retail trade	250	3,559	2,967,992	270,209	803,715	854,074
Finance, insurance and real estate	100	5,647	2,183,438	593,108	1,362,624	51,684
Selected services ⁷	*50-100	2,158	673,401	296,860	275,045	35,067
Studied ⁸						
All industries	-	1,301	4,679,035	1,017,996	1,022,829	2,340,209
Manufacturing	*100-250	659	2,881,115	627,055	395,361	1,828,317
Nonmanufacturing:						
Mining	250	19	33,448	8,998	5,758	18,515
Construction	250	25	25,127	7,812	6,563	9,591
Transportation, communication, electric, gas, and sanitary services	*100-250	171	888,435	184,547	258,570	365,646
Wholesale trade	100	63	29,113	9,761	10,461	7,890
Retail trade	250	180	419,098	42,170	118,284	96,378
Finance, insurance and real estate	100	143	324,953	97,299	201,230	5,267
Selected services ⁷	*50-100	41	77,746	40,354	26,602	8,605

¹ Excludes Alaska and Hawaii.

² As defined in the 1972 edition of the Standard Industrial Classification Manual, U.S. Office of Management and Budget.

³ This figure includes out-of-scope workers. These workers—executive management, part time, temporary, seasonal, and operational personnel in constant travel status (e.g., airline pilots)—are excluded from the counts of employment by occupational group.

⁴ Numbers of establishments and workers shown within the scope of the survey are estimates. These estimates differ from those developed in the 1980 PATC survey, since each is based on the findings of its respective survey.

⁵ Minimum employment size was 100 for chemical and allied products; petroleum refining and related industries; machinery except electrical; electrical machinery, equipment, and supplies; transportation equipment; and instruments and related products. Minimum size was 250 in all other manufacturing industries.

⁶ Minimum employment size was 100 for railroad transportation,

local and suburban transit, deep sea foreign and domestic transportation; air transportation; communications, electric, gas, and sanitary services; and pipelines; and 250 for all other transportation industries. U.S. Postal Service is excluded from the survey.

⁷ Limited to advertising; credit reporting and collection agencies; computer and data processing services; research and development laboratories; commercial testing laboratories; management and public relations services; engineering and architectural services; noncommercial research organizations; and accounting, auditing, and bookkeeping services.

⁸ Minimum employment size was 50 for accounting, auditing, and bookkeeping services; and 100 in all other selected services.

⁹ These figures refer to all respondents to the survey, whether or not they provided data for all items studied. See the section on survey response.

other stock plans; income continuation plans or severance pay; employee discounts; gifts; relocation allowances; recreation facilities; subsidized meals; educational assistance; automobile parking; personal use of company-owned car; and in-house infirmary.

Sampling frame

The scope of this survey was the same as that of the Bureau's 1980 National Survey of Professional, Adminis-

trative, Technical, and Clerical Pay (PATC). The list of establishments from which the sample was selected (called the sampling frame) was, therefore, the same as that developed for the 1980 PATC. This sampling frame was developed by refining data from the most recently available State Unemployment Insurance (UI) reports for the 48 States covered by the survey and the District of Columbia. The reference date of the available State and District of Columbia UI reports was March 1978, except

for Georgia which was June 1978. The refinement procedures included an effort to ensure that most sampling-frame units corresponded to the definition of an establishment adopted for this survey. A small number of sampling-frame units were not refined to correspond to the definition of an establishment because of limited company reporting ability.

Sample design

The sample for this survey was a subsample of the 1980 PATC sample to reduce the costs and resources required for data collection. The sample of 1,509 establishments² was selected by first stratifying the sampling frame by broad industry group and establishment size group based on the total employment in the establishment. The industry groups consisted of the eight major industry divisions (as defined by the U.S. Department of Commerce) which are covered by the survey. Table A-1 shows the major industry divisions covered by the survey. The establishment size groups are defined as follows:

<i>Employment size group</i>	<i>Establishment employment</i>
3	50-99
4	100-249
5	250-499
6	500-999
7	1,000-2,499
8	2,500-4,999
9	5,000-9,999
10	10,000 and over

The sample size was allocated to each stratum (defined by industry and size) approximately proportional to the total employment of all sampling frame establishments in the stratum. Thus, a stratum which contained 1 percent of the total employment within the scope of the survey received approximately 1 percent of the total sample. The result of this allocation procedure was that each stratum had a sampling fraction (the ratio of the number of units in the sample to the number in the sampling frame) which was proportionate to the average employment of the units in the stratum.

Within each stratum, a random sample was selected using a probability technique to maximize the probability of retaining establishments which were selected in the 1979 survey.³ This method of selection reduced collection costs by decreasing the number of new establishments in the sample.

² The number of sample units selected in this survey was largely determined by resources and operational constraints and may be adjusted in future surveys.

³ This method modifies the method introduced by Nathan Keyfitz in "Sampling with Probabilities Proportional to Size: Adjusting for Changes in the Probabilities," *Journal of the American Statistical Association*, 1951, No. 46, pp. 105-9.

Data collection

Data for the survey were collected by personal visits of Bureau field representatives to the sampled establishments. To reduce the reporting burden, respondents were asked to provide documents describing their private pension plans and plans covering the four insured benefit areas within the scope of the survey. These were analyzed by BLS staff in Washington to obtain the required data on plan provisions. Data on paid leave and other paid time off generally were obtained directly from the employers at the time of the visit.

Data were collected during the months of January through July. Respondents were asked for information as of the time of the data collection visit.

Data tabulation

The tables presented in this bulletin show the percent of employees that were covered by paid leave plans, participated in insurance or pension plans, or were eligible for other benefits. Except in table 36, counts of workers covered by benefit plans included those who had not met possible minimum length-of-service requirements at the time of the survey. Workers were counted as participants in employee benefit plans that require the employee to pay part of the cost only if they elected the plan and paid their share. Plans for which the employee paid the full premium were outside the scope of the survey, even if the employer paid administrative costs.

Tables in this bulletin show the percent of workers covered by individual benefit plans or plan provisions. Percentages are calculated in three ways. One technique, followed in tables 1 through 10, shows the number of covered workers as a percent of all workers within scope of the survey. It is designed to show the incidence of the individual employee benefits.

A second approach is followed in tables 11-13, 22-24, 27-28, and 30-35, which show the number of workers covered by specific features in a benefit area as a percent of all employees who participate in that general benefit area. These tables answer questions concerning typical coverages provided to persons with a given insurance benefit or a private pension plan; for example, what percent of all employees with health insurance receive dental coverage?

The third approach provides a closeup look at an important feature (tables 14-21 and 25-26); for example, what percent of all employees with dental coverage in their health insurance are covered for orthodontic work? A group of tables combine the second and third types above, indicating in the first row of data the percent of persons in a given benefit area who have a particular coverage, while the remainder of the table is based on all employees with that coverage (tables 29 and 32).

This multilevel approach has the advantage of clearly pointing out typical benefit plan characteristics after the prevalence of the benefit has been established. Any of the second or third type of tables, if desired, can be converted

to the first type by multiplying each data cell by the appropriate factors. For example, to calculate the percent of all employees with orthodontic coverage, multiply the percent of those with dental plans that cover orthodontia by the percent of health insurance participants with dental coverage, and multiply that product by the percent of all employees who have health insurance coverage.

Survey response

Each of the 36 combinations of occupational groups and work schedule or benefit areas (e.g., health insurance for production employees) was treated as an individual survey and separate estimates developed for each. This treatment facilitated the use of partially completed establishment reports in the survey. Therefore, the actual number of responses for the survey varies for each of the 36 combinations.

The following summary is a composite picture of the establishment response to the survey:

Number of establishments:

In sample	1,509
Out of business and out of scope	59
Refusing to respond	149
Responding fully or partially	1,301

There were two procedures used to adjust for missing data from partial reports and total refusals. First, imputations for the number of plan participants were made for 163 plans for which the number of participants was not reported. Each of these participant values was imputed by randomly selecting a similar plan from another establishment in a similar industry and size class. The participation rate from this plan was then used to approximate the number of participants for the plan which was missing a participation value but was otherwise usable.

For other forms of missing data (or nonresponse) an adjustment was made using a weight adjustment technique based on sample unit employment. Under such a technique, a model is assumed in which the mean value of the nonrespondents is equal to the mean value of the respondents at some detailed "cell" level. These cells are defined in a manner that groups establishments together which are homogeneous with respect to the characteristics of interest. In most cases, these cells are the same as those used for sample selection. The specific weight adjustments used in this survey were calculated in four stages for each occupational group and work schedule or benefit area combination. This allowed a maximum amount of data from partially completed establishment reports to be used.

Survey estimation methods

The survey design used an unbiased estimator (the Horvitz-Thompson) which assigns the inverse of each sample unit's probability of selection as a weight to the

unit's data. The estimator was modified to account for a weight adjustment factor developed during the adjustment for nonresponse. The general form of the estimator for a population total was:

$$Y = \sum_{i=1}^n \frac{Y_i}{P_i}$$

Where n = sample size

Y_i = value for the characteristic of the i^{th} unit

P_i = the probability of including the i^{th} unit in the sample

This basic form of the estimator, after modification to account for the weight adjustment factor, f_i , developed during the adjustment for nonresponse, was

$$Y = \sum_{i=1}^{n_1} \frac{f_i Y_i}{P_i}$$

Where n_1 = number of responding units

f_i = weight adjustment factor for the i^{th} unit

The estimation procedure was then the process of estimating the appropriate employment or establishment totals needed for each estimate and subsequently calculating the proportion, mean, or percentage which was desired.

Reliability of estimates

The statistics in this report are estimates derived from a sample survey. There are two types of errors possible in estimates based on a sample survey—sampling and non-sampling. The "accuracy" of a survey result is determined by the joint effects of sampling and nonsampling errors.

Sampling errors occur because observations are made for only a sample, not the entire population. Since this survey was based on a probability sample, estimates of sampling error for the survey estimates can be produced directly from the survey data. Calculations of sampling errors for the estimates will be part of future publications.

Nonsampling errors can be attributed to many sources: Inability to obtain information about all cases in the sample; definitional difficulties; differences in the interpretation of questions; inability or unwillingness to provide correct information on the part of respondents; mistakes in recording or coding the data obtained; and other errors of collection, response, processing, coverage, and estimation for missing data. Through the use of computer edits of the data and professional review of both individual and summarized data, efforts were made to reduce the nonsampling errors in recording, coding and processing the data. The nonresponse adjustment procedures are also a potential source for survey non-sampling error. To the extent that the characteristics of

the nonrespondents are not the same as those of the respondents, nonsampling error is introduced in the estimates. The magnitude of these and other nonsampling errors is currently undetermined. A more detailed

description of survey methodology and reliability may be obtained from the Office of Wages and Industrial Relations, Bureau of Labor Statistics, U. S. Department of Labor.

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