Employee Benefits in Medium and Large Firms, 1982

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Raymond J. Donovan, Secretary

Bureau of Labor Statistics
Janet L. Norwood, Commissioner

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Preface

This bulletin presents results of a 1982 Bureau of Labor Statistics survey of the incidence and provisions of employee benefits in medium and large firms. This survey—the fourth in an annual series—provides representative data for 21 million full-time employees in a cross-section of the Nation's private industries. It was designed to provide the Office of Personnel Management with information on benefits of private sector employees in order to compare them with benefits of Federal workers. The survey's scope, therefore, is the same as that of the Bureau's annual National Survey of Professional, Administrative, Technical, and Clerical Pay which is currently used in the Federal pay comparability process for white-collar workers. Appendix A provides a detailed description of the scope, statistical procedures, and definitions of terms used in the benefits survey.

Although the benefits survey has relatively broad coverage, it excludes the public sector and a number of industries, such as agriculture, education, and health services. It also excludes firms in Alaska and Hawaii; establishments employing fewer than 50, 100, or 250 employees, depending on the industry; executive management; operating employees in constant travel status (such as airline pilots); and part-time, temporary, and seasonal employees. Because of these exclusions, the data do not statistically represent all employees in the United States, or even all employees in private industry.

The reader also is cautioned against analyzing trends since the pilot survey in 1979. Due to the experimental nature of the earlier surveys, differences in the results reflect not only changes in benefit practices in private industry, but also improvements in procedures and techniques built into the survey each year. Nevertheless, several changes have been identified in this bulletin as demonstrating trends in benefit provisions.

This bulletin was prepared in the Office of Wages and Industrial Relations by the staff of the Division of Occupational Pay and Employee Benefit Levels. Fieldwork for the survey was directed by the Bureau's Assistant Regional Commissioners for Operations.

Pictured on the cover of this bulletin is *The Doctor and the Doll* by Norman Rockwell, reprinted with permission from *The Saturday Evening Post* (c) 1929 by The Curtis Publishing Company.

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The 1982 benefits survey collected data on employee work schedules and developed information on the incidence and detailed characteristics of 11 private sector employee benefits paid for at least in part by the employer: Paid lunch and rest periods, holidays, vacations, and personal and sick leave; accident and sickness, long-term disability, health, and life insurance; and private retirement pension plans. (See charts 1 and 2.) In addition, data were collected on the incidence of 18 other employee benefits, including stock, savings and thrift, and profit sharing plans; nonproduction bonuses; 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 (generally those with at least 100 or 250 employees, depending upon the industry). 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, that part of permissible paid sick leave actually taken.

Data are presented separately for three occupational groups—professional- administrative, technical-clerical, and production workers. The text of this bulletin often discusses the first two groups jointly, labeled white-collar workers, in contrast with production or blue-collar workers.

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." Plans for which only administrative costs were paid by the employer were not included in the survey.[1]

Tabulations in the bulletin show the percent of employees covered by benefit plans or plan provisions. Percentage computations differ with respect to the group of employees serving as a base for the calculations. Three such employee groupings are used: (1) All employees covered by the survey; (2) employees who participated in a particular type of benefit plan; and (3) employees covered by a particular type of provision within a benefit area to provide a close look at an important feature.

Compared to 1981 findings, 1982 results reflect a drop of about 600,000 (5.5 percent) in production worker employment within the scope of the survey. This decline in employment did not occur evenly across industries. As a result, some shifts in survey findings regarding relative incidence of types of benefit plan provisions stem, not from changes in the plans, but from disproportionate decreases in the number of employees covered by different types of plans.

Summary

The great majority of full-time workers within the scope of the 1982 survey of employee benefits were provided with health and life insurance and private retirement pension plans as well as paid holidays and vacations (table 1). The employer generally paid the full cost of providing benefits. Provisions of many employee benefits differed markedly between white-collar and production workers.

On the average, employees received 10 paid holidays each year. The number of days of paid vacation, increasing with years of service, averaged nearly 16 days after 10 years and 21 days after 20 years.

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. Workers with 5 years' service who were covered by sick leave plans could take, on the average, from 5 to nearly 15 weeks off with full pay per year or per disability, depending on the type of plan. Most of

[1] An exception, however, was made in table 34 which tabulates postretirement life insurance coverage. Plans under which retirees pay the full cost were included since the assurance of insurability at retirement was, in itself, considered a benefit.

Chart 1. Paid time off: Percent of full-time employees covered, medium and large firms, 1982

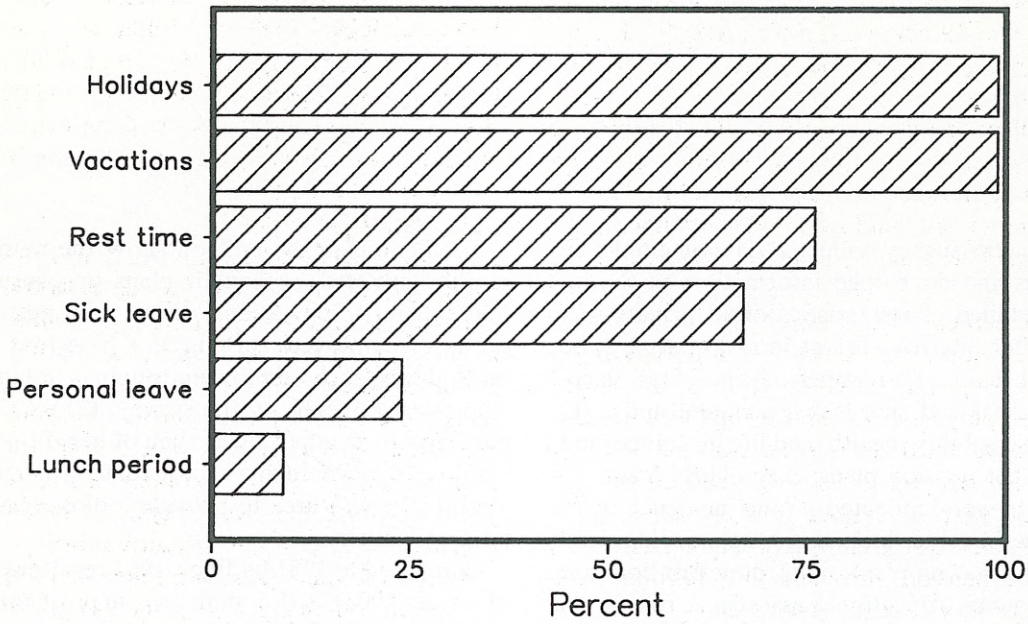
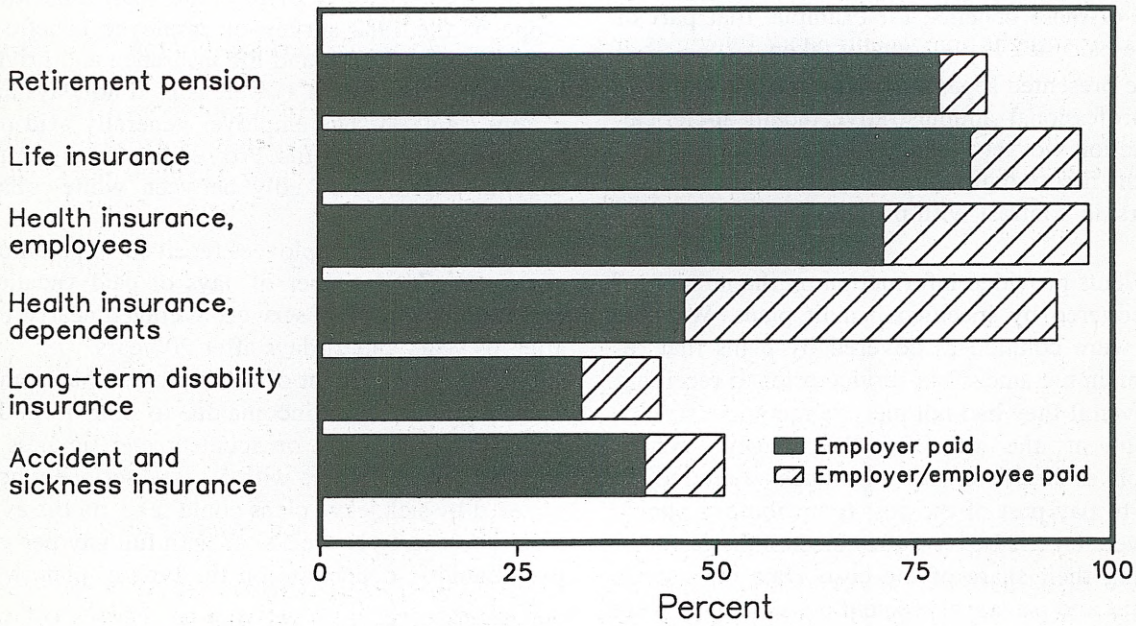


Chart 2. Insurance and pension plans: Percent of full-time employees covered, medium and large firms, 1982



the workers covered by accident and sickness insurance had a benefit based on earnings (commonly 50 to 70 percent) for a period from 13 to 52 weeks. Most employees also had some protection for extended income loss due to disability; 43 percent had long-term disability insurance, and 49 percent were covered under private pension plans that provided immediate disability retirement benefits.

Virtually all of the participants in health insurance plans were covered for most categories of expenses related to hospital and medical care. Life insurance was provided for nearly all employees, most commonly for an amount equal to annual earnings, rounded to the next $1,000.

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 covered employees could retire early with a reduced pension, provided they fulfilled minimum age and/or service requirements (most commonly, age 55 with 10 or 15 years of service).

Funeral leave, military leave, parking (provided at no cost or below commercial rates), and full or partial defrayment of educational expenses were available to at least three-fifths of the employees. Fewer than one-fifth of the employees were eligible for stock purchase plans, company automobiles for private use, nonproduction bonuses, and noncash gifts.

Work schedules

Forty-hour straight-time weekly work schedules applied to 84 percent of the employees covered by the survey (table 2).[2] Twenty percent of the professional-administrative employees, 29 percent of the technical-clerical employees, and 6 percent of the production workers had shorter workweeks. Less than 2 percent of the work force was scheduled to work other than a 5-day week.

Paid lunch and rest periods

Nine percent of the employees received formal paid lunch periods, and 76 percent were provided formal paid rest time, for example, coffee breaks and clean-up time (tables 3 and 4). Both benefits were more common among production employees than among the two other occupational groups. The incidence of paid rest time ranged from 61 percent for professional-administrative employees to 84 percent for production employees. Only 3 percent of the white-collar workers had paid lunch time compared to 16 percent of the production workers. The study did not cover informal arrangements.

Paid rest time, averaging 25 minutes a day for each occupational group, was provided most commonly as two daily breaks of 10 or 15 minutes each. Production employees who were covered by paid lunch plans usually received 20 or 30 minutes a day, averaging 24 minutes. The 3 percent of white-collar workers eligible averaged 33 minutes of paid lunch time each day.

Paid holidays

Virtually all full-time employees in each occupational group were provided paid holidays, averaging 10 days per year (tables 5 and 8). 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. The average number of paid holidays for production workers fell by 0.4 days from 1981 to 1982 (to 10.1 days), reflecting employee givebacks, primarily in the auto industry.[3]

When a holiday falls on a scheduled day off, such as a Saturday or Sunday, another day off was regularly granted to 88 percent of the white-collar employees and 80 percent of the production employees (table 6). Another 6 percent of the white-collar employees and 11 percent of the production employees received either another day off or an additional day's pay, depending upon the day on which the holiday falls. Most of the remaining participants regularly received an additional day's pay in lieu of the holiday.

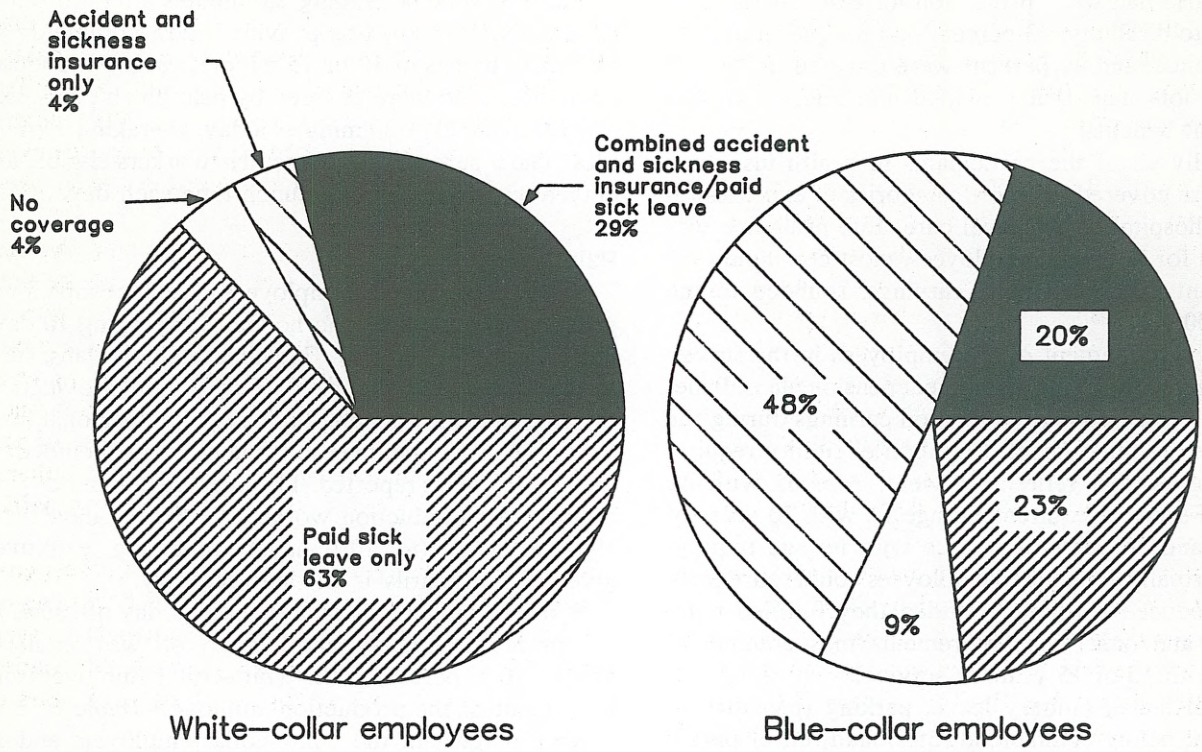
Paid vacations

After 15 years of service, full-time employees commonly received 20 days of paid vacation annually (table 7). Length-of-vacation provisions averaged 8.8 days after 1 year; 15.7 days after 10 years; and 22.3 days after 25 years of service (table 8). Plans covering professional-administrative employees generally provided more vacation days than those for other employees. Fifty-five percent of the professional-administrative employees, for example, became eligible for at least 15 days of vacation after 5 years of service; this compared with 34 percent of the production employees. Virtually all white-collar employees received their regular salaries or earnings during vacation periods. About seven-eighths of the production employees received such vacation pay; 13 percent were provided vacation payments based on a percentage of annual earnings; and

[2] Work schedule data, limited to straight-time hours, included lunch and rest periods only if they were paid. Regularly scheduled overtime was excluded from work schedules in this survey.

[3] Collective bargaining agreements reached in 1982 by automobile manufacturers and the United Auto Workers eliminated 9 annual paid personal holidays plus 1 day of extra holiday pay each December. In a related move, 1 paid floating holiday in December and 6 to 9 supplemental vacation days were eliminated for auto industry salaried workers.

Chart 3. Short-term disability coverage: Percent of full-time employees by type of plan, medium and large firms, 1982



1 percent received lump-sum payments from vacation funds.

Ninety-seven percent of the employees covered by vacation plans had to work for a specified period before being able to take a vacation. The most prevalent length-of-service requirement was 6 months for white-collar employees and 1 year for production employees (table 9).

Anniversary-year bonus vacation days were included in the count of regular vacation time. Extended vacation plans, however, were excluded.[4]

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 nearly one-fourth of the employees. One-third of the white-collar employees received personal leave, twice the proportion of production employees with this benefit. Most commonly, employees provided personal leave were eligible for 2 to 5 days (table 10), averaging 3.8 days per year. A small proportion of employees, primarily in the white-collar 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 (combined vacation and personal leave) 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, commonly providing 50 to 70 percent of earnings. Nearly one-fourth of the workers had both types of protection. Chart 3 shows that accident and sickness insurance was most often provided to blue-collar workers; nearly one-half of all blue-collar workers in 1982 had this insurance alone, and another one-fifth had it in combination with a paid sick leave plan. In contrast, sick leave was more often a

[4] The 41-month contract negotiated in 1983 by the Steelworkers and the major steel companies eliminated provision for extended vacations after 1983. Under such plans, employers contribute a specified amount to a fund that provides 13 weeks of 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. New contracts negotiated in 1983 in the aluminum and can industries continued to provide for extended vacations.

benefit for white-collar workers; over 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 (table 11). Production workers were more likely than white-collar workers to be without this protection.

Sick leave plans. The number of days of paid sick leave varies greatly, depending, in part, on whether a plan specifies the number of days available each year (annual plans) or for each absence due to illness or injury (per-disability plans). These two basic types of leave are contrasted in table 13, which distributes participants according to the number of days of sick leave, and in table 14, which gives the average number of days at full pay. Both tables show how the number of available sick leave days varies with years of service. Average days of sick leave were computed for the first time using 1982 survey data.

The majority of employees covered by paid sick leave were under annual plans (table 12). These plans commonly increased the number of available sick leave days sharply over the first 5 years of service, and then only slightly thereafter (table 13). The average (mean) number of days, however, increased appreciably through 15 years of service before leveling out, due to a few plans with a large number of days. Annual sick leave plans made available an average of 16.3 days at full pay at 1 year of service, 36.1 days at 15 years, and 40.9 days at 30 years (table 14).

Nineteen percent of all employees had limits on paid sick leave for each disability. The number of days of paid leave under per-disability plans was generally larger than under annual plans and increased sharply with length of service. For example, at 1 year of service, workers with this coverage commonly had from 5 to 30 days per disability, while at 5 years, the number usually ranged from 60 to 120 days; at 15 years of service, the most common coverage exceeded 120 days. The average number of days increased from 46.6 at full pay at 1 year, to 109.3 at 15 years, and 149.4 days at 30 years.

Two other plan provisions—those covering accumulation of unused annual sick leave and coordination of sick leave with accident and sickness insurance—greatly affect the amount of sick leave protection (table 15). Annual plans that allow employees to carry over unused sick leave from one year to the next (cumulative plans) generally make a smaller number of days available each year than noncumulative plans, relying on accumulated sick leave to provide protection for a disability of several weeks. For example, at 20 years of service, cumulative annual plans averaged 13.3 days while similar noncumulative plans averaged 54.2 days. Persons with cumulative plans who carry over a portion of their available sick leave from year to year can eventually accumulate substantial protection.

Sick leave plans that are coordinated with accident and sickness insurance tend to provide fewer days than those that stand alone, as the insurance begins making payments when the sick leave is exhausted. The difference is especially striking in noncumulative annual plans—those that are coordinated with insurance averaged 41 days less at 20 years' service than similar plans without insurance.

Almost all 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-fourth of the participants were in plans paying part of the employee's regular salary after full-pay provisions were exhausted. These partial pay provisions were much more common in per-disability plans (52 percent of participants) than in annual plans (15 percent). Another 2 percent of the sick leave participants received partial pay only.

At 1 year of service, 84 percent 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 5 workdays, with the waiting period often decreasing to zero after 10 to 15 years of service.

Accident and sickness insurance. Two-fifths of the employees had accident and sickness insurance fully paid by the employer. Another tenth were in plans that require the employee to pay part of the cost (contributory plans). The majority of the latter workers paid a flat monthly amount, usually from $1 to $1.99, towards the cost of the plan. Most of the others paid a percent of monthly earnings.

Payments from accident and sickness insurance were either based on earnings or were scheduled dollar amounts (table 16). Of those workers covered by accident and sickness plans, 59 percent of the production worker participants and 88 percent of the white-collar participants could receive a benefit based on earnings. Plans based on earnings pay either a percent of earnings (usually 50 to 70 percent) or a dollar amount that varies by earnings. Plans with percent of earnings formulas often had limits on the amount of the weekly benefit. Seventy percent of the workers in these plans would receive less than the stated percent of earnings if the payment would exceed a specified amount, which varied from under $80 to over $300 (table 17). There was a noticeable increase in the weekly payment maximum between 1981 and 1982, as about 10 percent of participants shifted from the $120-$139 range to the $140-$199 maximum benefit range.

Thirty-nine percent of production-worker participants were in plans paying fixed weekly dollar sums.

For these employees, the level of insurance varied 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-three percent of all participants could continue receiving benefits for 6 months, as long as they remained unable to work. Although this proportion was fairly consistent in all three employee groups, the percentage of white-collar participants covered for 1 year or more was considerably lower (10 percent) than among production-worker participants (18 percent).

Accident and sickness insurance plans usually require an initial waiting period before payments are made from the plan (often 7 days after the worker becomes sick or injured). Nevertheless, workers frequently receive payments immediately since many plans waive the waiting period if the illness or injury results in hospitalization or if absence is due to an accident. Also, workers with sick leave often can use it to cover the waiting period. For some employees, accident and sickness insurance is coordinated with sick leave and begins the day after sick leave runs out.

Workers in two States, New Jersey and New York, are covered by mandatory temporary disability insurance plans that are partially employer financed. Both of these State plans pay benefits based on a percentage of the workers' earnings for up to 26 weeks with a limit on the weekly benefit ($95 in New York and $145 in New Jersey in 1982).[5]

Long-term disability insurance

Long-term disabilty 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. If disabled after age 60, however, LTD benefits usually continue for 5 years or age 70, whichever is earlier.

Thirty-three percent of the employees studied were participants in plans fully funded by the employer; another 10 percent had plans requiring employee contributions. Since the amount of LTD coverage almost always varies by earnings, so also does the cost to the employee. The rate was usually under 1 percent in plans charging a flat percent of earnings.

The degree of participation varied widely among the three employee groups, from three-fifths of professional-administrative workers and one-half of the technical-clerical workers to about one-fourth of the production workers.[6] However, many employees not covered under LTD are eligible for an immediate disability pension through their retirement plan; 49 percent of the employees were covered by immediate disability retirement provisions and 43 percent were covered by LTD insurance.

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 LTD payments of 50 to 60 percent of earnings in effect when work ceased due to disability, subject to maximum payment limitations and ceilings on disability income (table 18).

Slightly over 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 a scheduled dollar amount dependent on earnings, length of service, or length of disability. Production employees were two times as likely to be covered under these formulas as white-collar employees (34 compared with 17 percent).

For seven-tenths of the participants, LTD benefits were limited by plan maximums, by ceilings on income during disability, or by a combination of both. Since 26 percent of the production-worker participants had scheduled dollar benefits, this group was less likely to have plan maximums than the white-collar group. 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 to 75 percent).

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 nearly 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 19). The only exceptions were dental care (covering 68 percent of the participants), extended care [7] (62 percent), and vision care (22

[5] Both States permit an employer to substitute a private plan for the State plan if the benefits provided are equivalent or more liberal. In New York, many employers agree to pay the employee's share of plan costs. California and Rhode Island also have mandated temporary disability insurance plans, but these plans require no employer contribution and, thus, are not included in this survey.

[6] For an indication of the growth of long-term disability coverage during the 1970's, see Mitchell Meyer, *Profile of Employee Benefits: 1981 Edition* (New York, The Conference Board, Inc., 1981), p. 24.

[7] Extended care includes medical care provided by a home health care agency or by a convalescent facility with rehabilitative and restorative care. 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.

percent). Health plans included limits on coverage, however, through deductibles, coinsurance, or ceilings on benefits.[8]

Unlike most other employee benefits, there were few differences in health insurance incidence among employee 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. Dental coverage was more prevalent in health benefits of professional-administrative employees.

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 both 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 major medical benefits. Dental and vision care were almost exclusively covered as basic benefits.

Hospital coverage. The most costly component of health care is that provided by a hospital. Nearly one-half of all personal health care expenditures in the United States are for hospital care.[9] Virtually all of the participants in health plans analyzed in this study received coverage for hospital expenses; nearly nine-tenths had these expenses covered, at least in part, by a basic benefit. Of those that received basic hospital coverage, most were in plans that paid room and board expenses up to the semiprivate rate (table 20). By paying the semiprivate rate, rather than a specified dollar amount per day, the plan automatically provided some protection against rising hospital charges.

Nine-tenths of the participants in basic hospital plans had limited duration of coverage. Slightly over seven-tenths 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.[10] The great majority of hospital stays fall within these basic plan limitations. Additional coverage was usually available under a major medical plan for cases that exceeded these limitations.

Surgical coverage. Like hospital room and board charges, surgical benefits were most often covered by basic benefits. Slightly more than one-fifth of participants, however, received payments for surgery only under the cost-sharing provisions of a major medical plan.

Nearly two-thirds of the participants with basic surgical benefits were in plans with payments based on the "usual and customary" charge for the procedure performed (table 21). The remainder were covered by a schedule of payments for surgical procedures, listing the maximum amount covered for each operation. Basic surgical payments under the "usual and customary" approach were not necessarily more liberal than benefits from plans using a scheduled allowance for each procedure. Some plans paid only 80 to 95 percent of the "usual and customary" charge as the basic benefit.

Major medical coverage. Major medical benefits, provided to 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 three-fifths of the participants with major medical benefits had the supplemental coverage and the remaining two-fifths had the comprehensive coverage.[11]

With very few exceptions, 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 per insured person, payable each year (table 22). 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. Nine-tenths of the participants were in plans that paid 80 percent of expenses, with the re-

[8] 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.

[9] *Health Care Financing Review,* March 1983 (U.S. Department of Health and Human Services, Health Care Financing Administration), Vol. 4, No. 1, table 7, p. 18.

[10] 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 (typically 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.

[11] 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 10.)

maining 20 percent to be paid by the worker (table 23). For more than three-fifths of the participants, however, the percentage 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). By limiting payments on the initial covered expenses during an illness or accident, insurers of major medical policies are able to absorb the expenses of an infrequent catastrophic illness without substantial increases in premium costs to the employer or worker. The appeal of this type of protection contributed to a steady rise (17 percentage points) in "stop-loss" coverage between 1979 and 1982.[12] Production workers were less likely to have this provision than white-collar workers (54 compared with 72 percent).

Dental coverage. Employer-provided dental care has increased markedly in recent years. In 1982, over two-thirds of the participants in health insurance plans received coverage for dental expenses, compared with one-half 3 years earlier.

Nearly all dental plans covered a wide range of services including examinations, X-rays, and restorative procedures such as fillings, periodontal care, and inlays. Participation in plans covering orthodontic expenses, at least for dependent children, increased to 69 percent of employees with dental benefits in 1982 from 62 percent in 1980 (table 24).

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. The percentage covered by a plan generally depended on the type of procedure performed. Lower cost procedures such as examinations and X-rays were usually covered at 80 or 100 percent. Fillings, surgery, and periodontal care were most likely to be covered at 80 percent. More expensive procedures—inlays, crowns, and orthodontia—were often provided at 50 percent of the reasonable and customary charge.

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.

[12] Recent trends in major medical benefits are examined further by Douglas Hedger and Donald Schmitt, "Trends in Major Medical Coverage During a Period of Rising Costs," *Monthly Labor Review*, July 1983.

Four 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 health benefits, participants in dental plans were typically required to pay a specified deductible amount before the plan paid any benefits (table 25). 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.

Ninety-one percent of dental plan participants were enrolled in plans that limited the amount of payment each year by specifying a yearly maximum benefit (table 26). The most common maximums were $1,000, $750, and $500. Orthodontic services usually were subject to lifetime maximums, which have increased since first tabulated in 1980. Lifetime maximums of $1,000 for orthodontia applied to 28 percent of participants in dental plans providing this benefit.

Vision care. About one-fifth of the participants in health insurance plans received some form of vision care benefits. The type and number of services covered varied, with two-thirds of the participants in plans featuring coverage for eye examinations, eyeglasses, and contact lenses (table 27). Production workers were the most likely to receive vision care benefits and their plans typically covered more procedures.

Mental health coverage. For slightly over two-fifths of the participants in plans with mental health benefits, coverage for hospital care was subject to more stringent limitations than for hospitalization due to other illnesses (table 28). 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); less than one-tenth of the participants had this type of care covered to the same extent as other illnesses. Outpatient mental health care was usually covered 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, compared to 80 percent for physical illnesses.

Selected special benefits. In addition to the medical expenses listed in table 19, coverage for four additional types of medical care was tabulated for the first time

from the 1982 survey data. Treatment for alcohol abuse was available to one-half of the health plan participants, while drug abuse treatment was open to three-eighths (table 29). One-fourth were covered for a second surgical opinion and less than one-tenth for hearing care. There was little variation in coverage among occupational groups.

Employee contributions. About one-fourth of employees participating in employer-provided health insurance plans paid part of the cost of their protection; one-half were in plans requiring them to pay some of the cost for dependents' insurance. Flat rate contributions for the single employee averaged nearly $9 a month, while family coverage cost a little over three times as much. Monthly employee contributions at times reflected the extent of benefits; payments of less than $5 for employee coverage frequently applied where only dental insurance was on a contributory basis.

Production workers were less likely to contribute towards health insurance premiums for themselves and family members. Moreover, monthly contributions for that occupational group, when required, were somewhat lower than for salaried employees. Exact data are not available for about one-tenth of contributory production participants, however, because payroll deductions sometimes applied to an insurance policy covering health insurance and one or more other benefit areas.

Funding medium. Commercially insured plans most frequently were the funding medium in all the health benefit areas; the heaviest concentration was in major medical plans (table 30). 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). One-fifth of the health insurance participants had their major medical benefits funded through self-insurance by their employers. This funding arrangement has gained importance in recent years, particularly as a provider of major medical and dental benefits. About 4 percent of health insurance participants covered by the survey were enrolled in Health Maintenance Organizations.[13]

Life insurance

Nearly all full-time employees participated in life insurance plans in 1982; four-fifths had the cost of a basic plan paid entirely by the employer. Life insurance coverage has improved since 1979, either through an increase in specified amounts of insurance or through a liberalization of the formula for determining benefits. The amount of basic coverage for nearly two-thirds of all life insurance participants was based on earnings (table 31), enabling the level of protection to automatically increase with a rise in earnings. Earnings-based formulas were much more prevalent among white-collar workers (80 percent) than among blue-collar workers (48 percent). Employee contributions for earnings-based coverage, when required, were commonly expressed as a fixed rate for each $1,000 of insurance.[14]

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. Over two-fifths of all employees in multiple-of-earnings plans had insurance equal to annual earnings (table 32). Nearly as many, however, had coverage equal to twice annual earnings, an increasing trend. Professional-administrative participants had the highest coverage; over half with this type of plan had 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. Where limits exist, the proportion of employees with maximums of under $100,000 has declined from 21 to 10 percent and the percent with maximums over $250,000 has increased from 6 to 12 percent since 1979.

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. Over four-fifths of the workers with a flat amount of life insurance were provided at least $2,000 but less than $15,000 of coverage (table 33). Professional-administrative employees had a larger concentration of participants (10 percent) insured for flat amounts of $20,000 or more than the other groups.

In the event a participant became totally disabled, life insurance in virtually every plan was either continued for life, or was payable to the employee in lump-sum or installment form. To qualify under disability provisions, the employee was usually required to be below a specified age (commonly age 60) at the time of disability.

About three-fourths 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

[13] A Health Maintenance Organization (HMO) is a prepaid health care plan that delivers comprehensive medical services to enrolled members for a fixed periodic fee. HMO plans and plans provided through the more traditional health insurers are compared by Allan Blostin and William Marclay, "HMOs and Other Health Plans: Coverage and Employee Premiums," *Monthly Labor Review*, June 1983, pp. 28-33.

[14] Rates varied from 4 cents to $1.30 per $1,000, but were often in the 20- to 29-cent range. The more expensive plans frequently accumulated an amount of permanent life insurance, which remained in force after leaving employment without further payment of premiums.

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 sometimes available to the workers is life insurance on their spouses or unmarried dependent children. Nearly one-sixth of life insurance participants had dependent coverage in 1982; in most cases, the employee paid part of the cost. The most common coverage for death of either a spouse or a child was a flat amount of $1,000. Three-tenths of the participants with dependent life insurance, however, had from $2,000 to $10,000 of spouse coverage. For over a fourth of the participants in plans with dependent coverage, the amount of insurance for a child increases at specified ages. For example, a child may have no coverage until 14 days old, then $250 until 6 months, followed by $500 up to a year, and $1,000 after a year. The typical maximum payment in this type of plan was $1,000; none of these plans had maximums of over $5,000.

After retirement, basic life insurance coverage was continued for life for over three-fifths of all participants (table 34). However, rarely was the preretirement amount of insurance continued in full. The face value was reduced once, either upon or after retirement, for one-third of participants; for one-fourth, the benefit amount was periodically reduced as the retiree grew older. Other forms of life insurance—accidental death and dismemberment, supplemental, and dependent coverage—were seldom available after retirement.

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. Coverage varied by occupational group; the percent of employees provided pension plans was somewhat lower for production workers than for the other two groups (82 percent compared with 87 for professional-administrative and 86 percent for technical-clerical).

Two-thirds of covered employees were in plans with retirement payment formulas based on earnings (table 35). Although 15 percent of participants had plans that used an average of career earnings, most were in plans which based pensions on earnings in the final years of employment (terminal earnings formula). Earnings were defined as average earnings over a 5-year period for 87 percent of participants with terminal earnings formulas, usually designating the 5 consecutive years with the highest earnings out of the last 10 before retirement.

Dollar-amount formulas applied to the remaining third of pension plan participants. While the dollar amount in these formulas frequently varied with an employee's annual or final earnings, the predominant method was to multiply a uniform dollar amount by years of service. The amount credited per year generally ranged from $5 to $20 a month.

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. The basis of payment differed sharply by employee group. While a large majority of white-collar workers were provided pension plans based on final earnings, dollar-amount formulas applied to over half of the production employees.

Thirty-three 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.

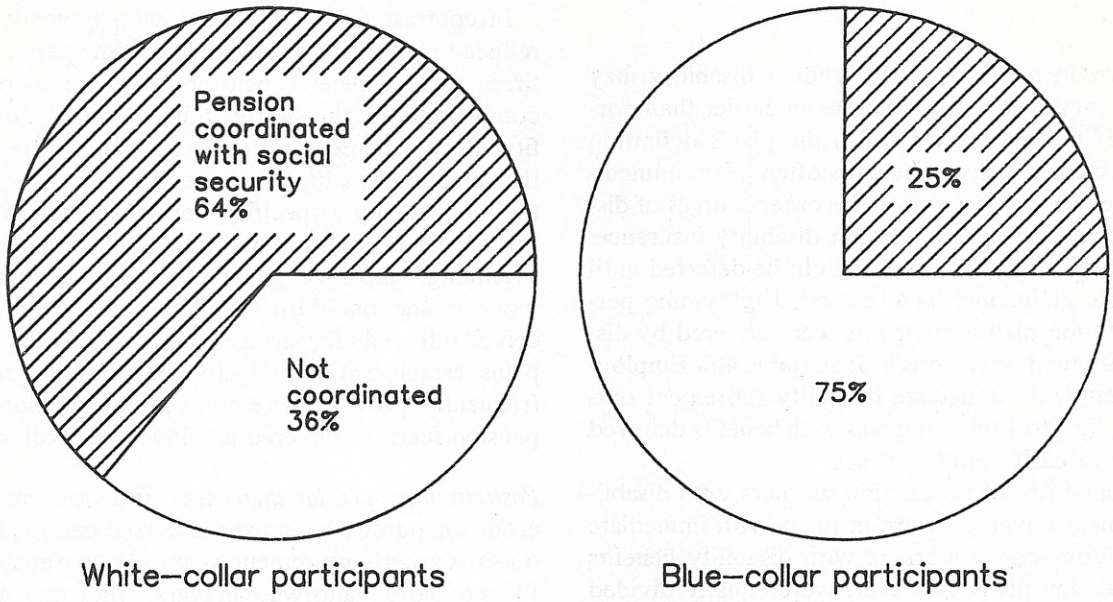
Private benefits and social security payments. Employers providing private pension plans share the cost of social security coverage equally with their employees. Because many plan sponsors feel that private pension and social security benefits should not be duplicative, formulas for calculating private 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 earnings in excess of this base. Forty-five percent of all participants were in plans with offset provisions or integrated formulas; most of these were in plans using terminal earnings formulas (table 36). Blue-collar employees were less likely to have their benefits coordinated with social security (chart 4).

Normal retirement. Forty-two percent 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 37). Plans permitting normal retirement at earlier ages (usually 60 or 62) typically had length-of-service requirements.

Thirteen percent of all participants were covered by plans permitting retirement at any age with 30 years of service, with the major concentration (19 percent) among production workers. Plans which featured such a provision almost always offered other normal retirement opportunities at specified ages with lower service requirements. (If a plan had alternative age and service requirements, the earliest age and associated service were tabulated; if one alternative did not specify an age, it was the formula tabulated.)

Early retirement. Virtually all of the employees participating in a pension plan could retire early and receive an immediate, reduced pension (table 38). In some

Chart 4. Private pension plans: Percent of full-time participants by provision for coordination of pension with social security benefits, medium and large firms, 1982



cases, employer approval is required for early retirement benefits.

The amount of an early retirement pension is lower for three reasons: First, fewer years of service are applied to the benefit formula because an employee has not worked until normal retirement age. Second, because benefits begin at an earlier age, the retiree is expected to receive plan payments over a longer period of time. Third, pension funds are reduced, thereby lowering earnings on investment.

The normal benefit is either adjusted on an actuarial basis or reduced by a percentage for each month between the actual and normal retirement ages (arithmetic reduction). An actuarial reduction, based on the life expectancy of employees at the age of their retirement, was used in plans covering one-fifth of participants with early retirement opportunities (table 39). Almost one-half of the covered employees could receive an early pension subject to a uniform arithmetic reduction, most commonly 6 percent a year. Reduction factors of less than 6 percent were found more frequently (31 percent) in plans for white-collar employees. (Low arithmetic reductions result in a pension which is higher than those reduced actuarially.) Three-tenths of the participants were in plans where the arithmetic increase varied by age bracket and perhaps approximated an actuarial reduction.

The majority of participants were covered by plans providing early retirement at age 55; generally, 10 to 15 years of service were required. One-tenth of the employees were in plans allowing early retirement at age 60 with 10 to 15 years of service; and another one-tenth were in plans allowing early retirement at less than age 55, most often with 25 years of service.

A small but growing percentage (10 percent) of employees may first become eligible for early retirement when their age and years of service equal a specified sum. Age plus service requirements provide a range of possible retirement dates for employees with long careers. Nearly one-tenth of production participants qualified for an early retirement if the sum of their age and service totaled 85.

Over nine-tenths of the white-collar workers could, with specified years of service, retire by age 55, and four-fifths of the production workers had plans with similar provisions.

The early retirement pension in some plans was supplemented by additional monthly payments if employees retire after meeting specific conditions. Plan sponsors include these special early retirement benefits ei-

ther to induce older workers to retire or as a reward for long service. Generally, supplemental payments continue until the retiree becomes eligible for reduced social security benefits. The reduced pension is then payable for life. In recent years, other employers have acted outside formal plan provisions to offer similar incentives to employees who retire within a specified limited time period.[15]

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 an employer provides other sources of disability income, such as long-term disability insurance, the disability retirement benefit might be deferred until other forms of income have ceased. Eighty-nine percent of pension plan participants were covered by disability retirement provisions in 1982 (table 40). Employees in plans with immediate disability retirement outnumbered by 2 to 1 those in plans with benefits deferred to normal or early retirement age.

Over four-fifths of production workers with disability retirement coverage were in plans with immediate benefits. White-collar workers with disability benefits in their pension plans, however, were equally divided between plans with immediate and deferred benefits. Workers with deferred benefits were 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.[16] Furthermore, most deferred retirement benefits were greater than immediate pensions, primarily because the time during which long-term disability benefits were paid was typically added to an employee's length of service for computation of pension benefits.

Requirements for disability retirement were usually based on specified years of service such as 10 years or more. Nearly one-sixth of the participants, however, had no age or service requirement, and one-fifth had to meet the qualifications for the LTD plan, which usually had a minimal service requirement.

Postponed retirement. Employees who continue on the job after age 65 rarely receive private pensions until their actual retirement. Moreover, postponed retirement frequently is not reflected in the size of pension benefits. Fifty-eight percent of all participants were in plans with benefit formulas that excluded credit for all service after age 65 (table 41). Of the 42 percent that received credit for such service, 16 percent were subject to limits on the number of credited years (frequently, only years up to age 68 or 70). However, a number of plans with earnings-based benefit formulas did recognize earnings levels after age 65, even when service was not credited for these years.

In contrast to early retirees, who typically receive reduced pensions over an extended time period, late retirees seldom receive pensions that are increased to compensate for the shorter time they will draw benefits. Only 6 percent of the participants were in plans that actuarially adjust the size of pensions or increase the payment by a specified percentage for each additional year beyond the normal retirement age.

Among employee groups, one-half of production workers and one-third of white-collar employees received full credit for service after age 65. Multiemployer plans, established by collective bargaining agreements, frequently provide for employer contributions to the pension fund for covered employees regardless of age.

Postretirement pension increases. Inflation can severely erode the purchasing power of a fixed pension throughout a worker's retirement years. Approximately two-fifths of participants were in plans which increased pensions for current retirees at least once during the 1978-81 period. Most of these increases were not automatic but ad hoc adjustments. The amounts of these ad hoc increases were not directly linked to a cost-of-living index. Instead, retirees' current pensions were usually increased by either a percentage varying by the length of retirement, or a dollar increase per year of service. The latter type of increase more often affected the pensions of production workers, and frequently resulted from collective bargaining agreement provisions.

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.[17] 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 one-half of the covered workers. The percent of covered employees with limits to cost-of-living adjustments that were greater than 3 percent continued to increase in 1982. Most of the affected participants were in plans calling for annual adjustments. Lifetime ceilings on increases were rare.

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.

[15] Mary Popa, "Employers Made Early Retirement More Attractive: Fourth of Surveyed Companies Offer Incentives," *Employee Benefit Plan Review*, February 1983, pp. 8-14.

[16] For a more complete discussion of disability retirement, see Donald Bell and William Wiatrowski, "Disability Benefits for Employees in Private Pension Plans," *Monthly Labor Review*, August 1982, pp. 36-40.

[17] The frequency, characteristics, and value of ad hoc postretirement increases found in the 1982 survey will be explored in a future *Monthly Labor Review* article.

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 42). While two-thirds of the participants were covered by the 10-year rule regardless of age, slightly over one-fifth were affected by the plan sponsor's right to exclude years of service before age 22 in determining vesting eligibility. One-eighth of the participants were in plans with a gradually increasing vesting schedule, requiring up to 15 years for full vesting, but providing partial vesting after a few years' service.

Unreduced vested pension payments begin at a plan's normal retirement age, based on the benefit formula in effect when an employee left the plan. However, nearly all terminated and vested participants could receive a reduced pension at an earlier age (usually the plan's early retirement age). This option was available to 72 percent of the participants if they had just satisfied the minimum vesting requirements when they left their plans. Twenty-five percent were not eligible for an early start of payments unless they had completed more years of service than were required for vesting.

Postretirement survivor benefits. The ERISA legislation also requires that retirement plans allow employees to elect a form of pension in which at least 50 percent of the retiree's 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 pension benefits.

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. Just under one-fourth of the participants were in plans offering only a joint-and-survivor option that provides a surviving spouse 50 percent of the retiree's actuarially adjusted pension. Nearly two-thirds of participants had a choice of two or more alternative percentages to be continued to the spouse (table 43).

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 nearly 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 44). Most survivor pensions of this nature were based on an early retirement benefit and were provided at no cost to the employee. However, for 23 percent of those employees having preretirement joint-and-survivor protection, it was available only if elected, and its cost was paid by the employee through a small deduction in the pension ultimately payable to either employee or spouse.

Employee contributions. Only 7 percent of pension plan participants had to pay part of the cost of their plan; virtually all of those paid a percent of earnings. For just over one-fourth of these workers, the percentage was a flat rate—most often 2, 3, or 4 percent of earnings (none paid more than 4 percent). The majority of participants in contributory plans paid one rate (usually 2 to 5 percent) on earnings above a specified level, and a lower rate (frequently zero) below that earnings level. The annual earnings level at which this break occurred ranged from $3,000 to $32,400, the social security taxable earnings base in effect during 1982. Plans with varying employee contributions usually coordinate private benefits with social security payments, and provide a higher rate of earnings replacement on earnings above the social security taxable wage base.

Plan participation requirements

The insurance and pension programs commonly specify minimum length-of-service periods before employees may join a plan. These service requirements often are nominal, coinciding with an employer's probationary policy or the administrative time needed to begin employer funding of benefits. Service requirements in some long-term disability insurance plans, however, are more restrictive, and are intended to limit the number of covered workers and control employer costs. Similarly, sponsors of pension plans frequently impose age requirements which prevent younger or older workers from participating.[18]

Insurance plans. The incidence of service requirements did not vary significantly by benefit area, but was slightly lower among health insurance plan members and highest for accident and sickness insurance (tables

[18] Age and service restrictions are not the only limitations on participation in insurance and pension plans. Many firms limit these benefits to persons with full-time and permanent employment status; others have a more liberal requirement, such as a workweek of 20 hours or more. Some plans are available only to persons covered by another plan; for example, life insurance plans that restrict eligibility to those who also are enrolled in the company's health insurance program. In other cases, participation in one plan blocks eligibility for others, as when several alternative health insurance plans are offered by the employer.

45-48). Except for long-term disability insurance plans, service requirements were usually only 1, 2, or 3 months. Requirements found in LTD plans were more restrictive; nearly two-fifths of the participants had requirements of from 6 months to 3 years or more. Because of the long-term nature of this benefit, employers have traditionally restricted eligibility to employees who have demonstrated some attachment to the company.

For health and life insurance benefits, the incidence of requirements varied markedly among the employee groups. While more than one-half of professional-administrative employees could participate immediately, over two-thirds of production workers had some waiting period.

Private pension plans. Three-fifths of pension plan participants were required to meet certain minimum age or service criteria (table 49). Minimum ages were required for nearly two-fifths of covered employees, reflecting the concern of plan sponsors about the costs of funding retirement benefits. About one-third of the participants had to meet both stipulated minimum age and service requirements. ERISA legislation requires that employers who provide pension plans make them available to all full-time employees by the time they have reached age 25 and completed 1 year of service. Many plans with minimum age and service requirements, however, allowed participation at an earlier age. Service requirements seldom exceeded 1 year, even when no minimum age was specified.

Similarly, about three-fifths of all participants were in plans with a maximum age, usually 59, beyond which newly hired employees were not eligible. Maximum age conditions are permitted under ERISA regulations as long as the specified age is within 5 years of a plan's normal retirement age.

Both minimum and maximum participation requirement provisions occurred in plans covering two-thirds of white-collar employees, and approximately one-half of the production workers.

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 50 shows the extent of coverage for each employee group within individual establishments. Generally, benefits were either provided for all workers or did not exist in an employee group within an establishment. For example, 72 percent of the professional-administrative employees were in establishments that did not have profit sharing plans for this employee group, 20 percent worked in firms that offered these plans to all professional-administrative employees, and 5 percent were in establishments that offered the benefit to some but not all of this group. (Data were not available for 3 percent.) The data in table 50 do not indicate, however, the proportion of employees actually using or receiving a specific benefit.

Funeral leave, military leave, parking (provided at no cost or below commercial rates), and full or partial payment of education expenses 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 at least two-fifths of the employees of each group. Among the benefits surveyed, eligibility was lowest for stock bonus plans, stock purchase plans, and employee gifts. In addition, 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.

Nonproduction bonuses, a benefit added to the study in 1982, provided cash payments to employees under a formal company practice, such as Christmas bonuses, or in recognition of employee achievements not directly related to productivity (attendance, safety, and performance awards). Less than one-fifth of the employees in each occupational group were eligible for nonproduction bonuses.

Incidence of several other benefits differed by employee group, with a larger proportion of professional-administrative employees usually covered. For example, full or partial payment of relocation expenses for transferred or newly hired employees was available to four-fifths of the professional-administrative employees but to only two-fifths of the technical-clerical employees and one-fourth of the production workers. Severance pay was offered to over one-half of the white-collar employees, 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.

The data in table 50 distinguish between full and partial defrayment of the cost of the benefit to the employee for six of these benefits. Parking, for example, was nearly always free for those employees eligible for the benefit. Conversely, meals served in a cafeteria or other dining facility were generally provided at reduced cost, rather than free, to those eligible. Fully paid relocation allowances were available to 3 out of 4 eligible white-collar employees but to only one-half of the covered production workers. (Full defrayment by the employer of relocation expenses incurred by employees includes all of the cost of breaking a lease or selling a house, packing and moving expenses, and employee and family living expenses during the move.) For those employees provided recreational facilities, which range from employer-sponsored sport teams to sophisticated fitness facilities, nearly one-half of the

workers in each employee group were eligible for full payment of the cost while the remainder jointly financed the cost of the benefit with the employer. Employees with partial reimbursement for education expenses outnumbered those with full payment by about 2 to 1 in all three employee groups. Full educational assistance included total cost for books, tuition, and fees, but not necessarily for worktime lost due to attending courses.

Table 1. Summary: Percent of full-time employees by participation[1] in employee benefit programs, medium and large firms,[2] 1982

Employee benefit program	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Paid:				
Holidays	99	99	100	99
Vacations	99	100	100	99
Personal leave	24	32	33	16
Lunch period	9	3	3	16
Rest time	76	61	76	84
Sick leave	67	92	92	42
Accident and sickness insurance	51	30	35	68
Noncontributory[3]	41	22	26	58
Long-term disability insurance	43	63	53	28
Noncontributory[3]	33	47	40	24
Health insurance for employee	97	98	95	97
Noncontributory[3]	71	68	61	77
Health insurance for dependents	93	96	91	93
Noncontributory[3]	46	43	36	52
Life insurance	96	98	96	96
Noncontributory[3]	82	81	80	83
Retirement pension	84	87	86	82
Noncontributory[3]	78	80	80	76

[1] Participation is defined as coverage by a time off, 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. Only current employees are counted as participants; retirees are excluded even if participating in a benefit program.

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

[3] All coverage in the benefit program is provided at no cost to employee. Supplemental life insurance and pension plans, not tabulated in this bulletin, may be contributory.

Table 2. Work schedule: Percent of full-time employees by number of hours scheduled per week,[1] medium and large firms, 1982

Work schedule	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Hours per week:				
Under 35	1	([2])	([2])	1
35	3	4	8	1
Over 35 and under 37.5	1	2	2	1
37.5	7	9	13	2
Over 37.5 and under 40	3	4	5	1
40	84	78	71	93
Over 40	1	1	([2])	1
Hours per week not available	([2])	([2])	([2])	-

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

[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 3. Paid lunch time: Percent of full-time employees by minutes of paid lunch time per day, medium and large firms, 1982

Minutes per day	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided paid lunch time	9	3	3	16
Under 20 minutes	1	([1])	1	1
20 minutes	4	([1])	([1])	8
Over 20 and under 30 minutes	([1])	–	–	1
30 minutes	4	1	1	6
Over 30 minutes	1	1	1	([1])
Not provided paid lunch time	91	97	97	84

[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 rest time: Percent of full-time employees by minutes of paid rest time per day, medium and large firms, 1982

Minutes per day	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided paid rest time	76	61	76	84
Under 15 minutes	3	1	1	4
15 minutes	5	5	7	3
Over 15 and under 20 minutes	1	([1])	1	1
20 minutes	27	17	18	35
Over 20 and under 30 minutes	4	2	1	6
30 minutes	34	34	46	29
Over 30 and under 40 minutes	([1])	([1])	([1])	1
40 minutes	1	1	1	1
Over 40 minutes	2	–	([1])	4
Not provided paid rest time	24	39	24	16

[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 5. Paid holidays: Percent of full-time employees by number of paid holidays provided each year, medium and large firms, 1982

Number of days	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided paid holidays	99	99	100	99
Under 6 days	2	1	1	3
6 days	4	3	6	4
6 days plus 1 or 2 half days	([1])	([1])	([1])	1
7 days	8	5	8	8
7 days plus 1 or 2 half days	([1])	([1])	([1])	([1])
8 days	7	7	9	6
8 days plus 1 or 2 half days	1	1	1	([1])
9 days	9	10	15	7
9 days plus 1 or 2 half days	2	3	4	1
10 days	27	30	26	27
10 days plus 1 or 2 half days	1	1	2	1
11 days	17	17	15	18
11 days plus 1 or 2 half days	1	1	1	([1])
12 days	8	7	6	10
12 days plus 1 or 2 half days	([1])	([1])	([1])	([1])
13 days	6	8	4	6
13 days plus 1 half day	([1])	([1])	([1])	([1])
14 days	2	3	2	2
14 days plus 1 or 2 half days	([1])	([1])	([1])	([1])
15 days	1	([1])	([1])	1
16 days	([1])	([1])	([1])	1
More than 16 days	2	–	–	3
Number of days not available	([1])	([1])	([1])	([1])
Not provided paid holidays	1	1	([1])	1

[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 6. Paid holidays: Percent of full-time participants by policy on holidays that fall on a regularly scheduled day off, medium and large firms, 1982

Holiday policy	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Holiday is not observed	1	1	1	([1])
Another day off granted	84	89	87	80
Additional day's pay in lieu of holiday	5	2	2	7
Another day off or day's pay, depending on when holiday falls	9	6	6	11
Another day off or holiday not observed, depending on when holiday falls	2	2	3	1
Other provision applies[2]	([1])	([1])	1	([1])
Holiday policy not determinable	([1])	([1])	([1])	([1])

[1] Less than 0.5 percent.
[2] Policy differs by holiday.

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

Table 7. Paid vacations: Percent of full-time employees by amount of paid vacation provided at selected periods of service, medium and large firms, 1982

Vacation policy	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
In plans providing paid vacations	99	100	100	99
At 6 months of service:[1]				
Under 5 days	8	4	5	10
5 days	39	49	52	29
Over 5 and under 10 days	7	12	11	4
10 days	4	6	5	2
Over 10 days	1	3	(2)	1
After 1 year of service:				
Under 5 days	(2)	(2)	(2)	(2)
5 days	29	5	11	49
Over 5 and under 10 days	2	1	1	3
10 days	62	83	84	42
Over 10 and under 15 days	1	1	1	1
15 days	3	7	1	1
Over 15 days	2	2	(2)	2
After 3 years of service:				
Under 5 days	(2)	(2)	(2)	(2)
5 days	4	(2)	1	7
Over 5 and under 10 days	1	(2)	(2)	2
10 days	79	79	88	75
Over 10 and under 15 days	6	5	4	8
15 days	6	11	6	3
Over 15 days	2	3	1	3
After 5 years of service:				
Under 10 days	1	(2)	(2)	1
10 days	49	37	43	58
Over 10 and under 15 days	6	7	7	6
15 days	39	49	47	30
Over 15 and under 20 days	1	1	1	2
20 days	2	4	1	1
Over 20 days	1	1	1	1
After 10 years of service:				
5 days	(2)	(2)	(2)	1
10 days	7	2	3	11
Over 10 and under 15 days	1	1	1	1
15 days	69	68	76	66
Over 15 and under 20 days	6	4	4	7
20 days	14	22	15	9
Over 20 days	3	2	1	4
After 15 years of service:				
5 days	(2)	(2)	(2)	(2)
10 days	4	1	2	6
Over 10 and under 15 days	(2)	(2)	(2)	(2)
15 days	30	24	26	35
Over 15 and under 20 days	5	5	6	4
20 days	56	64	64	48
Over 20 and under 25 days	1	2	1	1
25 days	2	2	1	2
Over 25 days	1	1	(2)	2
After 20 years of service:				
5 days	(2)	(2)	(2)	(2)
10 days	3	1	2	5
Over 10 and under 15 days	(2)	–	–	(2)
15 days	10	6	8	13
Over 15 and under 20 days	1	1	1	1
20 days	57	62	66	51
Over 20 and under 25 days	3	3	2	3
25 days	22	25	20	22
Over 25 days	3	2	1	4
After 25 years of service:				
5 days	(2)	(2)	(2)	(2)
10 days	3	1	2	5
Over 10 and under 15 days	(2)	–	–	(2)
15 days	9	5	7	11
Over 15 and under 20 days	(2)	1	1	(2)
20 days	31	37	35	26
Over 20 and under 25 days	2	2	2	2
25 days	45	47	48	44
Over 25 and under 30 days	1	1	(2)	2
30 days	6	5	4	7
Over 30 days	1	1	1	1
After 30 years of service:				
5 days	(2)	(2)	(2)	(2)
10 days	3	1	2	5
Over 10 and under 15 days	(2)	–	–	(2)
15 days	9	5	7	11
Over 15 and under 20 days	(2)	(2)	(2)	(2)
20 days	29	36	34	24
Over 20 and under 25 days	1	1	1	2
25 days	42	42	45	40
Over 25 and under 30 days	1	1	(2)	2
30 days	10	12	8	11
Over 30 days	3	2	2	3

[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 8. Paid holidays and vacations: Average number of days for full-time participants, medium and large firms, 1982

Item	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Paid holidays	10.0	10.2	9.6	10.1
Paid vacation by length of service:				
6 months	3.3	4.4	4.0	2.4
1 year	8.8	10.3	9.5	7.6
3 years	10.4	11.0	10.4	10.1
5 years	12.4	13.2	12.8	11.9
10 years	15.7	16.3	15.8	15.3
15 years	18.1	18.7	18.5	17.7
20 years	20.5	21.0	20.6	20.2
25 years	22.3	22.7	22.5	21.9
30 years[1]	22.8	23.3	23.0	22.5

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

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

Table 9. Paid vacations: Percent of full-time participants by length of service required to take vacation, medium and large firms, 1982

Length of service requirement	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With service requirement	97	96	97	98
1 month	6	8	7	4
2 months	2	3	2	1
3 months	7	10	9	5
4-5 months	2	2	2	1
6 months	41	46	51	33
7-11 months	1	1	2	1
1 year	38	25	25	51
Without service requirement	3	4	3	2
Service requirement not determinable	([1])	([1])	([1])	([1])

[1] Less than 0.5 percent.

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

Table 10. Paid personal leave: Percent of full-time employees by number of paid personal leave days provided per year, medium and large firms, 1982

Number of days	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided personal leave	24	32	33	16
1 day	2	1	2	2
2 days	4	5	7	2
3 days	3	5	4	2
4 days	6	6	8	4
5 days	3	5	3	2
More than 5 days	2	4	3	1
No maximum specified[1]	3	5	4	2
Not provided personal leave	76	68	67	84

[1] Workers were provided as much personal leave as they needed.

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

Table 11. Short-term disability coverage: Percent of full-time employees by participation in accident and sickness insurance plans and paid sick leave plans, medium and large firms, 1982

Type of plan	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Accident and sickness insurance only	26	2	6	48
Noncontributory[1]	23	2	4	43
Paid sick leave only	43	65	62	23
Combined accident and sickness insurance/paid sick leave	24	28	29	20
Noncontributory[1] accident and sickness insurance	18	20	22	15
No accident and sickness insurance or paid sick leave	7	6	3	9

[1] Provided at no cost to employee.

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

Table 12. Paid sick leave: Percent of full-time employees by type of provision, medium and large firms, 1982

Provision	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided sick leave	67	92	92	42
Sick leave provided on:				
An annual basis only[1]	46	56	65	32
A per disability basis only[2]	16	27	20	8
Both an annual and per disability basis	3	5	6	1
No specified maximum number of days[3]	1	4	1	([4])
Other basis[5]	([4])	([4])	([4])	([4])
Not provided paid sick leave	33	8	8	58

[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.
[4] Less than 0.5 percent.
[5] Includes formal plans with provisions that change from a specified number of days per year to a specified number of days per absence after a certain service period.

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

Table 13. Paid sick leave: Percent of full-time employees by sick leave provision, medium and large firms, 1982

Sick leave policy[1]	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Total	100	100	100	100
Provided sick leave[2]	67	92	92	42
Sick leave provided annually[3]	49	61	71	34
Less than 1 year of service:				
Under 5 days	12	8	17	10
5 and under 10 days	16	21	25	9
10 and under 30 days	9	18	15	3
30 and under 60 days	(4)	1	(4)	(4)
60 and under 120 days	1	2	(4)	(4)
120 days or more	1	4	1	1
After 1 year of service:				
Under 5 days	3	1	2	5
5 and under 10 days	19	13	27	17
10 and under 30 days	22	37	36	8
30 and under 60 days	1	3	1	1
60 and under 120 days	1	2	(4)	(4)
120 days or more	2	4	1	1
After 5 years of service:				
Under 5 days	2	(4)	1	4
5 and under 10 days	15	9	19	15
10 and under 30 days	20	29	33	9
30 and under 60 days	6	10	10	2
60 and under 120 days	3	6	5	1
120 days or more	3	7	2	1
After 10 years of service:				
Under 5 days	2	(4)	1	4
5 and under 10 days	14	8	18	15
10 and under 30 days	18	26	30	8
30 and under 60 days	5	7	8	2
60 and under 120 days	5	10	7	2
120 days or more	4	9	5	1
After 15 years of service:				
Under 5 days	2	(4)	1	4
5 and under 10 days	14	8	18	15
10 and under 30 days	18	25	29	8
30 and under 60 days	3	4	6	2
60 and under 120 days	6	11	8	2
120 days or more	6	12	8	2
After 20 years of service:				
Under 5 days	2	(4)	1	4
5 and under 10 days	14	8	18	15
10 and under 30 days	18	25	29	8
30 and under 60 days	3	4	5	1
60 and under 120 days	6	10	7	3
120 days or more	6	13	9	2
After 25 years of service:[5]				
Under 5 days	2	(4)	1	3
5 and under 10 days	15	8	18	17
10 and under 30 days	18	25	29	8
30 and under 60 days	3	4	5	1
60 and under 120 days	4	7	5	2
120 days or more	8	17	11	3
Sick leave provided annually[3]—Continued				
Unused sick leave provisions:				
Carry-over only	17	19	27	11
Cash-in only	6	1	5	8
Cash-in and carry-over	2	1	3	3
No provision	25	39	36	12
Data not available	(4)	(4)	(4)	(4)
Sick leave provided on a per disability basis[6]	19	32	26	9
Less than 1 year of service:				
Under 5 days	(4)	(4)	1	(4)
5 and under 10 days	4	7	7	2
10 and under 30 days	4	7	7	1
30 and under 60 days	1	2	1	(4)
60 and under 120 days	1	3	2	(4)
120 days or more	3	9	2	(4)
After 1 year of service:				
Under 5 days	(4)	(4)	1	(4)
5 and under 10 days	3	5	5	2
10 and under 30 days	5	6	8	2
30 and under 60 days	2	5	3	(4)
60 and under 120 days	2	4	2	1
120 days or more	3	9	2	1
After 5 years of service:				
Under 30 days	2	2	4	1
30 and under 60 days	3	4	4	1
60 and under 120 days	10	14	14	6
120 days or more	4	11	3	1
After 10 years of service:				
Under 30 days	2	2	3	1
30 and under 60 days	1	2	2	(4)
60 and under 120 days	10	13	14	6
120 days or more	5	15	6	1
After 15 years of service:				
Under 60 days	3	4	5	1
60 and under 120 days	4	7	7	2
120 days or more	11	21	14	5
After 20 years of service:				
Under 60 days	2	4	4	1
60 and under 120 days	4	6	6	2
120 days or more	12	23	15	6
After 25 years of service:[5]				
Under 60 days	2	4	4	1
60 and under 120 days	3	5	6	2
120 days or more	12	23	15	6
No maximum sick leave specified[7]	1	4	1	(4)
Other basis[8]	(4)	(4)	(4)	(4)
Not provided paid sick leave	33	8	8	58

[1] This table is limited to provisions for sick leave days for which full pay is granted. Some plans grant sick leave at partial pay, either in addition or as an alternative to full-pay provisions. Partial-pay provisions are excluded from the detailed tabulations.

[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] Provisions were virtually the same after longer years of service.

[6] Sick leave is provided on a per illness or per disability basis. The number of days may vary by length of service.

[7] Unlimited sick leave provided to employees as needed.

[8] Includes formal plans with provisions that change from a specified number of days per year to a specified number of days per absence after a certain service period.

Table 14. Paid sick leave: Average number of days at full pay for full-time participants by type of plan, medium and large firms, 1982

Item	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Paid annual sick leave[1] by length of service:				
At 6 months	12.9	20.5	9.6	8.6
At 1 year	16.3	25.0	13.6	11.5
At 3 years	20.4	30.5	18.7	13.5
At 5 years	25.1	36.9	23.9	16.1
At 10 years	31.1	45.4	30.9	19.0
At 15 years	36.1	52.1	36.5	21.8
At 20 years	38.5	55.4	39.2	23.3
At 25 years	40.3	58.0	40.7	24.6
At 30 years[2]	40.9	59.0	41.2	25.0
Paid per disability sick leave[3] by length of service:				
At 6 months	42.4	58.1	27.2	26.0
At 1 year	46.6	63.2	33.1	30.1
At 3 years	50.9	68.6	41.8	33.2
At 5 years	73.2	86.3	65.1	62.2
At 10 years	87.2	101.0	81.9	71.1
At 15 years	109.3	116.2	103.6	105.5
At 20 years	129.0	129.6	122.3	138.1
At 25 years	148.0	142.1	139.8	170.4
At 30 years[2]	149.4	143.5	141.7	171.0

[1] Employees earn a specified number of days per year. This number may vary by length of service.

[2] The average (mean) increased only slightly for longer periods of service.

[3] Employees earn a specified number of sick leave days for each illness or disability. This number may vary by length of service.

NOTE: Computation of average excluded days paid at partial pay and workers with only partial pay days or zero days of sick leave.

Table 15. Paid annual sick leave:[1] Average number of days at full pay for full-time participants by accumulation policy and accident and sickness insurance coordination, medium and large firms, 1982

Item	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
At 1 year of service:				
Cumulative plan	8.8	10.3	9.0	7.4
With accident and sickness insurance	8.1	9.8	8.5	6.9
Without accident and sickness insurance	9.3	10.7	9.3	8.1
Noncumulative plan	21.1	32.5	17.1	14.2
With accident and sickness insurance	14.2	21.6	11.8	11.0
Without accident and sickness insurance	26.4	38.8	20.1	18.3
At 5 years of service:				
Cumulative plan	10.6	12.8	11.0	8.4
With accident and sickness insurance	9.6	12.8	10.8	7.2
Without accident and sickness insurance	11.3	12.9	11.2	9.8
Noncumulative plan	34.2	49.1	33.2	21.1
With accident and sickness insurance	20.2	31.0	20.5	13.3
Without accident and sickness insurance	44.6	59.3	40.5	30.8
At 10 years of service:				
Cumulative plan	11.5	14.1	12.0	9.1
With accident and sickness insurance	10.4	14.2	11.9	7.5
Without accident and sickness insurance	12.3	14.1	12.0	11.0
At 10 years of service—Continued				
Noncumulative plan	43.4	61.1	44.4	25.5
With accident and sickness insurance	25.2	38.5	27.4	15.4
Without accident and sickness insurance	57.0	73.8	54.3	38.0
At 20 years of service:				
Cumulative plan	13.3	17.7	12.9	10.6
With accident and sickness insurance	11.3	15.9	13.0	7.8
Without accident and sickness insurance	14.8	18.8	12.8	14.0
Noncumulative plan	54.2	74.2	57.6	31.7
With accident and sickness insurance	30.5	45.3	35.0	18.4
Without accident and sickness insurance	71.7	90.4	70.6	48.0
At 25 years of service:				
Cumulative plan	13.6	18.1	13.1	10.9
With accident and sickness insurance	11.6	16.6	13.3	8.0
Without accident and sickness insurance	15.0	18.9	13.0	14.4
Noncumulative plan	56.8	77.8	60.0	33.5
With accident and sickness insurance	32.5	48.1	36.9	19.8
Without accident and sickness insurance	74.8	94.4	73.3	50.4

[1] Paid sick leave plans with a specified number of days available each year. Per disability plans were excluded from this table because (1) only one-fifth of the employees with per disability plans were also covered under an accident and sickness insurance plan and (2) only annual sick leave plans allow the employee to carry over and accumulate unused sick leave from one year to the next year. Instead, the number of days of paid leave under a per disability plan is renewed for each illness or disability after the employee returns to work for a specified period. Data on per disability plans are presented in Table 14.

NOTE: Computation of average excluded days paid at partial pay and workers with only partial pay days or zero days of sick leave.

Table 16. Accident and sickness insurance: Percent of full-time participants by type and duration of payments, medium and large firms, 1982

Type of payment	Maximum weeks of coverage								
	Total	Less than 13	13	14-25	26	27-51	52	Greater than 52	Varies by service
All participants									
All types	100	1	11	5	53	1	16	(1)	12
Fixed percent of earnings	44	1	3	4	29	1	1	(1)	5
50-54	17	(1)	1	2	13	–	–	–	1
55-59	(1)	–	–	–	(1)	–	–	–	(1)
60-64	12	1	1	2	6	(1)	1	(1)	1
65-69	10	(1)	1	–	7	(1)	(1)	(1)	1
70 or more	5	(1)	(1)	1	3	–	(1)	–	1
Percent of earnings varies	4	–	(1)	(1)	1	(1)	2	(1)	1
By service	2	–	–	–	1	–	1	–	(1)
By length of disability	1	–	(1)	(1)	(1)	(1)	1	–	(1)
By both service and length of disability	1	–	–	–	(1)	–	–	–	1
By earnings	(1)	–	–	–	–	–	–	(1)	–
Fixed weekly dollar benefit	30	(1)	7	1	17	(1)	3	–	2
Less than $60	7	(1)	4	–	3	(1)	(1)	–	(1)
$60-$79	4	(1)	2	1	2	(1)	(1)	–	–
$80-$99	3	–	1	(1)	2	–	–	–	(1)
$100-$119	5	–	(1)	(1)	4	(1)	1	–	(1)
$120-$139	5	(1)	(1)	(1)	4	(1)	1	–	–
$140 or more	6	(1)	(1)	(1)	3	(1)	1	–	2
Weekly dollar benefit varies	21	–	1	–	7	(1)	10	(1)	4
By earnings	20	–	1	–	6	(1)	9	(1)	4
By service or length of disability	1	–	(1)	–	1	–	(1)	–	(1)
Professional and administrative									
All types	100	3	4	6	62	(1)	10	1	13
Fixed percent of earnings	68	2	2	6	49	(1)	1	1	7
50-54	25	–	–	1	22	–	–	–	3
60-64	23	2	1	4	13	–	(1)	(1)	3
65-69	15	(1)	1	–	12	(1)	1	(1)	(1)
70 or more	5	–	–	1	2	–	(1)	–	1
Percent of earnings varies	13	–	–	(1)	3	–	8	(1)	2
By service	6	–	–	–	1	–	5	–	(1)
By length of disability	5	–	–	(1)	2	–	3	–	–
By both service and length of disability	2	–	–	–	(1)	–	–	–	1
By earnings	(1)	–	–	–	–	–	–	(1)	–
Fixed weekly dollar benefit	11	1	2	(1)	6	(1)	1	–	2
Less than $60	3	–	1	–	2	–	–	–	–
$60-$79	1	–	1	(1)	(1)	–	–	–	–
$80-$99	3	–	–	–	1	–	–	–	1
$100-$119	2	–	(1)	–	1	–	1	–	(1)
$120-$139	2	1	(1)	–	(1)	(1)	(1)	–	–
$140 or more	1	–	–	–	1	–	–	–	(1)
Weekly dollar benefit varies	8	–	1	–	4	–	(1)	(1)	2
By earnings	7	–	1	–	4	–	(1)	(1)	2
By service or length of disability	(1)	–	–	–	(1)	–	–	–	–
Technical and clerical									
All types	100	2	8	5	59	2	8	1	16
Fixed percent of earnings	70	2	4	5	47	1	2	(1)	10
50-54	26	(1)	(1)	2	22	–	–	–	2
55-59	(1)	–	–	–	(1)	–	–	–	(1)
60-64	20	1	2	3	8	(1)	1	(1)	4
65-69	16	(1)	1	–	11	1	1	(1)	2

See footnotes at end of table.

Table 16. Accident and sickness insurance: Percent of full-time participants by type and duration of payments, medium and large firms, 1982—Continued

Type of payment	Maximum weeks of coverage								
	Total	Less than 13	13	14-25	26	27-51	52	Greater than 52	Varies by service
Technical and clerical									
Fixed percent of earnings-Continued									
70 or more	7	([1])	([1])	1	5	–	([1])	–	1
Percent of earnings varies	8	–	([1])	([1])	2	([1])	4	–	2
By service	5	–	–	–	2	–	2	–	1
By length of disability	2	–	([1])	([1])	([1])	([1])	1	–	([1])
By both service and length of disability	2	–	–	–	([1])	–	–	–	1
Fixed weekly dollar benefit	12	([1])	3	([1])	8	([1])	1	–	1
Less than $60	4	–	1	–	3	–	–	–	([1])
$60-$79	2	([1])	1	([1])	1	–	([1])	–	–
$80-$99	2	–	1	([1])	1	–	–	–	–
$100-$119	2	–	([1])	–	2	–	([1])	–	1
$120-$139	1	–	([1])	–	1	([1])	([1])	–	–
$140 or more	1	–	–	–	1	–	([1])	–	([1])
Weekly dollar benefit varies	9	–	1	–	3	([1])	2	([1])	2
By earnings	9	–	1	–	3	([1])	2	([1])	2
By service or length of disability	([1])	–	([1])	–	([1])	–	–	–	([1])
Production									
All types	100	1	13	5	50	2	18	([1])	11
Fixed percent of earnings	32	([1])	3	4	20	1	1	([1])	3
50-54	13	([1])	1	2	8	–	–	–	1
55-59	([1])	–	–	–	([1])	–	–	–	–
60-64	7	([1])	1	1	4	([1])	([1])	([1])	1
65-69	7	([1])	1	–	5	([1])	([1])	([1])	([1])
70 or more	4	–	([1])	([1])	2	–	–	–	1
Percent of earnings varies	1	–	–	–	([1])	–	–	–	1
By service	([1])	–	–	–	([1])	–	–	–	([1])
By length of disability	1	–	–	–	–	–	–	–	1
By both service and length of disability	([1])	–	–	–	([1])	–	–	–	([1])
Fixed weekly dollar benefit	39	([1])	9	1	21	1	4	–	2
Less than $60	9	([1])	5	–	3	([1])	([1])	–	–
$60-$79	5	([1])	2	1	2	([1])	([1])	–	–
$80-$99	4	–	1	([1])	2	–	–	–	–
$100-$119	6	–	([1])	([1])	5	([1])	1	–	([1])
$120-$139	7	([1])	([1])	([1])	5	([1])	1	–	–
$140 or more	8	([1])	([1])	([1])	4	([1])	2	–	2
Weekly dollar benefit varies	27	–	1	–	8	([1])	14	([1])	4
By earnings	26	–	1	–	7	([1])	13	([1])	4
By service or length of disability	2	–	1	–	1	–	([1])	–	([1])

[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 17. Accident and sickness insurance: Percent of full-time participants with benefits based on percent of earnings formula by maximum weekly benefit, medium and large firms, 1982

Type of payment	Total	Maximum weekly benefit										No maximum
		Total with maximum	Less than $80	$80 to $99	$100 to $119	$120 to $139	$140 to $159	$160 to $199	$200 to $249	$250 to $299	$300 or more	
All participants												
Total	100	70	3	19	3	5	14	3	10	3	11	30
Fixed percent of earnings	91	70	3	19	3	5	14	3	10	3	11	21
50-54	35	30	3	17	1	1	4	1	2	1	1	5
55-59	1	1	–	–	–	(1)	–	(1)	–	–	–	(1)
60-64	24	16	–	(1)	(1)	2	1	1	6	(1)	5	8
65-69	21	17	(1)	1	(1)	2	8	1	2	(1)	3	3
70 or more	10	6	–	1	1	(1)	1	–	(1)	1	2	4
Percent of earnings varies	9	(1)	–	–	–	–	–	–	–	–	(1)	8
Professional and administrative												
Total	100	67	(1)	24	2	1	10	3	10	2	13	33
Fixed percent of earnings	84	66	(1)	24	2	1	10	3	10	2	13	17
50-54	31	27	–	23	(1)	(1)	2	–	1	1	1	4
60-64	29	18	–	(1)	(1)	1	–	1	9	1	5	11
65-69	18	17	(1)	1	1	(1)	8	1	1	–	4	2
70 or more	6	4	–	(1)	1	–	(1)	–	–	1	3	1
Percent of earnings varies	16	(1)	–	–	–	–	–	–	–	–	(1)	16
Technical and clerical												
Total	100	67	2	23	3	4	15	2	7	3	11	33
Fixed percent of earnings	90	67	2	23	3	4	15	2	7	3	10	23
50-54	34	30	(1)	21	1	(1)	5	–	(1)	1	2	4
55-59	(1)	(1)	–	–	–	(1)	–	–	–	–	–	(1)
60-64	25	14	–	(1)	(1)	2	(1)	1	4	1	5	11
65-69	21	18	1	1	1	1	10	(1)	2	1	2	3
70 or more	9	5	–	(1)	2	(1)	(1)	–	1	1	1	4
Percent of earnings varies	10	1	–	–	–	–	–	–	–	–	1	10
Production												
Total	100	74	6	14	3	8	15	4	11	3	10	26
Fixed percent of earnings	96	74	6	14	3	8	15	4	11	3	10	22
50-54	38	31	6	12	1	2	5	2	3	1	1	7
55-59	1	1	–	–	–	(1)	–	1	–	–	–	(1)
60-64	21	16	–	(1)	(1)	2	2	1	6	(1)	4	5
65-69	21	18	(1)	(1)	(1)	3	8	(1)	2	(1)	4	4
70 or more	13	7	–	1	1	1	1	–	(1)	1	1	6
Percent of earnings varies	4	(1)	–	–	–	–	–	–	–	–	(1)	4

[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 18. Long-term disability insurance: Percent of full-time participants by method of determining payment, medium and large firms, 1982

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	71	29	100	74	26	100	76	24	100	63	37
Fixed percent of earnings	78	62	16	86	64	22	81	64	16	67	57	10
Less than 50 percent	2	1	1	1	1	([1])	1	1	([1])	3	2	2
50 percent	29	23	6	29	20	10	27	22	5	29	26	2
55 percent	([1])	([1])	([1])	([1])	([1])	–	1	([1])	([1])	1	1	–
60 percent	36	30	6	41	34	7	39	33	7	26	22	4
65 or 67 percent	7	6	1	9	7	1	8	6	1	6	5	([1])
70 percent or more	4	2	2	5	2	3	4	2	2	2	1	2
Percent varies by earnings	9	6	3	9	6	3	16	10	5	4	2	2
Percent varies by service	1	([1])	1	1	([1])	1	1	([1])	1	1	([1])	([1])
Scheduled dollar amount varies by earnings	10	2	8	2	2	–	2	1	([1])	26	2	24
Other[2]	2	1	1	2	2	1	1	1	1	3	2	2

[1] Less than 0.5 percent.

[2] Includes flat dollar amounts and scheduled percent of earnings varying by length of disability.

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 by coverage for selected categories of medical care, medium and large firms, 1982

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	18	12	70	(3)
Hospitalization—miscellaneous services	100	100	17	13	70	(3)
Outpatient care[4]	100	100	14	14	72	(3)
Extended care[5]	100	62	27	22	13	38
Surgical	100	100	38	22	39	(3)
Physician visits—in hospital	100	100	16	34	50	(3)
Physician visits—office	100	95	6	81	8	5
Diagnostic X-ray and laboratory	100	100	29	32	39	(3)
Prescription drugs	100	97	12	80	5	3
Private-duty nursing	100	94	5	88	(3)	6
Mental health care	100	99	12	12	75	1
Dental	100	68	63	5	–	32
Vision	100	22	19	3	(3)	78
Professional and administrative						
Hospital room and board	100	100	17	12	71	(3)
Hospitalization—miscellaneous services	100	100	16	13	71	(3)
Outpatient care[4]	100	100	9	14	77	(3)
Extended care[5]	100	65	28	22	15	35
Surgical	100	100	39	24	37	(3)
Physician visits—in hospital	100	100	16	38	46	(3)
Physician visits—office	100	99	6	88	6	1
Diagnostic X-ray and laboratory	100	100	28	37	35	(3)
Prescription drugs	100	98	6	85	6	2
Private-duty nursing	100	99	7	92	(3)	1
Mental health care	100	100	8	12	80	(3)
Dental	100	76	70	6	–	24
Vision	100	18	15	3	(3)	82
Technical and clerical						
Hospital room and board	100	100	17	14	69	(3)
Hospitalization—miscellaneous services	100	100	15	15	70	(3)
Outpatient care[4]	100	100	10	15	74	(3)
Extended care[5]	100	63	25	23	15	37
Surgical	100	100	35	25	40	(3)
Physician visits—in hospital	100	100	14	39	47	(3)
Physician visits—office	100	99	6	85	7	1
Diagnostic X-ray and laboratory	100	100	26	35	38	(3)
Prescription drugs	100	97	7	84	6	3
Private-duty nursing	100	98	7	91	1	2
Mental health care	100	100	10	14	76	(3)
Dental	100	68	63	5	–	32
Vision	100	19	15	4	(3)	81

See footnotes at end of table.

Table 19. Health insurance: Percent of full-time participants by coverage for selected categories of medical care, medium and large firms, 1982—Continued

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	
Production						
Hospital room and board	100	100	18	12	69	(3)
Hospitalization—miscellaneous services	100	100	18	13	69	(3)
Outpatient care[4]	100	100	18	13	68	(3)
Extended care[5]	100	60	28	21	11	40
Surgical	100	100	39	21	40	(3)
Physician visits—in hospital	100	100	17	30	53	(3)
Physician visits—office	100	91	5	76	10	9
Diagnostic X-ray and laboratory	100	100	30	29	41	(3)
Prescription drugs	100	96	17	76	3	4
Private-duty nursing	100	89	4	84	(3)	11
Mental health care	100	99	15	12	72	1
Dental	100	64	60	4	–	36
Vision	100	25	23	2	(3)	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 (copayment) 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] Coverage for any of the following services charged by the outpatient department of the hospital: Treatment for accidental injury or emergency sickness; surgical procedures; rehabilitative or physical therapy; and treatment for chronic illness (radiation therapy, etc.).

[5] 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. Dash indicates no employees in this category.

Table 20. Health insurance: Percent of full-time participants in plans with basic hospital room and board coverage by type of benefit payments, medium and large firms, 1982

Type of 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	71	13	19	4	30	5	19	10
Daily dollar allowance	7	7	4	1	(2)	1	(2)	(2)	–
Semiprivate rate	93	64	9	17	3	29	5	18	10
Professional and administrative									
Total	100	67	10	19	3	33	3	20	12
Daily dollar allowance	3	3	1	1	(2)	1	–	(2)	–
Semiprivate rate	97	65	9	18	2	32	3	20	12
Technical and clerical									
Total	100	66	11	22	3	27	3	20	14
Daily dollar allowance	5	5	2	2	(2)	1	(2)	(2)	–
Semiprivate rate	95	61	9	20	3	25	3	20	14
Production									
Total	100	76	16	18	4	30	8	17	7
Daily dollar allowance	11	10	7	2	(2)	1	(2)	(2)	–
Semiprivate rate	89	66	9	16	4	29	8	16	7

[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 21. Health insurance: Percent of full-time participants in plans with basic surgical benefits by maximum allowance for selected procedures, medium and large firms, 1982

Maximum allowance	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Usual and customary charge	64	68	62	62
Maximum scheduled allowance	36	32	38	38
Most expensive surgical procedure:				
$201-$300	1	1	1	2
$301-$400	1	1	([1])	2
$401-$500	4	2	3	5
$501-$750	5	2	2	7
$751-$1,000	6	5	6	6
$1,001-$1,250	3	2	4	3
$1,251-$1,500	5	4	7	5
$1,501-$2,000	5	6	9	3
More than $2,000	6	10	7	4
Appendectomy:				
$100 or less	([1])	-	-	([1])
$101-$150	2	1	1	3
$151-$200	6	4	4	7
$201-$300	10	7	11	11
$301-$400	8	7	10	7
$401-$500	4	3	6	4
More than $500	6	8	6	4
Not determinable[2]	1	1	1	1
Tonsillectomy:				
$50 or less	2	1	1	2
$51-$100	13	8	9	17
$101-$150	13	11	17	11
$151-$200	4	4	5	4
More than $200	4	7	4	2
Not determinable[2]	1	1	1	1
Hysterectomy:				
$200 or less	1	([1])	([1])	1
$201-$300	7	4	4	9
$301-$400	5	3	4	6
$401-$500	6	6	9	6
$501-$750	10	8	13	9
More than $750	6	8	5	5
Not determinable[2]	3	3	4	2

[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 22. Health insurance: Percent of full-time participants in plans with major medical coverage by amount of deductible and applicable benefit period, medium and large firms, 1982

Amount of deductible[1]	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	96	3	100	97	3	100	98	2	100	95	4
Deductible specified	100	96	3	100	97	3	100	98	2	99	95	4
Based on earnings[2]	6	6	–	6	6	–	7	7	–	5	5	–
Flat dollar amount	94	91	3	94	92	3	93	91	2	94	90	4
$25	2	1	1	3	2	1	3	1	1	2	1	1
$26-$49	1	1	–	1	1	–	(3)	(3)	–	1	1	–
$50	21	21	(3)	21	21	(3)	18	18	(3)	23	22	1
$51-$74	(3)	(3)	–	(3)	(3)	–	(3)	(3)	–	(3)	(3)	–
$75	5	5	(3)	5	5	(3)	4	4	(3)	6	6	–
$76-$99	(3)	(3)	–	1	1	–	(3)	(3)	–	(3)	(3)	–
$100	56	54	2	54	53	1	55	54	1	58	55	3
$125	(3)	(3)	–	1	1	–	1	1	–	(3)	(3)	–
$150	4	4	–	6	6	–	7	7	–	2	2	–
Over $150	3	3	(3)	3	3	(3)	4	4	(3)	3	3	(3)
No deductible	(3)	–	–	(3)	–	–	(3)	–	–	1	–	–

[1] Amount of deductible described is for each insured person. However, many plans contain a maximum family deductible. In some plans, the individual and family deductibles are identical.

[2] 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.

[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 23. Health insurance: Percent of full-time participants in plans with major medical coverage by coinsurance provisions,[1] medium and large firms, 1982

Final coinsurance provision	All participants					Professional and administrative participants					Technical and clerical participants					Production participants				
	Initial coinsurance																			
	Total	80 percent	85 percent	90 percent	Other	Total	80 percent	85 percent	90 percent	Other	Total	80 percent	85 percent	90 percent	Other	Total	80 percent	85 percent	90 percent	Other
Total	100	90	5	2	4	100	90	5	2	3	100	92	3	2	3	100	89	6	2	4
Final coinsurance changes to 100 percent	63	56	4	1	2	72	64	4	2	2	72	67	2	1	2	54	45	5	1	2
When covered expenses[2] within a year reach:																				
$1-$2,000	9	9	(3)	1	–	9	9	(3)	1	–	11	11	(3)	(3)	–	8	7	(3)	1	–
$2,001-$4,000	16	15	(3)	(3)	1	21	20	–	(3)	1	19	18	–	(3)	1	12	11	(3)	(3)	1
$4,001-$6,000	22	20	1	(3)	(3)	26	24	1	(3)	(3)	25	25	(3)	(3)	(3)	17	16	1	(3)	(3)
$6,001-$8,000	6	2	3	–	1	7	3	3	–	1	5	3	1	–	1	6	2	3	–	1
$8,001-$10,000	8	6	1	(3)	(3)	6	5	(3)	(3)	(3)	9	8	(3)	(3)	(3)	8	6	1	(3)	(3)
More than $10,000	3	3	(3)	(3)	–	4	3	(3)	(3)	–	3	2	(3)	(3)	–	3	3	(3)	–	–
Final coinsurance changes to other than 100 percent	1	1	(3)	(3)	(3)	2	1	(3)	(3)	(3)	2	2	(3)	–	(3)	1	1	–	–	(3)
Coinsurance unchanged	35	33	(3)	1	2	26	24	(3)	1	1	26	23	(3)	1	2	45	43	(3)	1	2

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

[2] Amount of covered expenses described is for each insured person. In rare cases, the limit for the individual and family are identical.

[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 24. Health insurance: Percent of full-time participants in plans with dental benefits by extent of coverage for selected procedures, medium and large firms, 1982

Type of dental procedure	Total	Scheduled cash allowance	Incentive schedule[1]	Subject to copayment[2]	Percent of reasonable and customary charge										Not covered
					Total	50	60	61-74	75	80	85	90	91-99	100	
All participants															
Examinations	100	13	4	(3)	83	(3)	(3)	1	2	24	(3)	1	–	53	–
Dental X-rays	100	14	4	(3)	83	1	1	1	2	27	5	8	–	39	(3)
Fillings	100	25	4	(3)	70	5	2	1	5	37	6	7	(3)	7	(3)
Dental surgery	100	23	4	(3)	72	5	2	1	5	36	6	7	1	9	(3)
Periodontal care	100	23	3	(3)	71	7	2	1	5	35	6	7	(3)	8	2
Inlays	100	25	1	(3)	72	36	5	2	2	15	5	5	(3)	3	2
Crowns	100	25	1	1	72	36	5	2	2	14	5	5	(3)	3	2
Orthodontia	100	12	–	1	56	49	3	(3)	1	1	(3)	(3)	(3)	2	31
Professional and administrative															
Examinations	100	15	3	(3)	81	(3)	1	1	3	23	(3)	1	–	52	–
Dental X-rays	100	15	3	(3)	81	(3)	1	1	3	26	3	4	–	43	(3)
Fillings	100	26	4	(3)	70	5	2	1	5	40	5	4	(3)	7	(3)
Dental surgery	100	24	3	(3)	72	6	2	1	5	39	5	4	1	10	(3)
Periodontal care	100	23	3	(3)	72	8	2	1	3	38	5	4	(3)	9	2
Inlays	100	26	1	(3)	71	41	6	2	2	13	2	2	(3)	3	2
Crowns	100	26	1	(3)	72	42	6	2	2	13	2	2	(3)	3	2
Orthodontia	100	14	–	1	58	51	4	(3)	1	1	(3)	(3)	(3)	2	27
Technical and clerical															
Examinations	100	14	4	(3)	81	(3)	1	1	2	25	(3)	2	–	51	–
Dental X-rays	100	15	4	(3)	81	(3)	1	1	2	28	3	4	–	42	(3)
Fillings	100	28	5	(3)	67	4	2	1	5	40	3	4	(3)	7	(3)
Dental surgery	100	27	5	(3)	68	4	2	1	5	39	3	4	(3)	8	(3)
Periodontal care	100	27	4	(3)	66	7	3	1	4	37	3	4	(3)	8	2
Inlays	100	28	1	(3)	69	38	6	2	2	14	2	2	(3)	3	2
Crowns	100	28	1	(3)	69	38	6	2	2	14	2	2	(3)	3	2
Orthodontia	100	15	–	(3)	52	42	4	(3)	2	1	(3)	(3)	(3)	2	33
Production															
Examinations	100	12	4	(3)	84	1	(3)	1	1	24	(3)	2	–	55	–
Dental X-rays	100	12	3	(3)	85	1	1	1	2	26	8	11	–	35	(3)
Fillings	100	23	3	(3)	73	5	1	1	6	34	9	10	(3)	7	(3)
Dental surgery	100	21	3	1	75	5	1	1	6	33	8	10	1	10	(3)
Periodontal care	100	21	3	1	74	7	1	1	6	32	9	10	(3)	8	2
Inlays	100	23	1	1	73	32	3	1	1	16	8	8	(3)	3	2
Crowns	100	23	1	1	74	33	3	1	1	16	8	8	(3)	3	1
Orthodontia	100	10	–	(3)	58	52	1	(3)	1	1	(3)	(3)	–	2	32

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

[2] Participant pays a specific amount per procedure and plan pays all remaining expenses.

[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 25. Health insurance: Percent of full-time participants in plans with dental benefits by deductible provision,[1] medium and large firms, 1982

Type of deductible[2]	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Subject to basic dental deductible	60	63	65	55
Yearly deductible	49	54	52	45
Under $25	1	1	1	1
$25	21	25	20	20
$26-$49	2	1	3	2
$50	22	24	24	20
Over $50	3	3	4	2
Lifetime deductible	10	9	13	9
$25	1	2	2	1
$50	8	7	10	8
Over $50	(3)	(3)	(3)	(3)
Subject to major medical deductible	7	8	8	6
No deductible	33	29	27	39

[1] Excludes separate deductibles for orthodontic procedures.
[2] Amount of deductible described is for each insured person. However, many plans contain a maximum family deductible. In some plans, the individual and family deductibles are identical.
[3] Less than 0.5 percent.

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

Table 26. Health insurance: Percent of full-time participants in plans with dental benefits and in plans with orthodontic coverage by maximum amount of insurance, medium and large firms, 1982

Dollar amount[1]	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	91	90	88	93	96	96	96	96
Less than $500	1	1	1	1	1	1	1	(2)
$500	9	8	10	10	23	24	23	22
$501-$749	2	2	1	2	8	5	5	11
$750	24	27	23	23	20	27	20	15
$751-$999	1	1	1	1	13	10	7	18
$1,000	44	40	39	48	28	25	32	27
$1,001-$1,499	3	3	4	2	2	1	4	1
$1,500	5	5	6	4	2	2	3	1
Greater than $1,500	3	4	4	3	1	1	1	1
No maximum	9	10	12	7	4	4	4	4

[1] Amount of maximum specified is for each insured person.
[2] Less than 0.5 percent.

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

Table 27. Health insurance: Percent of full-time participants in plans with vision benefits by extent of benefits, medium and large firms, 1982

Benefit	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Eye examinations only	15	25	24	7
Examinations and eyeglasses	8	9	10	7
Examinations, eyeglasses, and contact lenses	67	54	45	79
Orthoptics only[1]	6	8	10	3
Other combinations	5	4	12	3

[1] Exercises to improve the function of the eye muscles.

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

Table 28. Health Insurance: Percent of full-time participants in plans with mental health benefits by extent of benefits, medium and large firms, 1982

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	99	91	99	94	99	94	99	89
Covered the same as other illnesses	56	7	59	5	56	7	55	8
Subject to separate limitations[1]	43	84	40	89	44	87	44	80
Limit on days or visits	31	19	26	19	29	21	33	18
Limit on dollars	15	63	15	66	17	66	14	60
Major medical coinsurance limited to 50 percent	2	54	1	56	2	57	2	52
Other limitations	8	13	7	12	8	12	7	13
Not covered	1	9	1	6	1	6	1	11

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

Table 29. Health insurance: Percent of full-time participants by coverage for selected special benefits, medium and large firms, 1982

Benefit item	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Covered by at least one of the listed special benefits[1]	59	60	58	59
Second surgical opinion	25	29	27	23
Alcoholism treatment	50	51	49	50
Drug abuse treatment	37	38	35	37
Hearing care	9	8	7	10
Not covered by any of listed special benefits	41	40	42	41

[1] The total is less than the sum of the individual items because many participants receive more than one benefit.

Table 30. Health insurance: Percent of full-time participants by funding medium for selected types of coverage, medium and large firms, 1982

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	77	67	90	68	86	75	63	93	68
Blue Cross-Blue Shield	27	21	21	13	3	26	19	19	14	3
Commercial carrier	42	39	31	56	46	40	37	28	58	44
Independent prepaid health organization[3]	4	4	4	([4])	2	4	5	5	([4])	1
Self-insured	15	14	11	20	16	15	14	11	20	19
Combined	1	([4])	([4])	1	([4])	1	([4])	([4])	1	([4])
Not provided	12	23	33	10	32	14	25	37	7	32
	Professional and administrative					Production				
Total	100	100	100	100	100	100	100	100	100	100
Provided	88	76	63	94	76	88	79	71	87	64
Blue Cross-Blue Shield	25	17	17	13	2	28	24	23	12	3
Commercial carrier	45	42	33	62	52	41	37	32	53	45
Independent prepaid health organization[3]	5	5	5	([4])	2	3	3	3	([4])	2
Self-insured	12	12	8	18	19	16	15	13	20	14
Combined	1	([4])	([4])	1	1	1	([4])	([4])	1	([4])
Not provided	12	24	37	6	24	12	21	29	13	36

[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 (copayment) 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 that are applied across categories of care.

[3] Includes federally qualified (those meeting standards of Health Maintenance Organization Act of 1973, as amended) and other HMOs delivering comprehensive health care on a prepayment rather than fee-for-service basis. All HMOs are included here regardless of sponsorship, e.g., Blue Cross-Blue Shield or a commercial insurance carrier.

[4] Less than 0.5 percent.

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

Table 31. Life insurance: Percent of full-time participants by method of determining amount of basic life insurance and frequency of related coverages, medium and large firms, 1982

Item	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Basic life insurance[1]	100	100	100	100
Based on earnings	64	83	78	48
Multiple	45	65	62	27
Graduated schedule	19	18	17	20
Flat amount	33	14	17	49
Based on service	3	3	4	3
Other	([2])	([2])	([2])	([2])
With extended coverage during total and permanent disability	99	99	98	99
With accidental death and dismemberment coverage	72	70	66	77
With dependent coverage	16	14	18	15

[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 32. Life insurance: Percent of full-time participants in plans with multiple-of-earnings formulas by amount of basic insurance and maximum coverage provisions, medium and large firms, 1982

Formula	Total	In plans without maximum coverage	In plans with maximum coverage				
			All	Less than $50,000	$50,000-$99,999	$100,000-$249,999	$250,000 or more
All participants							
Total	100	57	43	2	8	22	12
Life insurance is equal to annual earnings times:							
Less than 1.0	3	2	1	–	–	1	(1)
1.0	44	30	14	1	2	9	2
1.1-1.4	1	1	(1)	–	–	–	(1)
1.5	8	3	5	(1)	1	3	(1)
1.6-1.9	(1)	–	(1)	(1)	–	–	–
2.0	38	19	19	1	3	8	8
More than 2.0	6	2	4	–	1	1	2
Professional and administrative							
Total	100	55	45	2	8	21	14
Life insurance is equal to annual earnings times:							
Less than 1.0	1	1	(1)	–	–	(1)	(1)
1.0	39	25	14	1	2	9	2
1.1-1.4	1	1	(1)	–	–	–	(1)
1.5	8	4	4	(1)	2	2	1
1.6-1.9	(1)	–	(1)	(1)	–	–	–
2.0	44	22	22	1	4	9	9
More than 2.0	7	3	4	–	1	2	2
Technical and clerical							
Total	100	55	45	2	8	24	12
Life insurance is equal to annual earnings times:							
Less than 1.0	1	1	(1)	–	–	(1)	(1)
1.0	45	31	14	1	3	9	2
1.1-1.4	(1)	(1)	(1)	–	–	–	(1)
1.5	7	2	5	(1)	1	3	(1)
1.6-1.9	(1)	–	(1)	(1)	–	–	–
2.0	39	18	21	1	3	10	8
More than 2.0	7	3	4	–	1	1	2
Production							
Total	100	60	40	3	7	20	10
Life insurance is equal to annual earnings times:							
Less than 1.0	5	3	2	–	–	2	(1)
1.0	50	35	15	2	2	9	2
1.1-1.4	2	1	1	–	–	–	1
1.5	8	2	5	(1)	1	4	(1)
2.0	30	17	13	1	2	5	6
More than 2.0	5	1	4	–	2	1	1

[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 33. Life insurance: Percent of full-time participants in plans with flat dollar insurance by amount of basic insurance, medium and large firms, 1982

Amount of insurance	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Less than $2,000	6	4	4	6
$2,000-$4,999	21	21	20	21
$5,000-$9,999	32	31	35	32
$10,000-$14,999	31	30	32	31
$15,000-$19,999	3	4	2	4
$20,000 and over	7	10	7	6

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

Table 34. Life insurance: Percent of full-time participants in basic life insurance plans by effect of retirement on coverage, medium and large firms, 1982

Effect of retirement	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Insurance continues[1]	64	66	64	62
Continues for life	62	64	63	61
Continues in full	3	5	4	2
Reduced once	35	31	34	37
Reduced more than once during retirement	24	28	25	22
Ceases during retirement	1	1	1	2
Insurance discontinued immediately	36	34	36	38

[1] Includes plans in which coverage is fully retiree paid, and plans which accumulate permanent, or paid-up, amounts of insurance through the contributions of active employees.

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

Table 35. Private pension plans:[1] Percent of full-time participants by method of determining retirement payments, medium and large firms, 1982

Basis of payment[2]	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Terminal earnings formula	52	71	70	32
No alternative formula	27	39	44	12
Terminal earnings alternative	6	9	7	4
Career earnings alternative	4	5	5	4
Dollar amount alternative[3]	14	19	15	12
Career earnings formula	15	23	16	12
No alternative formula	9	13	10	6
Career earnings alternative	([4])	([4])	([4])	([4])
Dollar amount alternative[3]	6	9	5	5
Percent of contributions alternative	([4])	([4])	–	([4])
Dollar amount formula[3]	30	5	13	52
No alternative formula	28	4	12	49
Dollar amount alternative[3]	2	1	1	3
Percent of contributions alternative	([4])	([4])	([4])	([4])
Percent of contributions formula	2	1	([4])	3
No alternative formula	2	1	([4])	3
Other formula[5]	1	1	([4])	1
No alternative formula	1	1	([4])	1

[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.

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

Table 36. Private pension plans:[1] Percent of full-time participants by provision for integration or offset of social security benefits, medium and large firms, 1982

Provision	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With integrated or offset formula	45	64	64	25
Terminal earnings formula	40	58	58	21
Integrated with social security payment[2]	7	13	9	3
Offset by social security payment[3]	33	45	50	17
Based on service[4]	24	34	39	11
Not based on service[5]	8	11	11	6
Other formula	5	6	6	4
Integrated with social security payment[2]	3	4	4	3
Offset by social security payment[3]	2	2	3	1
Based on service[4]	1	1	1	1
Not based on service[5]	1	1	2	([6])
Without integrated or offset formula	55	36	36	75

[1] Excludes supplemental pension plans.
[2] Formula provides lower benefits for earnings subject to FICA (social security) taxes than for earnings in excess of tax base.
[3] Benefit as calculated by formula is reduced by portion of primary social security payment.
[4] Offset is equal to the product of a percent of primary social security payments and the participant's years of service with the employer. A maximum offset is frequently applied, for example, 50 percent.
[5] Benefit formula includes a reduction by a specified percent of primary social security payments. Although generally offsets of up to 83.33 percent are permitted by the Internal Revenue Service for plan qualification, offsets in excess of 50 percent are uncommon.
[6] Less than 0.5 percent.

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

Table 37. Private pension plans:[1] Percent of full-time participants by minimum age and associated service requirements for normal retirement,[2] medium and large firms, 1982

Age and service requirements[3]	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
No age requirement	13	6	8	19
Less than 30 years' service	(4)	(4)	(4)	(4)
30 years' service	13	5	8	19
More than 30 years' service	(4)	(4)	(4)	(4)
Age 55	4	7	3	4
20 years' service	2	6	2	(4)
25 years' service	(4)	(4)	(4)	(4)
30 years' service	2	1	1	4
Age 56-59	1	1	1	2
20 years' service	1	–	(4)	1
30 or more years' service	1	1	(4)	1
Other service requirement	(4)	(4)	(4)	(4)
Age 60	10	14	14	6
No service requirement	2	4	3	2
5 years' service	(4)	(4)	(4)	(4)
10 years' service	2	2	4	2
15 years' service	1	2	1	(4)
20 or 25 years' service	1	1	1	(4)
30 years' service	2	3	3	2
More than 30 years' service	(4)	(4)	(4)	(4)
Other service requirement	1	2	2	(4)
Age 62	19	20	18	19
No service requirement	4	5	5	3
5 years' service	1	2	1	1
10 years' service	9	7	6	11
15 years' service	2	3	3	1
20 or 25 years' service	1	1	1	2
30 years' service	2	2	2	1
Other service requirement	(4)	(4)	(4)	(4)
Age 63-64	2	1	3	1
No service requirement	1	1	3	1
30 years' service	(4)	(4)	(4)	(4)
Age 65	42	41	44	42
No service requirement	36	38	41	33
5 years' service	1	1	1	1
10 years' service	5	3	2	7
Other service requirement	(4)	–	–	(4)
	(4)			(4)
Sum of age plus service	8	10	9	7
Equals less than 80	2	3	2	2
Equals 80	1	1	1	1
Equals 85	3	5	3	3
Equals 90 or more	2	2	3	2

[1] Excludes supplemental pension plans.

[2] 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.

[3] If a plan had alternative age and service requirements, the earliest age and associated service were tabulated; if one alternative did not specify an age, it was the requirement tabulated.

[4] 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 38. Private pension plans:[1] Percent of full-time participants by minimum age and associated service requirements for early retirement,[2] medium and large firms, 1982

Age and service requirements[3]	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Participants in plans permitting early retirement	97	97	99	96
No age requirement	5	9	5	3
Less than 30 years' service	(4)	1	1	(4)
30 years' service	5	8	4	3
More than 30 years' service	(4)	(4)	(4)	–
Less than age 55	9	5	14	8
No service requirement	(4)	(4)	(4)	(4)
5 years' service	(4)	(4)	(4)	(4)
10 years' service	3	2	6	1
15 years' service	2	2	3	1
20 years' service	1	1	(4)	(4)
25 years' service	4	(4)	5	5
Age 55	63	68	67	58
No service requirement	9	10	8	9
5 years' service	4	9	5	2
10 years' service	35	36	36	35
15 years' service	10	9	14	9
20 years' service	3	3	3	2
25 years' service	(4)	(4)	(4)	–
Other service requirement	1	1	1	1
Age 56 to 59	1	1	1	1
10 years' service	1	(4)	1	1
20 or 30 years' service	1	1	(4)	1
Age 60	8	4	4	11
No service requirement	(4)	(4)	(4)	1
5 years' service	(4)	(4)	–	(4)
10 years' service	4	2	2	7
15 years' service	2	2	1	3
20 or more years' service	(4)	(4)	(4)	(4)
Other service requirement	(4)	–	–	(4)
Age 62	2	(4)	(4)	3
No service requirement	(4)	(4)	(4)	1
5 years' service	(4)	–	(4)	(4)
10 years' service	1	–	(4)	2
15 or 20 years' service	(4)	(4)	(4)	(4)
Sum of age plus service	10	9	7	11
Equals 70 or less	1	1	1	1
Equals 75	1	1	1	1
Equals 76-80	2	3	3	1
Equals 85	5	3	2	8
Equals 90	(4)	(4)	(4)	–
Participants in plans without early retirement	3	3	1	4

[1] Excludes supplemental pension plans.

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

[3] If a plan had alternative age and service requirements, the earliest age and associated service were tabulated; if one alternative did not specify an age, it was the requirement tabulated.

[4] 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 39. Private pension plans:[1] Percent of participants in plans with early retirement by reduction factor for immediate start of payments, medium and large firms, 1982

Basis of reducing accrued benefit	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Actuarial[2]	21	17	17	25
Arithmetic reduction for each year prior to normal retirement age	79	83	83	75
Uniform percentage	46	39	48	48
Less than 3.0	2	4	2	1
3.0	7	8	7	6
3.1-3.9	1	1	2	1
4.0	6	6	9	4
4.1-4.9	2	2	2	2
5.0	7	8	11	5
5.1-5.9	([3])	([3])	([3])	([3])
6.0	16	7	13	21
6.7	3	2	3	3
6.8-7.1	([3])	1	([3])	1
7.2	1	([3])	([3])	2
7.3 or more	1	–	([3])	1
Percentage varies by service	3	10	3	([3])
Percentage varies by age[4]	30	34	32	27
Data not available	([3])	–	–	([3])

[1] Excludes supplemental pension plans.
[2] Reduction schedule is related to actuarial assumptions of the life expectancy at age that pension payments begin.
[3] Less than 0.5 percent.
[4] The rate of reduction per year varies by age bracket, sometimes in approximation of an actuarial table. For example, benefits may be reduced by 6.7 percent for each year between age 60 and the plan's normal retirement age, and by 3.3 percent for each year retirement precedes age 60. Also includes some plans which reduce benefits arithmetically for each year immediately below normal retirement age and actuarially below a specified age, usually 55.

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

Table 40. Private pension plans:[1] Percent of full-time participants by provisions for disability retirement, medium and large firms, 1982

Characteristic	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total with disability retirement benefits	89	90	86	91
Minimum requirements for disability retirement				
Total	100	100	100	100
No age or service	16	17	22	13
Age only	([2])	([2])	1	([2])
Service only	56	45	41	69
Age and service	8	5	8	9
Meets qualification for long-term disability benefits	20	34	28	9
Benefit provisions				
Total	100	100	100	100
Immediate disability retirement[3]	66	49	50	82
Unreduced normal formula[4]	51	38	38	63
Reduced normal formula[5]	8	6	7	10
Other than normal formula[6]	7	5	5	8
Deferred disability retirement	34	51	50	18
With benefits based on:				
Service when disabled	3	4	5	2
Service plus credit to early retirement date or later	30	46	44	15
Service with some credit	1	2	1	1

[1] Excludes supplemental pension plans.
[2] Less than 0.5 percent.
[3] Immediate disability pensions may be supplemented by additional allowances until an employee reaches a specified age or becomes eligible for social security.
[4] The disabled worker's pension is computed under the plan's normal benefit formula and is paid as if retirement had occurred on the plan's normal retirement date, based on years of service actually completed.
[5] The disabled worker's pension is computed under the plan's normal benefit formula, based on years of service actually completed, and then reduced for early receipt.
[6] The disabled worker's benefit is not computed by the plan's normal benefit formula. The methods used include 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 41. Private pension plans:[1] Percent of full-time participants by provision for credit for service after age 65, medium and large firms, 1982

Type of credit	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
No credit for service	58	66	68	49
Pension deferred with no change in amount	52	58	61	43
Pension deferred, but increased actuarially	4	5	5	3
Pension deferred, but increased by percent per additional year of service[2]	2	2	1	1
Pension begins at age 65	1	([3])	1	([3])
Credit for service[4]	42	34	32	51
All service credited	25	18	20	30
Service credited to specified maximum age	16	15	11	20
Service credited to specified maximum years of service	1	1	1	1
Other[5]	([3])	([3])	([3])	–

[1] Excludes supplemental pension plans.
[2] The pension amount computed at age 65 is increased by a specified percent (not part of the benefit formula) for each year the employee remains active.
[3] Less than 0.5 percent.
[4] Additional service is included in the benefit formula.
[5] Includes participants in plans in which all service is credited and pension is actuarially increased for later retirement date.

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

Table 42. Private pension plans:[1] Percent of full-time participants by vesting provisions, medium and large firms, 1982

Provision	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Type of vesting schedule				
Total[2]	100	100	100	100
Cliff vesting,[3] with full vesting after:				
10 years of service at any age	66	62	61	71
10 years of service after age 22	22	26	25	18
Other[4]	2	1	2	2
Graduated vesting,[5] with full vesting after:				
15 years of service[6]	4	5	6	3
Other[4]	8	8	11	8
Provision for earliest receipt of fully vested benefit				
Total	100	100	100	100
Payable at normal retirement age only	2	2	1	3
Payable prior to normal retirement age:				
At specified age	72	72	73	72
At specified age, with additional service requirement	25	26	26	25

[1] Excludes supplemental pension plans.
[2] Because plans may adopt alternative vesting schedules, sums of participants covered by individual vesting schedules may exceed 100 percent.
[3] 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) specifies 10 years as the maximum requirement for this form of vesting.
[4] Includes both participants in plans containing vesting schedules more liberal than ERISA standards and, for graduated vesting, in plans adopting other ERISA standards.
[5] 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.
[6] Participants in this group were in plans that adopted ERISA's longest time span for graduated vesting which calls for 25 percent vesting with 5 years of service, with the vested percentage increasing 5 percentage points each year for 5 succeeding years, then 10 percentage points for each of the next 5 years. Thus, 15 years is the maximum requirement for this form of vesting.

Table 43. Private pension plans:[1] Percent of full-time participants by provision for postretirement survivor annuity, medium and large firms, 1982

Type of annuity for surviving spouse	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Postretirement survivor annuity provided	100	100	100	99
Spouse's share of joint-and-survivor annuity only[2]	93	95	95	92
50 percent of retiree's pension	23	15	18	30
51-99 percent of retiree's pension	6	4	2	8
100 percent of retiree's pension	([3])	([3])	([3])	([3])
Alternative percentage at retiree's option	64	76	74	54
Spouse's share of joint-and-survivor annuity plus portion of retiree's pension	1	1	1	2
Portion of retiree's accrued pension only	5	4	5	6
Postretirement survivor annuity not provided[4]	([3])	([3])	([3])	1

[1] Excludes supplemental pension plans.
[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. ERISA requires that plans provide this annuity as an automatic form of pension payment. Employees must waive the spouse annuity in writing if they desire a pension during their lifetime only or another option offered by the plan, such as guarantee of payments for a specified period.
[3] Less than 0.5 percent.
[4] Includes participants in money purchase plans where the death benefit is in the form of a lump sum payment equal to the present value of the accrued benefit less payments already received.

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

Table 44. Private pension plans:[1] Percent of full-time participants by provision for preretirement survivor annuity, medium and large firms, 1982

Type of annuity for surviving spouse[2]	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
Preretirement survivor annuity provided	99	100	100	98
Equivalent of joint and survivor annuity[3]	74	73	69	78
Based on early retirement[4]	66	65	61	70
50 percent of employee pension	54	52	52	56
At employee cost[5]	21	20	17	24
Over 50 percent of employee pension	12	13	8	14
At employee cost[5]	1	([6])	([6])	1
Based on normal retirement[7]	8	8	9	8
At employee cost[5]	1	([6])	([6])	1
Portion of accrued employee benefit, reduced for early retirement	13	13	16	12
Other annuity[8]	11	13	14	8
Preretirement survivor annuity not provided[9]	1	([6])	([6])	2

[1] Excludes supplemental pension plans.
[2] 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, only the automatic provision was tabulated.
[3] 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.
[4] Survivor annuity is based upon the benefit the employee would have received if early retirement had occurred on the date of death.
[5] Plan reduces the accrued employee pension benefit for each year survivor protection is in force.
[6] Less than 0.5 percent.
[7] Survivor annuity is based on the benefit the employee would have received if eligible for normal retirement on the date of death.
[8] Includes annuity based on a portion of accrued benefits unreduced for early retirement, or a flat dollar amount.
[9] A preretirement survivor annuity is required by ERISA only where plans allow the payment of retiree benefits prior to the plan's normal retirement age.

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

Table 45. Accident and sickness insurance: Percent of full-time participants by length of service requirement for participation,[1] medium and large firms, 1982

Length of service requirement	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With service requirement	73	67	74	74
1 month	24	28	28	22
2 months	10	5	8	11
3 months	24	18	21	25
4-5 months	6	7	8	5
6 months	6	6	5	7
7-11 months	([2])	–	–	([2])
1 year	3	2	2	3
Over 1 year	1	1	2	([2])
Without service requirement	27	33	26	26

[1] Length of time employees must be on the job before they are covered by a plan that is at least partially employer financed. There is frequently an administrative time lag between completion of the requirement and the actual start of participation. If the lag was 1 month or more, it was included in the service requirement. Minimum age requirements are rare.

[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 46. Long-term disability insurance: Percent of full-time participants by length of service requirement for participation,[1] medium and large firms, 1982

Length of service requirement	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With service requirement	66	63	71	66
1 month	11	15	10	9
2 months	3	2	2	4
3 months	14	12	15	15
4-5 months	([2])	([2])	([2])	1
6 months	16	14	16	20
1 year	13	14	17	9
Over 1 year and under 2 years	([2])	([2])	([2])	–
2 years	2	2	2	3
3 years	2	2	4	1
Over 3 years	4	2	5	4
Without service requirement	34	37	29	34

[1] Length of time employees must be on the job before they are covered by a plan that is at least partially employer financed. There is frequently an administrative time lag between completion of the requirement and the actual start of participation. If the lag was 1 month or more, it was included in the service requirement.

[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 47. Health insurance: Percent of full-time participants by length of service requirement for participation,[1] medium and large firms, 1982

Length of service requirement	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With service requirement	58	41	53	68
1 month	18	16	17	19
2 months	10	6	8	13
3 months	19	13	19	22
4-5 months	3	–	1	6
6 months	7	5	7	7
7-11 months	([2])	–	–	([2])
One year	([2])	([2])	([2])	([2])
Without service requirement	42	59	47	32

[1] Length of time employees must be on the job before they are covered by a plan that is at least partially employer financed. There is frequently an administrative time lag between completion of the requirement and the actual start of participation. If the lag was 1 month or more, it was included in the service requirement. Minimum age requirements are rare.

[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 48. Life insurance: Percent of full-time participants by length of service requirement for participation in basic plans,[1] medium and large firms, 1982

Length of service requirement	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Total	100	100	100	100
With service requirement	62	46	61	71
1 month	20	18	17	23
2 months	9	4	6	12
3 months	20	14	22	22
4-5 months	1	([2])	3	1
6 months	10	7	11	10
7-11 months	([2])	–	–	([2])
1 year	1	1	1	2
Over 1 year	1	1	1	([2])
Without service requirement	38	54	39	29

[1] Length of time employees must be on the job before they are covered by a plan that is at least partially employer financed. There is frequently an administrative time lag between completion of the requirement and the actual start of participation. If the lag was 1 month or more, it was included in the service requirement. Minimum age requirements are rare.

[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 49. Private pension plans:[1] Percent of full-time participants by age and service requirements for participation,[2] medium and large firms, 1982

Age and service requirement provisions[3]	All participants	Professional and administrative participants	Technical and clerical participants	Production participants
Minimum requirement				
Total	100	100	100	100
With minimum age and/or service requirement[4]	61	60	72	56
Age and service	34	36	48	26
Age only	4	6	5	3
Service only	23	18	18	28
Without minimum age and/or service requirement	39	40	28	44
Maximum requirement				
Total	100	100	100	100
With maximum age requirement[5]	61	72	69	51
Without maximum age requirement	39	28	31	49

[1] Excludes supplemental pension plans.

[2] Excludes maximum 6-month administrative time lags allowed by ERISA. Most plans with time lags adopt the beginning of designated 6-month periods as participation dates.

[3] If a plan had alternate participation requirements, one of which was service only, the service only requirement was tabulated.

[4] ERISA legislation states that nearly all pension plans must allow participation to full-time employees who have reached age 25 and who have completed one year of service. Age and service requirements for many of these employees are more liberal than the ERISA standard.

[5] ERISA legislation permits plan administrators to impose a maximum age for participation. Maximum age must be within 5 years of the plan's normal retirement date.

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

Table 50. Other benefits: Percent of full-time employees in establishments providing specified benefits by percent of eligible employees, medium and large firms, 1982

Benefit	Total	None eligible	1 to 50 percent eligible	51 to 99 percent eligible	All workers eligible	Data not available
Professional and administrative employees						
Paid leave:						
Funeral leave	100	6	(1)	1	89	3
Military leave	100	14	1	2	81	3
Profit sharing, savings, and stock plans:						
Profit sharing	100	72	1	4	20	3
Savings and thrift	100	54	(1)	8	35	3
Stock bonus plans	100	84	2	1	10	3
Stock purchase plans	100	76	2	2	16	4
Other stock plans[2]	100	71	(1)	5	21	3
Income continuation plans:						
Severence pay	100	35	1	4	57	3
Miscellaneous benefits:						
Employee discounts	100	51	(1)	1	44	3
Gifts	100	85	3	1	9	3
In-house infirmary	100	44	2	2	49	3
Nonproduction bonuses	100	76	5	1	15	3
Relocation allowance:						
Full defrayment of expenses	100	30	5	2	59	4
Partial defrayment of expenses	100	74	2	3	17	4
Recreational facilities:						
Full defrayment of cost	100	84	1	–	12	3
Partial defrayment of cost	100	83	(1)	(1)	14	3
Subsidized meals:						
Full defrayment of cost	100	95	(1)	(1)	1	3
Partial defrayment of cost	100	68	3	1	24	4
Educational assistance:						
Full defrayment of expenses	100	66	(1)	2	29	3
Partial defrayment of expenses	100	42	1	1	53	3
Parking:						
Provided at no cost	100	20	5	3	68	3
Provided below commercial rates	100	92	2	1	2	3
Company automobile for personal business:						
Without reimbursing the company	100	79	17	(1)	1	4
Partially reimbursing the company	100	88	7	(1)	1	4
Technical and clerical employees						
Paid leave:						
Funeral leave	100	6	(1)	2	90	3
Military leave	100	16	1	1	80	3
Profit sharing, savings, and stock plans:						
Profit sharing	100	69	1	5	22	2
Savings and thrift	100	59	2	7	29	3
Stock bonus plans	100	90	(1)	1	7	2
Stock purchase plans	100	81	(1)	2	14	3
Other stock plans[2]	100	77	1	4	16	3
Income continuation plans:						
Severence pay	100	38	1	4	54	3
Miscellaneous benefits:						
Employee discounts	100	39	(1)	2	57	3
Gifts	100	85	2	(1)	10	3
In-house infirmary	100	52	4	3	38	3
Nonproduction bonuses	100	79	1	1	16	3
Relocation allowance:						
Full defrayment of expenses	100	64	4	(1)	29	3
Partial defrayment of expenses	100	85	1	(1)	11	3
Recreational facilities:						
Full defrayment of cost	100	88	(1)	–	9	3
Partial defrayment of cost	100	86	(1)	(1)	11	3

See footnotes at end of table.

Table 50. Other benefits: Percent of full-time employees in establishments providing specified benefits by percent of eligible employees, medium and large firms, 1982—Continued

Benefit	Total	None eligible	1 to 50 percent eligible	51 to 99 percent eligible	All workers eligible	Data not available
Technical and clerical employees						
Miscellaneous benefits--Continued						
Subsidized meals:						
Full defrayment of cost	100	95	1	([1])	2	3
Partial defrayment of cost	100	69	3	2	22	4
Educational assistance:						
Full defrayment of expenses	100	71	1	1	25	3
Partial defrayment of expenses	100	48	2	1	47	3
Parking:						
Provided at no cost	100	27	6	5	59	3
Provided below commercial rates	100	90	3	1	3	3
Company automobile for personal business:						
Without reimbursing the company	100	96	1	([1])	([1])	3
Partially reimbursing the company	100	95	1	–	([1])	3
Production employees						
Paid leave:						
Funeral leave	100	9	1	2	84	5
Military leave	100	28	1	1	65	5
Profit sharing, savings, and stock plans:						
Profit sharing	100	78	2	3	13	4
Savings and thrift	100	74	3	3	15	5
Stock bonus plans	100	88	1	1	5	5
Stock purchase plans	100	84	([1])	1	10	5
Other stock plans[2]	100	76	2	2	16	5
Income continuation plans:						
Severence pay	100	61	3	2	28	5
Miscellaneous benefits:						
Employee discounts	100	47	([1])	1	47	5
Gifts	100	84	2	1	9	5
In-house infirmary	100	43	1	1	50	5
Nonproduction bonuses	100	78	1	2	13	5
Relocation allowance:						
Full defrayment of expenses	100	79	4	([1])	12	6
Partial defrayment of expenses	100	82	1	([1])	12	5
Recreational facilities:						
Full defrayment of cost	100	86	([1])	–	9	5
Partial defrayment of cost	100	84	([1])	([1])	11	5
Subsidized meals:						
Full defrayment of cost	100	93	1	([1])	1	5
Partial defrayment of cost	100	80	1	1	13	5
Educational assistance:						
Full defrayment of expenses	100	75	1	1	18	5
Partial defrayment of expenses	100	51	2	([1])	42	5
Parking:						
Provided at no cost	100	11	2	2	81	5
Provided below commercial rates	100	94	1	([1])	1	4
Company automobile for personal business:						
Without reimbursing the company	100	94	1	–	([1])	5
Partially reimbursing the company	100	95	([1])	–	([1])	5

[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 A: Technical Note

Scope of survey

This survey of the incidence and characteristics of employee benefit plans covered private sector establishments[1] 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 the 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.

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 policymaking), and part-time, temporary, seasonal, and traveling operating employees such as airline flight crews and long-distance truckdrivers.

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.

BLS also collected 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; other stock plans; severance pay; employee discounts; noncash bonuses; nonproduction bonuses; 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 1982 National Survey of Professional, Administrative, 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 1982 PATC. This sampling frame was developed by refining data from the most recently

[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.

Table A-1. Estimated number of establishments and workers within scope of survey and number studied, medium and large firms, United States,[1] 1982

Industry division[2]	Minimum employment in establishments within scope of survey	Estimated number of establishments	Number of workers in establishments			
			Total[3]	Professional and administrative	Technical and clerical	Production
	Within scope of survey[4]					
All industries	–	44,288	23,322,330	4,998,217	5,365,129	10,679,378
Manufacturing	[5] 100-250	21,178	12,232,099	2,514,552	1,699,153	7,793,020
Nonmanufacturing	–	23,111	11,090,231	2,483,665	3,665,976	2,886,357
Mining	250	590	373,015	85,597	53,220	228,671
Construction	250	679	387,803	85,821	63,241	190,793
Transportation, communication, electric, gas, and sanitary services	[6] 100-250	4,170	2,974,958	633,994	716,224	1,250,340
Wholesale trade	100	4,810	983,226	245,666	246,773	373,859
Retail trade	250	3,741	3,126,105	315,117	838,498	743,370
Finance, insurance and real estate	100	6,320	2,446,002	702,199	1,473,684	66,554
Selected services[7]	[8] 50-100	2,799	799,122	415,272	274,337	32,772
	Studied[9]					
All industries	–	1,325	4,071,040	1,009,733	953,942	1,827,165
Manufacturing	[5] 100-250	649	2,369,443	591,228	353,319	1,403,639
Nonmanufacturing	–	676	1,701,597	418,505	600,623	423,526
Mining	250	28	42,937	12,907	9,721	18,797
Construction	250	28	33,476	12,087	8,632	8,666
Transportation, communication, electric, gas, and sanitary services	[6] 100-250	183	809,453	194,155	244,643	307,236
Wholesale trade	100	64	26,167	7,875	7,562	7,846
Retail trade	250	175	388,098	41,171	116,658	69,039
Finance, insurance and real estate	100	147	311,717	99,373	183,648	5,543
Selected services[7]	[8] 50-100	51	89,749	50,937	29,759	6,399

[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] Number of establishments and workers shown within the scope of the survey are estimates. These estimates differ from those developed in the 1982 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.

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 UI reports was generally March 1980. The refinement procedures included an effort to ensure that most sampling frame units corresponded to the definition of an establishment developed 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 1982 PATC sample to reduce the costs and resources required for data collection. The sample of 1,516[2] establishments 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 Office of Management and Budget, which are covered by the survey and shown in table A-1.

[2] The number of sample units selected in this survey is, at present, largely determined by resources and operational constraints and may be adjusted up or down in future surveys.

The establishment size groups are defined as follows:

Employment size group	*Establishment employment*
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 is that each stratum will have a sampling fraction (the ratio of the number of units in the sample to the number in the sampling frame) which is proportionate to the average measure of size of the units in the stratum.

The 1982 sample consisted of the sample units selected for the 1981 survey and a sample of the new establishments which were found during the universe update process. For the 1981 survey, a random sample was selected within each stratum using a probability technique to maximize the probability of retaining establishments which were selected in the 1980 survey.[3] A random sample of new establishments was selected within each stratum using probabilities equivalent to those used in selecting the 1981 sample. This method of selection reduced collection costs by decreasing the number of new establishments in the sample.

Data collection

Data for the survey were collected by 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.

[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 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 50, 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. When tabulating the effect of retirement on life insurance coverage, however, cases where the retiree must pay the full cost of the insurance were counted since the guarantee of insurability at retirement is considered a benefit.

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 1–5, 7, and 10–13, shows the number of covered workers as a percent of all workers within the scope of the survey. It is designed to show the incidence of the individual employee benefits.

A second approach is followed in tables 6, 8-9, 14-16, 18-19, 29-31, 34-38, 41-49, 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 close look at an important feature (tables 17, 20–28, 32–33, and 39); for example, what percent of all employees with dental coverage in their health insurance are covered for orthodontic work? Table 40 combines the second and third types above, indicating in the first row of data the percent of persons in the benefit area who have a particular coverage, while the remainder of the table is based on all employees with that coverage.

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 types 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 group and work schedule or benefit area (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 responses to the survey:

Number of establishments:	
In sample	1,516
Out of business and out of scope	39
Refusing to respond	152
Responding fully or partially	1,325

There were two procedures used to adjust for missing data from partial schedules and total refusals. First, imputations for the number of plan participants were made for cases where the number of participants was not reported (about 1 percent of all plans). Each of these participant values was imputed by randomly selecting a similar plan from another establishment in a similar industry and region. 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 techique, 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 benefit area combination. This allowed a maximum amount of data from partially completed establishment reports to be incorporated into survey estimates. For example, data on the number of occupational group employees in an establishment or participants in a plan, or information on the existence of a plan could be used even if the plan provisions could not be obtained.

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 characteristics of the ith unit

P_i = the probability of including the ith unit in the sample

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

Sampling errors occur because observations are made from 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 after appropriate procedures have been implemented. Sampling errors for a limited number of the estimates published in the bulletin are available in the detailed description of survey methodology and reliability noted below.

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 of survey nonsampling 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.

Appendix B: Availability of the Survey's Data Base

The tables published in this bulletin present the major findings of the employee benefits survey; results of additional review of various benefit plan provisions appear in the *Monthly Labor Review*. However, these cover only a portion of the employee benefits information collected. Persons interested in all provisions of a particular benefit studied during the annual survey can purchase a set of magnetic tapes containing the survey's data base through The BLS Office of Wages and Industrial Relations, Washington, D. C. 20212. The charge for furnishing the data is limited to the cost of producing the tapes and preparing supporting documentation.

For major benefit items, the BLS survey obtained plan provisions and employee participation data for each of three employee groups (professional-administrative, technical-clerical, and production workers). Information on employer costs was not collected. The magnetic tapes, which consist of a control file and plan data files for each benefit area, may be used to derive national estimates, similar to those published in the bulletin, for any item on the data base. The tapes cannot yield reliable estimates for individual industries or geographic regions. Full documentation accompanies the tapes, including examples of estimating formulas. Although Bureau staff will respond to any questions concerning the content of the tapes, technical assistance in developing estimates cannot be provided to purchasers due to the heavy workload associated with the survey program.

Data users can purchase tapes with details of plans for one benefit area or all, i.e., health, life, accident and sickness, or long-term disability insurance; private retirement pensions; and paid time-off provisions—lunch time, rest periods, holidays, personal leave, vacations, and sick leave. (Table 50 presents all of the information that was collected on the other benefits surveyed.) The plan data file contains provisions for each plan which was reported and for which usable information was available. However, plan identification numbers on the tape are scrambled (and other identifying information is removed) to protect the confidentiality of responding establishments.

Data users also can purchase the control file, which contains establishment information required to produce estimates from the plan data. Control file records include establishment sample weights and size codes; geographic, industrial, and employee group classification codes; and the number of workers in the employee group. The control file also lists all benefit plans offered in each establishment, with the number of plan participants in each employee group. A plan is listed on more than one control file record if it covers employees in more than one establishment. Although plan identification numbers on the control file are scrambled, the same scrambled numbers appear on the data file so they can be matched to make estimates. Because establishment schedule numbers on the control file are scrambled differently for each employee group, it will not be possible to link together plans offered to different employee groups within an establishment.

Benefit provisions obtained from plan documents are recorded in coding manuals for insurance and pension plans and then entered on the plan data file. A set of coding manuals and instructions for completing them are supplied to tape purchasers for interpretation of data on the file. Paid time-off provisions are reported on collection forms which are also provided to tape purchasers.

The analysis of insurance and pension plans is extremely detailed. The following list of health insurance plan provisions included on the data base gives an indication of the breadth and depth of the information available on the magnetic tapes. Other insurance and pension analysis is similarly detailed.

Health insurance data base

Plan Participation Requirements
- When plan participation begins
- Waiting period by type of benefit
- Maximum age for participation

Employee Contribution for Employee and Dependents' Benefits
- Percent paid or monthly contribution

Section A

Funding Media for Major Categories of Health Care
- Hospital benefits
- Surgical benefits
- Medical benefits
- Major medical benefits
- Dental benefits

Administrative Details
- Pre-existing condition
- Minimum age of dependent children
- Waiting period in case of infant illness
- Maximum age of dependent children
- Retiree eligibility
- Eligibility of retirees eligible for medicare
- Coverage of dependents of retirees eligible for medicare
- Medicare contribution for retiree
- Medicare contribution for dependents of retirees eligible for medicare
- Disabled or retired employees benefit coverage
- Coverage of retirees' dependents not eligible for medicare
- Survivors benefit coverage

Section B

Hospital and Extended Care Coverage
- Hospital room and board coverage
- Hospital intensive care
- Hospital miscellaneous coverage
- Extended care coverage
- Extended care in licensed extended care facility
- Basis of extended care coverage
- Extended care by home health care

Surgical and Medical Benefits
- Surgical care coverage
- Surgical schedule
- Conversion factor for relative value schedule
- Selected surgical procedure maximums
- Maximum for multiple procedure
- In-hospital medical coverage
- Medical office coverage

Maternity Care Benefit
- Who is covered
- Obstetrical schedule
- Voluntary abortion coverage
- Miscarriages or therapeutic abortion coverage
- Maximum for male sterilization
- Maximum for female sterilization
- Separate deductibles

Diagnostic X-Ray and Laboratory Testing (DXL) Benefit
- DXL coverage
- Covered locations by DXL
- DXL schedule
- Selected DXL procedure maximums

Outpatient Care and Special Accident Benefit
- Outpatient care coverage
- Comparison of inpatient and outpatient coverage
- Separate limitations
- Outpatient charges covered under major medical
- Accident bodily injury—special benefit

Prescription Drug and Private Duty Nursing Coverage
- Prescription drug
- Private duty nursing

Mental Health Care Benefits
- Mental health care coverage
- Hospital confinements due to mental disorders coverage
- Hospital confinements due to mental disorders covered same as other illnesses
- Selected coverages for mental health care
- Coverage in special hospital

Dental Care Benefits
- Dental care coverage
- Coverage of employees
- Coverage of spouses
- Coverage of dependent children
- Prophylaxis and routine exams
- Fillings
- Surgery - dental
- Inlays
- Crowns
- Periodontal care
- X-rays
- Orthodontia
- Incentive schedule
- Deductible
- Maximum coverage
- Copayment

Vision Care Benefits
- Vision care coverage
- Eyeglasses
- Schedule for eyeglasses
- Eye exams
- Contact lenses
- Orthoptics

Other Medical Benefits
- Second surgical opinion
- Alcoholism treatment
- Drug abuse treatment
- Hearing care

Section C

Deductible, Coinsurance, and/or Maximum Benefit Provisions
- Covered expenses
- Deductible expenses
- Coinsurance by the amount of incurred expenses
- Coinsurance by the number of days/visits
- Maximum dollar per day/visit by number of days/visits
- Maximum number of days/visits for specified expenses
- Maximum dollar payable for specified covered expenses

Section C questions are designed to identify and describe the benefit provisions of covered expenses in section B that are subject to deductible, coinsurance, and/or maximum benefit provisions. This section consists of 15 sets of seven questions. One set of questions is completed for each covered expense, or group of covered expenses, with identical deductible, coinsurance, and maximum benefit provisions. In the first question of each set, a group of expenses with common provisions is identified. The remaining six questions give the benefit provisions for the group. Additional sets of questions are completed until the benefit provisions of all covered expenses have been described.

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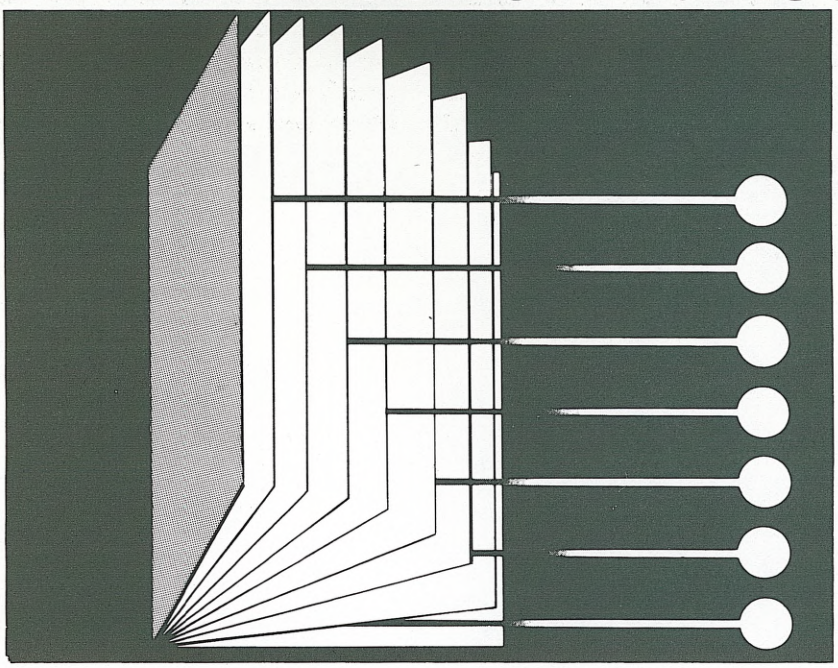

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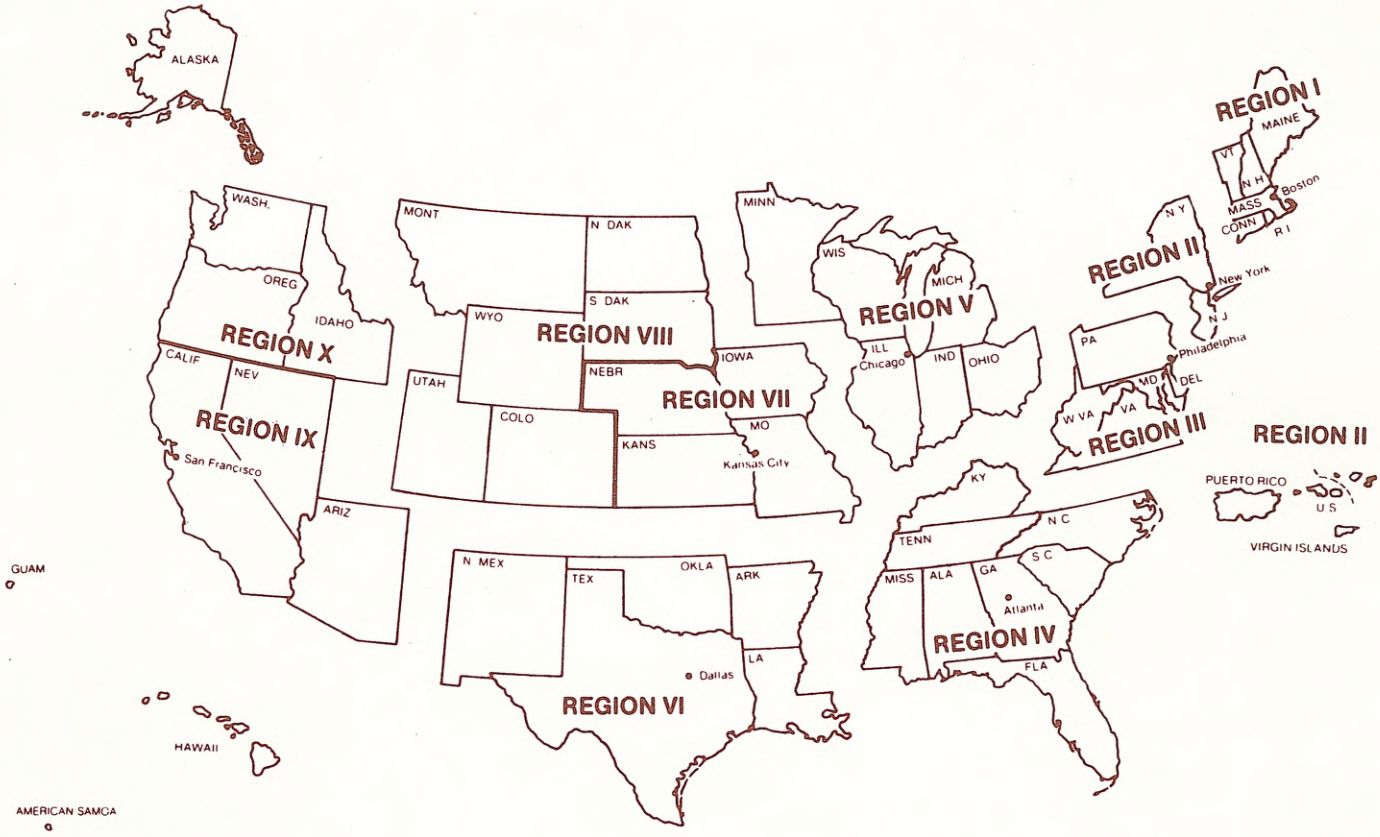

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