

ALA 2024 Compensation and Benefits Survey Survey Questions

Contact Info

Readex Research performs survey research projects to collect data for legitimate research purposes. This survey, being conducted on behalf of ALA, involves voluntarily answering questions that are on a survey website hosted by Readex Research. If you choose to participate, the answers you provide will be kept confidential and used only in tabulation with other responses. Data reported to our clients does not identify survey participants either directly or indirectly. There are very rare occasions when individual responses are shared with a client but only for limited, legitimate, and necessary follow-up research or analysis. Email addresses may be shared with the sponsoring organization for removal from reminder emails.

If you would like to participate in this survey for ALA, please indicate your consent by clicking the "Yes" button below. If you do not agree, do not wish to participate and do not wish to receive any reminder emails about this survey, simply click the "No" button.

- yes, I consent**
- no, I do not consent**

By selecting no, you indicate you do not consent to the collection and use of your survey answers and data as outlined here and in the Readex Research [Privacy Policy](#). After selecting no, click save below to return to the Navigate page, then click close there to return to the Select Survey page. Thank you.

***2. Can you personally provide information about your *US-based* firm as a whole as well as about staffing and compensation for your firm's qualifying location(s)?**

- yes, all locations (offices)
- yes, some locations (offices)
- no

If yes, all locations:

Please complete Q3 below, check the box at the bottom of this page to mark this survey section as ready to submit, then click save to return to the Navigate page, where you can answer for each qualifying location.

If yes, some locations:

Please complete Q3 below and click save to return to the Navigate page, where you can answer for those locations you are able to. After that, please either share your username and password with the person(s) who can answer for other qualifying locations, or contact us to let us know who can, and we'll invite them.

If no:

Please select no and click save at the bottom of this page, then either share your username and password with the person(s) who can answer for your firm's qualifying locations, or contact us to let us know who can, and we'll invite them.

***3. Who should we contact if we have questions about your firm's survey?**

firm name: _____

your name: _____

your position title: _____

phone number: _____

email address: _____

About Your Firm

Please answer these questions as of January 1, 2024.

***1. What is your firm's full name?**

***2. What is your firm's main website URL?**

***3. What organization type best describes your firm?**

- private law firm
- corporate law department
- government agency
- nonprofit organization
- other (please specify): _____

***4. How many different *locations (offices)* does your firm operate in the United States? Outside the United States?**
Please fill in a number for each; if none, fill in 0.

A *location (office)* exists where full-time employee(s) serve a given geographic area, whether or not they operate from a specific physical office or structure.

_____ locations (offices) in the United States

_____ locations (offices) outside the United States

5. Does your firm currently recognize/incentivize a Certified Legal Manager (CLM)[®] designation for any positions?

- yes, for all positions with a CLM designation
- yes, for some positions with a CLM designation
- no

a. If a CLM designation is recognized by your employer, how is the recognition reflected?

Please select all that apply.

- compensation
- benefits
- professional development funds
- other

b. Does CLM designation recognition differ by position?

- yes
- no

6. Which of the following changes to your hiring practices, if any, did your firm implement in 2023?

Please select all that apply.

- quicker offers
- higher salary offers
- provide increased benefits
- add/adjust hybrid work options
- add/adjust remote work options
- other
- none

7. In 2023, did your firm increase compensation or benefits for current employees due to market forces?

- increase compensation
- increase benefits
- increase both
- increase neither

8. In 2023, did your firm have a work-from-home policy?

- yes
- no

9. In the next 12 months, what do you think is likely to happen to the amount of remote work at your office?

- remain the same
- increase
- decrease

10. In what area(s) of law did your firm operate in 2023?

Please select all that apply.

- admiralty/maritime
- advise small business
- agriculture
- antitrust
- bankruptcy
- business entities
- Children in Need of Protection and Services (CHIPS), Juvenile in Need of Protection and Services (JIPS), Involuntary Termination of Parental Rights(TPR)
- civil rights
- collections
- communications/media
- construction
- consumer
- contracts
- creditor/debtor
- criminal
- elder
- energy, utility, telecom
- environmental
- estate planning
- family
- financial institution
- franchise/dealer
- general practice
- health
- immigration
- Indian/Native American law
- insurance
- intellectual property
- international
- labor/employment
- mergers/acquisitions
- military
- municipal/governmental
- not-for-profit
- probate
- professional licensing
- real estate—commercial
- real estate—residential
- regulatory, compliance, governance
- school
- securities
- sports/entertainment
- SSI/government benefits
- tax
- torts/personal injury
- traffic
- transportation
- workers' compensation
- other (*please specify*): _____

11. In 2023, did your firm outsource any of the following business areas?

Please select all that apply.

- accounting or finance
- administration
- human resources
- IT support
- marketing/business development
- other (*please specify*): _____
- none

Billing Methods and Rates

Please answer these questions as of January 1, 2024.***1. How many *full-time individuals* in the following positions does your firm employ *across all locations (offices)*?**

Please fill in a number for each; if none, fill in 0.

Please provide the total number of full-time employees in each position across all your firm's locations.

_____ full-time equity partners/owners

In addition to being involved in the practice of law, this individual assists in developing organizational and business goals. They also participate in meetings of the firm's governing body. Additional responsibilities include developing strategic business plans and administrative policies and directing a supervisory staff that is responsible for carrying out the firm's day-to-day operations. Reports to managing partner/management/executive/policy committee.

_____ full-time non-equity partners/owners

A growing position in law firms wherein they are a salaried partner with no ownership stake in the firm and do not share in the profits; they are primarily salaried employees of firms who receive more than half their compensation on a fixed basis.

_____ full-time associates

This individual is a practicing attorney that does not hold an ownership interest in the firm.

_____ full-time staff

This individual is primarily responsible for business operations of the firm. They handle everything from human resources, IT, finance management, marketing, paralegals and other legal support staff.

Full-Time Equity Partners/Owners

Please answer the questions on this page for full-time equity partners/owners across all firm locations as of January 1, 2024.

2. How was compensation determined for *this position*?

Please select all that apply.

- leverage/origination
- monthly or annual salary
- new business bonus
- percentage of fees billed
- percentage of fees collected
- performance bonus
- tenure bonus
- other (*please specify*): _____

3. What was your firm's typical hourly rate for *this position*?

And, approximately how many hours per year was this rate charged for *this position*?

- did not have a standard or typical hourly rate for this position

\$ _____ typical hourly rate
_____ hours per year

4. What other billable methods besides hourly did *this position* engage in?

Please select all that apply.

- fixed/flat rate
- contingency rate
- other (*please specify*): _____
- none

5. What, if any, changes were made to your firm's minimum billable hours policy for *this position* in 2023?

- increased
- decreased
- stayed the same
- we did not have a minimum billable hours policy for this position

6. Which non-billable activities, if any, did *this position* engage in?

Please select all that apply.

- office administration
- marketing/public relations
- unbilled legal work and research
- pro bono
- other non-legal aspects of practice
- employment other than law practice
- other (*please specify*): _____
- none

Full-Time Non-Equity Partners/Owners

Please answer the questions on this page for full-time non-equity partners across all firm locations as of January 1, 2024.

7. How was compensation determined for *this position*?

Please select all that apply.

- leverage/origination
- monthly or annual salary
- new business bonus
- percentage of fees billed
- percentage of fees collected
- performance bonus
- tenure bonus
- other (*please specify*): _____

8. What was your firm's typical hourly rate for *this position*?

And, approximately how many hours per year was this rate charged for *this position*?

- did not have a standard or typical hourly rate for this position

\$ _____ typical hourly rate
_____ hours per year

9. What other billable methods besides hourly did *this position* engage in?

Please select all that apply.

- fixed/flat rate
- contingency rate
- other (*please specify*): _____
- none

10. What, if any, changes were made to your firm's minimum billable hours policy for *this position* in 2023?

- increased
- decreased
- stayed the same
- we did not have a minimum billable hours policy for this position

11. Which non-billable activities, if any, did *this position* engage in?

Please select all that apply.

- office administration
- marketing/public relations
- unbilled legal work and research
- pro bono
- other non-legal aspects of practice
- employment other than law practice
- other (*please specify*): _____
- none

Full-Time Associates

Please answer the questions on this page for full-time associates across all firm locations as of January 1, 2024.

12. How was compensation determined for *this position*?

Please select all that apply.

- leverage/origination
- monthly or annual salary
- new business bonus
- percentage of fees billed
- percentage of fees collected
- performance bonus
- tenure bonus
- other (please specify): _____

13. What was your firm's typical hourly rate for *this position*?

And, approximately how many hours per year was this rate charged for *this position*?

- did not have a standard or typical hourly rate for this position

\$ _____ typical hourly rate
_____ hours per year

14. What other billable methods besides hourly did *this position* engage in?

Please select all that apply.

- fixed/flat rate
- contingency rate
- other (please specify): _____
- none

15. What, if any, changes were made to your firm's minimum billable hours policy for *this position* in 2023?

- increased
- decreased
- stayed the same
- we did not have a minimum billable hours policy for this position

16. Which non-billable activities, if any, did *this position* engage in?

Please select all that apply.

- office administration
- marketing/public relations
- unbilled legal work and research
- pro bono
- other non-legal aspects of practice
- employment other than law practice
- other (please specify): _____
- none

Full-Time Attorneys

Please answer the following question across all firm locations as of January 1, 2024.

17. What other billing methods did your firm use in 2023 for *all full-time attorneys* across all firm locations?

Please select all that apply.

- blended hourly rate (same rate regardless of who worked on the file)
- capped fees
- contingent/results-based fees
- flat fee
- hybrid methods (e.g., contingent with non-contingent component; hourly rate for initial work and then flat fee, etc.)
- limited-scope representation
- of counsel
- retrospective (reduced hourly rate with additional fee on completion)
- success fee (fee is more than 100% of billing if you win and less than 100% of billing if you lose)
- other (*please specify*): _____
- none

Suggestions for Future Surveys

1. How did you hear about this survey?

Please select all that apply.

- ALA email
- ALA social media
- colleague
- website advertisement
- other (*please specify*): _____

2. What suggestions, if any, do you have for next year's survey?

About This Location

Please answer these questions for this location only as of January 1, 2024.

***1. Where in the United States is this location?**

city: _____

ZIP: _____

state:

2. Which of the following are priorities for your next lease, if relevant?

Please select all that apply.

- larger footprint
- smaller footprint
- better amenities
- shared workspace
- other priority
- do not expect to make changes to next lease
- do not/will not have an office lease

Compensation: 0000 Full-Time Staffers[show description](#)

Please answer for this position at this location as of January 1, 2024.

1. Your internal code/title/reference for this position (for your use only):

*2. On January 1, 2024, how many people did your firm have in this position at this location?

_____ incumbents

a. Are the incumbent(s) ...

- all exempt
- all nonexempt
- some of each

*3. As of January 1, 2024, what was the full-time annual **base salary OR hourly wage** for this position at this location?

IF REPORTING FOR MULTIPLE INCUMBENTS, FILL IN THE AVERAGE.

Answer either full-time annual salary OR hourly wage.

If position is less than full-time and reporting salary, convert to full-time (2,080 hours per year).

Exclude overtime, draws, commissions, bonuses, incentive pay, profit sharing, retirement benefits paid, other cash compensation, and the monetary value of any other benefits.

\$ _____ full-time annual base salary OR \$ _____ hourly wage

4. How does that base pay compare with one year ago?

If base pay is higher than a year ago, fill in a positive percent change.

If same, fill in 0.

If lower, fill in a negative percent change.

_____ % change from one year ago

*5. Whether awarded or not, did this position qualify to earn **additional** cash compensation (beyond base pay) in the 12 months prior to January 1, 2024?

Additional cash compensation includes overtime, draws, commissions, bonuses, incentive pay, profit sharing, retirement benefits paid. It excludes base pay and the monetary value of benefits.

- yes
- no

a. If yes, approximately how much additional cash compensation was this position awarded in that period (if any)?

If reporting for multiple incumbents, fill in the average. If nothing, fill in 0.

\$ _____ additional cash compensation (beyond base pay)

6. How many years of experience in the current and/or comparable positions does the incumbent (or typical incumbent, if multiple) have?

- less than 1 year
- 1 up to 2 years
- 2 up to 5 years
- 5 up to 10 years
- 10 up to 15 years
- 15 up to 20 years
- 20 years or more

- 7. How many years of experience in the field does the incumbent (or typical incumbent, if multiple) have?**
- less than 1 year
 - 1 up to 2 years
 - 2 up to 5 years
 - 5 up to 10 years
 - 10 up to 15 years
 - 15 up to 20 years
 - 20 years or more
- 8. What is the highest level of education attained by the incumbent (or typical incumbent, if multiple)?**
- high school or equivalent (no college)
 - some college (no degree)
 - AA degree (2 years)
 - BA/BS/BBA degree
 - MBA degree
 - MA/MS/MLS degree
 - JD/LLB degree
 - other
- 9. Is the incumbent (or typical incumbent, if multiple) a Certified Legal Manager?**
- yes no
- 10. What is this position's level of supervisory responsibility?**
- If reporting for multiple incumbents, fill in the average.
- primarily supervises exempt employees
 - primarily supervises nonexempt/clerical employees
 - supervises both
 - no consistent supervisory responsibility
- 11. How many employees are supervised by this position (directly or through subordinates)?**
- If reporting for multiple incumbents, fill in the average.
- none
 - 1 to 5
 - 6 to 10
 - 11 to 25
 - 26 to 50
 - 51 to 100
 - 101 to 250
 - more than 250
- 12. In the 12 months prior to January 1, 2024, did this position work remotely?**
- If reporting for multiple incumbents, select the answer that applies most often.
- yes, expected to work remotely
 - yes, flexibility to work remotely
 - no, expected to work in office

Staffing

Please answer these questions for this location only as of January 1, 2024.
1. At this location, how many hours are included in the standard full-time work week?

_____ hours in standard full-time work week

2. Approximately, what was the total number of staff (full-time employees or FTEs) for the following positions at this location as of January 1, 2024?

If none enter 0.

_____ finance/accounting staff
 # _____ HR staff
 # _____ IT staff
 # _____ judges
 # _____ partners
 # _____ associate attorneys
 # _____ legal secretaries/administrative assistants
 # _____ legal assistants/paralegals
 # _____ library and records staff
 # _____ marketing staff
 # _____ other

3. Approximately, what was the number of separations (either terminations or willing departures) for the following positions at this location as of January 1, 2024?

If none, enter 0.

_____ full-time staff
 # _____ full-time judges
 # _____ full-time partners
 # _____ full-time associate attorneys

4. What was the annual billable hours goal for each of the following position types for your organization at this location in 2023?

Please fill in a number for each.

annual billable
 hours goal

_____ full-time associates

_____ full-time paralegals

Benefits

Please answer these questions for this location only for the 12 months prior to January 1, 2024.

1. For each type of coverage, did your location offer it to non-attorneys? If yes, approximately what was the average percentage of the premium paid by your firm?

Benefit values should not include associate attorneys.

If offered, please fill in a number for each. If nothing, enter 0.

offered to non- attorneys		if yes, % of premium paid	
yes	no	_____ %	medical plan for <u>employee</u>
yes	no	_____ %	medical plan for <u>partner/dependents</u>
yes	no	_____ %	dental plan for <u>employee</u>
yes	no	_____ %	dental plan for <u>partner/dependents</u>
yes	no	_____ %	vision plan for <u>employee</u>
yes	no	_____ %	vision plan for <u>partner/dependents</u>
yes	no	_____ %	short-term disability
yes	no	_____ %	long-term disability
yes	no	_____ %	long-term care
yes	no	_____ %	life insurance for <u>employee</u>
yes	no	_____ %	life insurance for <u>partner/dependents</u>
yes	no	_____ %	accidental death and dismemberment

2. Which of these *retirement plans* (if any) were offered to qualifying full-time employees?

Please select all that apply.

- defined benefit retirement plan (pension)
- retirement savings plan (e.g., 401(k), Roth IRA) **without** employer contribution
- retirement savings plan (e.g., 401(k), Roth IRA) **with** employer contribution
- Registered Retirement Savings plan
- other non-contributory profit sharing
- none of these

a. If your firm offered a retirement savings plan (e.g., 401(k), Roth IRA) with employer contribution, approximately what was the firm's contribution, expressed as a percentage of employee salary?

If your firm matched 50% of an employee's contribution up to 6% of salary, report **3%**; do not report the match percentage (50% in this case). If the firm matched 100% up to 3% of salary, report **3%**. If your firm contributed in some other way, report as an average percentage of salary.

_____ %

3. Did your location offer a *flexible spending account (FSA)* to non-attorneys?

yes no

a. If yes, was the *FSA* offered as a medical benefit?

yes no

4. Which of these *flexible spending options* (if any) were offered to qualifying full-time employees?

Please select all that apply.

- cafeteria plan
- medical expense reimbursement account
- dependent care
- pretax premium account
- qualified transportation expense
- none of these

5. Which of these types of *bonuses* (if any) were offered to qualifying full-time employees?*Please select all that apply.*

- discretionary bonus
- merit bonus
- signing bonus
- recruiting bonus
- tenure-based bonus
- other bonus (*please specify*): _____
- none of these

6. Which of these *additional benefits* (if any) were offered to qualifying full-time employees?*Please select all that apply.*

- courses related to and/or test fees for professional certification examinations
- membership dues for professional associations
- policy which permits working from home on a part-time or full-time basis
- laptop equipment
- mobile device
- tuition reimbursement
- parking/mass transit subsidy
- none of these

a. If your location offered tuition reimbursement, approximately what percentage did the firm reimburse?

Please estimate the percentage reimbursed even if your policy is realized in terms of fixed dollar amounts.

_____% of tuition

7. For each personnel category, how many weeks of paid leave were offered (if any)?*If no paid leave offered, enter 0.***associates**

- # ____ paid maternity leave
- # ____ paid paternity/parental leave

exempt staff

- # ____ paid maternity leave
- # ____ paid paternity/parental leave

nonexempt staff

- # ____ paid maternity leave
- # ____ paid paternity/parental leave

8. On average, how many paid days off were offered to full-time staff at each service tier?

Please fill in a whole number for each in *each cell*; if none, enter 0.

Report in days only, not hours.

If your location offered a single paid leave (PTO) bank, answer that column; if separate schedules for vacation and sick/personal leave, answer those columns.

- offered unlimited days off to **exempt staff** (please select and leave spaces for exempt staff blank below)
- offered unlimited days off to **nonexempt staff** (please select and leave spaces for nonexempt staff blank below)

	single paid leave bank	vacation bank	sick/personal leave bank
<u>exempt staff:</u>			
0-1 years	# _____	# _____	# _____
2-4 years	# _____	# _____	# _____
5-9 years	# _____	# _____	# _____
10-14 years	# _____	# _____	# _____
15+ years	# _____	# _____	# _____
<u>nonexempt staff:</u>			
0-1 years	# _____	# _____	# _____
2-4 years	# _____	# _____	# _____
5-9 years	# _____	# _____	# _____
10-14 years	# _____	# _____	# _____
15+ years	# _____	# _____	# _____

9. What paid holidays (if any) were offered to qualifying full-time employees?

Please select all that apply.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day (July 4)
- Labor Day
- Columbus Day/Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- floating holiday(s)
- other holiday(s)
- none