2018 Law Firms Salary & Benefits Survey

April 2018

Confidential
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Data as of January 1, 2018
INTRODUCTION

The 2018 Law Firms Salary & Benefits Survey was conducted during the month of February - April 2018.

Twenty-two (22) firms in Hawaii participated in the survey. The survey provides salary information for 28 jobs for data as of January 1, 2018. In addition, participants were requested to provide information covering the following areas:

- Compensation - covering thirty-two jobs specific to the Law Industry, where participants were instructed to provide actual base salary, bonus or incentive pay, and total cash compensation.
- Benefits - covering Healthcare, Dental, Life Insurance, Retirement and Time off

The following jobs were not reported due to insufficient data:

- Bookkeeper
- E-Discovery Specialist
- Library Clerk
- Public Affairs Representative
REPORT FORMAT

The information in this report has been compiled from data furnished by each participant with the understanding that the data reported by the participating firms remain confidential. For this reason, jobs reported by fewer than five facilities are not included. Also, some measures are not shown when eight or less employees are reported. The following criteria were used in the final report:

<table>
<thead>
<tr>
<th>Minimum Five Facilities and Number Employees Reported</th>
<th>Measures Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - 8 employees</td>
<td>Average, Median, Mid 50% Range</td>
</tr>
<tr>
<td>9 and above employees</td>
<td>Average, Median, Mid 50% Range, Extremes (10th and 90th percentile)</td>
</tr>
</tbody>
</table>

Although it is recognized that not all of the jobs in the survey will exist in any one organization and that few may be a perfect match, participants were requested to report only jobs with a match based on the survey descriptions for inclusion in the survey. The intent is to compare ranges and actual salaries for reasonably comparable jobs.

The Hawaii Employers Council makes every effort to insure a consistent and representative sample each year. However, new law firms are included; others are no longer in business or may not be able to participate in a given year. Actual percentage amounts may vary based on different participating companies and jobs reported for each particular report. Therefore, changes in reported data from year to year should be viewed as general trends or indicators rather than precise measurements.
DEFINITION OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Companies</td>
<td>The number of companies reporting matches in each job classification.</td>
</tr>
<tr>
<td>Number of Reported Employees</td>
<td>The total of all jobs reported in each job classification.</td>
</tr>
<tr>
<td>Average</td>
<td>Determined by adding the average for each organization reporting and dividing by the number of organizations.</td>
</tr>
<tr>
<td>Weighted Average</td>
<td>Derived by multiplying each rate of pay by the number of employees receiving that particular rate, then adding the rate-of-pay totals together and dividing by the total number of employees.</td>
</tr>
<tr>
<td>25th Percentile</td>
<td>The pay rate or value that falls at the first quarter or 25th percentile of a group of numbers. Three quarters or 75% of the rates reported are greater than the 25th percentile value.</td>
</tr>
<tr>
<td>Median</td>
<td>The midpoint in a group of numbers. In the context of this survey, half of the reported data receive more and half receive less than the median pay rate. When using wage and similar data, the median is oftentimes a more appropriate measure of “central tendency” than the mean.</td>
</tr>
<tr>
<td>75th Percentile</td>
<td>The pay rate or value that falls at the third quarter or 75th percentile of a group of numbers. Only one quarter or 25% of the salaries reported are greater than the 75th percentile.</td>
</tr>
<tr>
<td>Extremes</td>
<td>The pay rate or value that falls at the 10th or 90th percentile of a group of numbers.</td>
</tr>
<tr>
<td>Base Pay</td>
<td>Actual annual salary reported.</td>
</tr>
<tr>
<td>Variable Pay (Bonus)</td>
<td>Any payment made in connection with an annual bonus or incentive payment. (Excludes payments derived from long-term compensation plans, benefits, perquisites, shift differentials, overtime compensation, and from payments stemming from retirement accounts or stock options.)</td>
</tr>
<tr>
<td>Total Cash Compensation</td>
<td>Total of base salary and bonus/incentive compensation.</td>
</tr>
<tr>
<td>Established Salary Ranges</td>
<td>Formal salary ranges, reported as minimum and maximum rates. Formal ranges are part of a compensation program and not just the lowest and highest rates actually being paid in a particular classification.</td>
</tr>
</tbody>
</table>
Salary Data Results
13.22 Legal Secretary I

Performs complete secretarial function (as opposed to word processors) for attorney(s) or supervisor requiring knowledge of format, procedures and specialized terminology. Transcribes dictation and prepares documents with supervision. Maintains files and calendars. Schedules appointments and meetings and makes travel arrangements. May have client contact requiring discretion and judgment. Has 0-2 years of experience as a legal secretary.

<table>
<thead>
<tr>
<th></th>
<th>No. Co.</th>
<th>No. EEs.</th>
<th>Average</th>
<th>Weighted Average</th>
<th>10th</th>
<th>25th</th>
<th>Median</th>
<th>75th</th>
<th>90th</th>
<th>Base Pay</th>
<th>Interquartile Ranges</th>
<th>Bonus</th>
<th>Total Cash Compensation*</th>
<th>Interquartile Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Companies</td>
<td>10</td>
<td>16</td>
<td>$40,170</td>
<td>$42,406</td>
<td>$30,680</td>
<td>$34,668</td>
<td>$39,457</td>
<td>$46,725</td>
<td>$50,490</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cos w/ Bonuses</td>
<td>7</td>
<td>11</td>
<td>$38,641</td>
<td>$40,971</td>
<td>$32,670</td>
<td>$36,250</td>
<td>$44,000</td>
<td></td>
<td></td>
<td>7</td>
<td>$1,123</td>
<td>$39,641</td>
<td>$41,742</td>
<td>$33,012</td>
</tr>
</tbody>
</table>

*Data represents companies with bonus data

Wage data as of January 1, 2018