



2026 Summit, Lake, Grand and Park Counties, CO Salary & Benefits Survey Standard Operating Procedures (SOP)

Effective Date: January 9, 2026

Owner: Summit Foundation

Applies to: All staff, contractors, or third parties involved in the administration of the nonprofit salary and benefits survey.

Timeline (2026 Survey)

- January 12th, 2026 - Survey opens
- Marketing and Dissemination
 - Community Impact Newsletter, Nonprofit Email Contact list in MyEmma, word-of-mouth advertising
- February 27th, 2026 - Survey closes
- February 27th-March 31st, 2026 - Data analysis
- March 31st-April 30th, 2026- Draft Report
- May 2026 - Public dissemination

1. Purpose

This SOP is designed to:

- Protect the confidentiality of participating organizations and their employees.
- Minimize data privacy risks.
- Ensure survey results are accurate, fair, and useful for benchmarking.
- Promote trust and transparency among participants.

2. Guiding Principles

The survey will be administered in accordance with the following principles:

1. **Independence:** A neutral internal staff or third-party administrator manages all data collection and analysis.
2. **Confidentiality:** No individual organization or employee identifiers are disclosed.
3. **Aggregation:** Results are reported only in aggregated, anonymized form.
4. **Historical Perspective:** Data reflects past or current practices, not future intent.
5. **Voluntary Participation:** Participation is optional, and no organization is required to submit data.

3. Survey Administrator Role

The Survey Administrator(s) (internal or third-party):

- Designs and distributes the survey
- Collects and stores all submitted data
- Conducts data validation and aggregation
- Produces and distributes final survey reports
- Enforces confidentiality and data security standards

4. Data Collection Procedures

4.1 Survey Question Scope

The survey may collect:

- Job titles or job families
- Salary ranges or actual pay levels

Adopted by the Summit Foundation January 2026. Last updated January 2026.



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- Benefits offerings (e.g., health insurance, retirement, paid leave)
- Organizational characteristics (e.g., size, budget range)

The survey must not collect:

- Employee names
- Employee personal identifiers
- Forward-looking compensation plans or commitments

4.2 Data Submission

- Data is submitted via a secure platform (e.g., encrypted survey tool such as Microsoft Forms)
- Participation is voluntary

4.3 Data Age

- Compensation and benefits data should reflect current or recent practices. The survey must not solicit future or anticipated compensation changes.

5. Data Security and Confidentiality

5.1 Data Access

- Access to raw data is limited to the Survey Administrator and authorized personnel only. Raw, organization-identifiable data is never shared externally.

5.2 Data Storage

- Data is stored on secure, password-protected systems. Physical documents (if any) are stored in locked locations.

5.3 Data Retention

- Raw, identifiable, data is retained only as long as necessary to complete analysis.
- After final reporting, raw data may be archived in de-identified form or securely destroyed or permanently deleted according to organizational policy.

6. Data Analysis Procedures

6.1 Aggregation Standards

- Results are reported only in aggregated form (e.g., averages, medians, ranges, percentiles).
- No results are reported for any category with fewer than five participating organizations, where feasible.
- If fewer than five organizations exist in a category, results are either:
 - Combined with another category, or
 - Suppressed and labeled "insufficient data."

6.2 Anonymization

- Participants can voluntarily provide their name, their organization's name or contact details.
- No report includes organization names or identifying characteristics.
- Care is taken to avoid combinations of data points that could allow identification of a specific organization.

6.3 Data Review

- Data is reviewed for obvious errors or inconsistencies and is, in good faith, reconciled for duplicative or erroneous submissions by the Survey Administrator.



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- The Survey Administrator may follow up with participants to clarify anomalies without disclosing other participants' data.

7. Results Distribution

7.1 Distribution Method

- Participating organizations receive the same standardized report.

7.2 Permitted Use

Survey results may be used by participants:

- For internal benchmarking and planning
- To inform compensation and benefits discussions
- As a general market reference

Survey results may *not* be used:

- To coordinate compensation decisions with other organizations
- To justify or enforce uniform pay practices across organizations

8. Participant Disclosure Statement

When referencing confidentiality in the survey and communications, the following statement will be used (or adapted as needed):

"Participation in the survey is entirely voluntary. All data submitted will be aggregated and anonymized, and no individual organization or employee will be identifiable in any reports or materials. The survey is intended solely for benchmarking purposes to support understanding of compensation and benefits practices across the nonprofit sector."

9. Review and Updates

- This SOP is reviewed by the Summit Foundation prior to the development of each subsequent Salary and Benefits survey to reflect changes in law, guidance, or best practices and updates are communicated to survey participants as appropriate.