

**2018**

# **Pennsylvania Head Start Association Wage & Benefits Comparability Survey**

Orientation Webinar

October 6, 2017



# Agenda

- Overview
- Data collection
- Comparable Program recruitment
- Demo of online survey tool
- Final Report
- Q&A

# Research & Evaluation Group at PHMC

- Research & Evaluation Group at PHMC will be leading survey activities this year
- 40 years of experience in research and program evaluation, including statewide surveys and evaluation of early childhood education initiatives
- Contacts:
  - Laura McCann, [lmccann@phmc.org](mailto:lmccann@phmc.org)
  - Nana Nimako, [nnimako@phmc.org](mailto:nnimako@phmc.org)

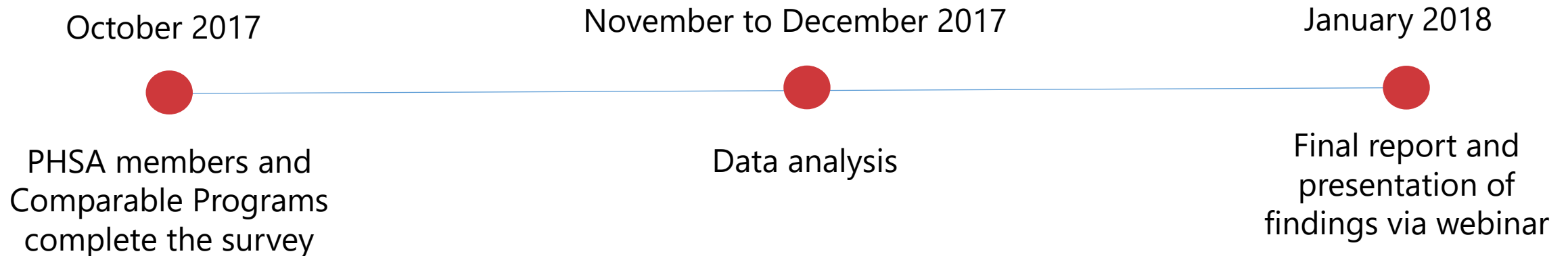


**RESEARCH** **GROUP**  
**& EVALUATION**  
at PHMC

# Overview of Survey

- Comprehensive wage salary survey that facilitates comparisons
- Meets Federal requirements for Wage Comparability Survey

## *Timeline:*



# Recommendations

- We expect the survey should take approximately 2 hours to complete
- Please gather all employee records ahead of sitting down to complete the report
- You will be able to exit and re-enter the form if you need more time
- Enter as much information as possible
  - The more complete your answers, the stronger the data and comparisons!
- Please contact PHMC if you need assistance with data entry
  - Nana Nimako, [nnimako@phmc.org](mailto:nnimako@phmc.org)

# Submitting Data

Process will be similar to 2008/2009 and 2011/2012 data collection in that:

- You will not be asked to submit separate forms for separate funding sources
- For each position with more than 5 employees employed at that position, you should enter data for the first 5 employees in that position in alphabetical order

# Salary versus Benefits Data

- For **salary data**, the survey will ask that you report salary on *all* staff at your program
  - If more than 5 staff are employed in a position, enter data in for the first *five* in alphabetical order
- For **benefits data**, the survey will only ask you for data on four categories of employees:
  - Director
  - Teacher
  - Administrative Assistant
  - Custodian

# Staff in Multiple Roles

- The survey will ask you how many staff are employed at each position
  - You will be asked for salary information based on how many staff you indicate are employed in each position
  - Make sure to have your list of employees/titles **ready to go ahead of time**
- If you have staff who have multiple titles/roles, wait to indicate the # of these staff on the **“Staff with Multiple Roles”** page
  - If you have more than 5 staff with multiple titles/roles, enter in the first 5 in alphabetical order
  - An example, would be a staff person who serves as both the custodian and bus monitor



# Comparable Programs

## What is a Comparable Program?

- A Comparable Program is another agency in your geographic area, similar in size & budget to you, that employs staff in positions similar to those in your Head Start program
- Find an agency/organization similar to your program in terms of:
  - Size of program
  - Size of budget
  - Qualifications of staff
- Comparable Programs will be asked to enter data for all their staff, not just staff comparable to HS teachers
- A goal is to analyze salary/benefit data of organizations that are competing for staff similar to HS staff across the state

# Comparable Programs

## Examples of Comparable Programs:

- School Districts
- Intermediate Units
- Nurse-Family Partnerships
- Home Visiting Programs
- Other social/human service agencies in your area

# Comparable Programs

## Who finds Comparable Programs?

- PHSA members are responsible for finding their own Comparable Programs
- Best if someone in the highest position at your program identifies and contacts a representative at the Comparable Program to ask them to participate
- PHMC can support PHSA members who need support in identifying potential Comparable Programs

# Comparable Programs

## Who enters the data for the Comparable Programs?

- Ideally, someone within the Comparable Program should enter their own data
- Another option would be someone from the PHSA HS program who could enter the Comparable Program data for them
- PHMC can support data entry if needed

# Comparable Programs

## **Do Comparable Programs need to pay a fee to participate?**

- No, there is no fee for them to participate

## **What do Comparable Programs receive for participating?**

- All participating Comparable Programs will have access to the January 2018 final report and are invited to participate in the findings webinar

## **How many Comparable Programs should each program recruit?**

- Participating PHSA programs are encouraged to recruit at least 2 Comparable Programs

# Fee Determination

## Sliding scale based on program budget:

- 0-\$1,000,000: Fee \$500
- \$1,000,001-\$1,500,000: Fee \$600
- \$1,500,001-\$3,000,000: Fee \$850
- >\$3,000,000: Fee \$1,100

**\*Programs who recruit more than 2 Comparable Programs will receive a \$75 rebate on their participation fee.**

# Survey Links

- Survey link for PHSA members:  
<http://bit.ly/2018PHSAWageSurvey>
- Survey link for Comparable Programs:  
<http://bit.ly/2018PHSAComparableSurvey>

# Tracking Comparable Recruitment

- Please use this Google Form to report any new Comparable Programs you recruit:  
<http://bit.ly/ReportComparable2018>
- PHMC will send out reminder emails to check this sheet during October/November



# Demo of Survey



# Final Report

- PHMC will be disseminating the final report in January 2018
- A webinar will be offered at that time, and PHMC will present findings and be available for questions



# Questions?



# Thank you!

We look forward to working with you on this project. Please reach out to us at any time with questions.

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