

Notes from 11/8 PHSA Call Wage and Benefits Survey 2017

Overview:

1. A reminder the new due date is 12/1
2. There is detailed information on the PHSA website
 - a. Blair to send out link after today's call
 - i. For Blair's reference/email - <http://paheadstart.org/fy-2014-2015-wage-comparison-study/>
 - b. On the website you will find the survey timeline
 - i. Due date 12/1
 - ii. PHMC will complete data analysis in December/January
 - iii. Final report in February 2018
 1. Please note that the timeline has changed due to allowing extra time for survey completion
 - c. Participation fees are on the website
 - d. A recording of the introductory webinar as well as the PowerPoint slides
 - i. We reviewed the online survey
 - ii. Answered questions about data and Comparable Programs
 - iii. The survey should take around 2 hours to complete
 - iv. You can re-enter the survey using the Save and Continue link at the top of the page
 - e. We recommend everyone review the PDF versions of the survey prior to taking it
 - f. PHMC is available to answer any questions via email or phone as they arise
3. Comparable Programs
 - a. A reminder that each PHSA member is encouraged to find at least two Comparable Programs
 - b. It's best if someone in the highest position at your organization contacts a representative at the Comparable Program and asks them to participate
 - c. We have asked that PHSA members report who they have recruited via an online Google form so that we can track how many Comparables you have recruited for fee determination
 - i. BUT, it is expected that PHSA members reach out to the Comparable Programs directly and ask them to complete the survey
 - ii. Ideally someone within the Comparable Program itself enters their data
 1. PHSA members can enter Comparable Program data if needed
 - d. There is no fee for Comparable Programs to participate
 - e. Comparable Programs will have access to the final report and be invited to participate in the webinar on survey findings in February
 - f. A reminder that there are two separate links
 - i. One for PHSA members
 - ii. One for Comparable Programs

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1. The Comparable Program link provides additional guidance
- g. If you believe a non-HS program at your organization may qualify as a Comparable Program we ask that you reach out to us individually via email or phone to discuss

A few questions that have come up so far that we would like to share with everyone:

Q. Regarding staff with multiple roles, how many do I enter?

A. If you have numerous staff with multiple roles, please make sure to enter data in a way to accurately represent your staff. Please try to represent as many different roles as possible while totaling five. For example, if you have 10 teacher assistants who are also bus monitors and five administrative assistants who are also network technicians, we would recommend, when prompted for reporting on staff with multiple roles, you provide salary data on five teacher assistants who are also bus monitors and salary data for three administrative assistants who are also network technicians.

When we ask for staff with multiple roles, we are asking that you think about staff that have been hired for a distinct title that is a dual role (e.g. job posting had title "Teacher Assistant/Bus Monitor"). In this section we are trying to capture staff with unique funding sources.

Q. The survey seems slow or to time out for me.

A. PHMC has been working with SurveyGizmo, who hosts the online survey platform, to improve speed of the survey. You should expect improved speed this week as we have made improvements in the backend. If the survey is still slow for you please reach out to PHMC and we will provide alternative options (nnimako@phmc.org).

Q. What the purpose of collecting employee home zip codes?

A. We ask for the county and zip code of the employee so that we can better understand cost of living in their area of residence and how that compares to wages earned. We will not present data individually so employees will not be able to be identified. If staff live outside of Pennsylvania and you would like to report on their home zip codes (e.g. in NJ or DE), please use the Notes section at the end of the survey to report their initials and zip code. It should be noted that PHMC's primary cost of living analysis will focus on PA.

Q. Were the Comparable Programs sent an email about the survey after I entered in their information into Karen's Google form?

A. No, the Comparable Programs have not been contacted by PHSA or PHMC. It is expected that PHSA members will individually reach out to their recruited Comparable Programs and encourage them to complete the survey, using the Comparable Program survey link.

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Q. If I am part of a larger organization with more than just early childhood education, do I report on non-ECE employees?

A. We are asking that you only report on ECE employees in your organization. If you already completed the survey and did not do this, that is okay. We will see this when we are analyzing your data. At times it may have made more sense for you to report data for your entire organization (e.g. for positions like CEO).

Q. Why do you ask for more than five teachers in the salary section?

A. With many programs braiding their funding sources, we want to make sure we are getting an accurate picture of how teacher salaries are currently funded. Please include teachers that receive any sort of Head Start funding.

Q. For the benefits section, are you asking us to report on the benefits the employee receives or the benefits the employee is offered?

A. We are looking for the benefits that are offered for that position, regardless of whether or not that employee takes advantage of them. We have recently clarified this and would like to understand what your organization offers.

Additional Guidance:

Please take advantage of the Notes section at the end of the survey if you need it. You can provide any information in this section that you think we need while looking over your data.

You can also contact us if you need to edit your submission. We can send you a link to edit it after you've selected the submit button.

We are here for any questions that may come up while you are taking the survey. Please reach out to us via phone or email.