

# 2024 Pennsylvania Head Start Association Wage & Benefits Comparability Survey

Orientation Webinar  
February 2024



# Agenda

- Purpose & Timeline
- Data collection
- Demo of online survey
- Comparable Program recruitment
- Final Report

# Research & Evaluation Group at PHMC

- Research & Evaluation Group at PHMC will be leading survey activities this year
- 50+ years of experience in research and program evaluation, including statewide surveys and evaluation of early childhood education initiatives
- Contact the team: [phsawage@phmc.org](mailto:phsawage@phmc.org)
  - Laura Sosinsky, Megan Richardson, Sarah Lucey



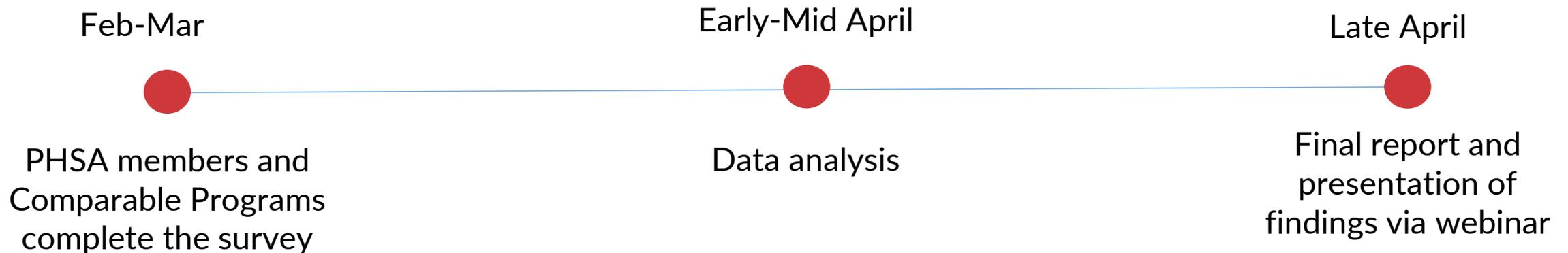
**RESEARCH** **GROUP**  
**& EVALUATION**

at PHMC

# Purpose & Timeline

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

## *Timeline:*



# Submitting Data

- Similar to the process used in 2021 with some changes
- Information submitted in Alchemer

# Information Collected

- Agency Information
  - Name, address, program type, organization type, funding sources, annual operating budget, % of budget allocated to salaries & benefits, average annual salary increase, start date of current fiscal year, month of salary adjustments, use of pay scale, factors considered for salary of new hire, factors considered in salary of promoted employee, number of employees total, number of employees funding by Head Start, number of children/clients served annually, type of residential environment (urban/suburban/rural), counties served
- Staff Salary Information
  - Staff initials, county of residence, zip code of residence, hourly wage, number of hours worked per year, funding sources, education level, credentials, certifications, and licenses, years worked at agency, filled vacancy or newly created position (if new hire), years worked in similar position in the field, number of people who report to employee
  - Three categories of staff positions: Administrative, Education, and Other (e.g., Health, Social Service, Service)
- Benefit Information
  - # of hours to be considered a full-time employee, benefits **offered** to full-and part-time employees, \$/% paid towards health/dental insurance, contributions to retirement benefits, and paid time off

# Things to Know & Suggestions

- We expect the survey should take approximately 1 to 3 hours to complete
- Gather all employee records including list of employees/titles ahead of sitting down to complete the survey
- You will be able to save, exit, and re-enter the survey where you left off, if you need more time
- Enter as much information as possible
  - The more complete your answers, the stronger the data and comparisons!
- You will not be asked to submit separate forms for separate funding sources
- The FAQ and Instructions page on the PHSA website may be helpful.
- Contact PHMC at [phsawage@phmc.org](mailto:phsawage@phmc.org) if you need assistance with data entry

# 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 by first name
- For **benefits data**, the survey will only ask you for data on benefits offered to two categories of employees:
  - Full-time
  - Part-time

# Staff in Multiple Roles

- If you have staff who have multiple titles/roles, please include them only once under their primary role.

# Demo of Survey



# Comparable Organizations

## What is a Comparable Organization?

- A Comparable Program is another employer in the same local area that has staff who do similar jobs or offers similar services to Head Start programs
- Comparable organizations include those that are similar in terms of:
  - Size of program
  - Size of budget
  - Qualifications of staff
- A goal is to compare salary/benefit data of organizations that are competing for staff similar to Head Start staff in local job markets across the state

# Comparable Organizations

## Examples of Comparable Organizations:

- Child care and preschool programs
- School Districts
- Health, medical, and mental health centers
- Home Visiting Programs
- Community action agencies, senior citizen programs, and other social/human service agencies in your area

# Comparable Organizations

## Who finds Comparable Organizations?

- PHMC is inviting comparable organizations to complete the survey, but is also collecting suggestions from PHSA members.
- To suggest potential comparables, use this form:  
<https://survey.alchemer.com/s3/7626621/Suggestions-for-Comparable-Organizations>

# Comparable Organizations' Data

Comparable Organizations will be asked to enter data for their staff with positions comparable to those found at Head Start programs, and receive a gift card.

## Who enters the data for the Comparable Organization?

- Ideally, someone within the Comparable Organization should enter their own data
- PHMC can support data entry if needed

# Purchasing the Final Report- Fee Determination

Sliding scale based on program budget:

- Tier 1 <\$1,000,000: Fee \$550
- Tier 2 >\$1,000,000 <\$3,000,000: Fee \$990
- Tier 3 >\$3,000,00 <\$6,000,000: Fee \$1,210
- Tier 4 > \$6,000,000 <\$12,000,000: Fee \$1,540
- Tier 5 >\$12,00,000 <\$18,000,000: Fee \$1,980
- Tier 6 >\$18,000,000: Fee \$2,530



\*Members who recruit 2 or more Comparable Organizations will receive a \$250 rebate on their participation fee.

# Final Report

- PHMC will submit the final report to PHSA in late April 2024
- PHMC will present findings in a webinar at that time.



# Thank you!

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

Contact: [phsawage@phmc.org](mailto:phsawage@phmc.org)

