



2024 PHSA Wages and Benefits Comparability Survey

Frequently Asked Questions and Instructions for Comparable Organizations

FAQs:

Contents

Why is this important? 2

But I’m not a Head Start program, I’m a _____. Why should I fill it out? 2

How can we use the report and what will we get out of it? 3

How will I learn the report’s findings? 3

My organization also provides Head Start programming. What do I do? 4

What questions are on the survey? What data will I need to report? 4

What the purpose of collecting employee home ZIP codes? 5

How long will it take? 5

Is the survey secure? 5

Do I have to complete the survey all at once? 5

What do I need in order to fill out the survey? 6

When do I need to do this? How long will the survey be open? 6

What if I have more questions and need help? 6

Can I get a copy of my responses? 6

Can I get a copy of the report? 6

Why is this important?

There is a **staffing crisis** in early learning programs and other education and social service agencies, as you may know. The 2024 PHSA Head Start Wages and Benefits Comparability Project aims to provide Head Start programs and other employers with the best information possible to **attract and retain qualified staff** and sustain overall program quality. With the report, you will be able to compare information on wages and benefits between your staff and those at organizations in your service area and statewide with whom you compete for employees. This will help guide your organization's and your local Head Start program's efforts to keep your organization strong by determining reasonable, fair, and appealing wages and benefit compensation systems.

This isn't possible without organizations like yours entering data into the survey! The more Head Start programs and comparable employers complete the survey, the stronger the report's findings will be. Be sure your program and your local job market are included!

But I'm not a Head Start program, I'm a _____. Why should I fill it out?

Your organization competes with other employers in your area to attract, hire, and keep staff. These "comparable organizations" may include organizations with employees who do some of the same jobs, are located within the same geographic area, or that offer a similar service.

We are also inviting other employers from your local job markets and across the state to fill out a survey, such as child care providers, school districts, community and social service agencies, and health centers. You and the other employers will earn a gift card for completing the survey. The more comparable organizations, the stronger the report!

- *I'm from a **Child Care Provider or Preschool Program (Non-Head Start)**. Why should I fill this out?*

The staffing crisis in early learning programs has probably affected your organization. We need your information plus data from many comparable employers and Head Start programs to be able to provide the best information possible for you to **attract and retain qualified program staff** and sustain overall program quality. With the findings (which you'll be able to learn in the webinar and/or you can purchase the report), you will be able to compare information on wages and benefits between your staff and those at organizations in your service area with whom you compete for employees. This will help guide your efforts to keep your program strong by determining reasonable, fair, and appealing wages and benefit compensation systems.

- *I'm from a **School District**. Why should I fill this out?*

As a school district, you're an excellent comparable organization as you have many positions that are similar to those at Head Start programs in terms of roles and qualifications. Your district's salary data may be posted online, but publicly available salary data is fairly limited (usually only listing position and annual salary) and does not include much of the information that would enable fair comparisons (e.g., years of experience, education level, etc.). Additionally, salaries are usually only posted for some positions, and do not usually include all staff roles nor detailed information on benefits.

- *I'm from a **Community Action Agency or Nonprofit Organization**. Why should I fill this out?*

Your agency likely has staff in similar roles such as enrollment manager, advocates, social work, or administration including fiscal, data, or human resources. You probably will not need to fill out the education section at all, so it will not take that long to fill out the survey! By providing your organization's wage data, you'll help keep your organization and others strong by determining reasonable, fair, and appealing wages and benefit compensation systems.

- *I'm from a **Nursing Care Facility, Health, Mental Health, or similar organization**. Why should I fill this out?*

Roles at your organization may be similar to positions at Head Start programs in terms of qualifications and responsibilities, such as human resources, custodians, nutrition manager, or social workers. You will be able to skip the whole education staff section of the report, most likely. It will not take you that long to fill out the survey! By entering data, you'll help keep your organization and others strong by determining reasonable, fair, and appealing wages and benefit compensation systems.

How can we use the report and what will we get out of it?

Organizations who have previously purchased the report have stated:

"We refer to the Wage & Benefits report as one of our data points to update our wage scale."

"Our program is thankful PHSA does this survey regularly so that we have it and don't have to find a company to do one for us."

"It is a good amount of work for our HR team, but we are really happy to participate and purchase the final report which we have done for years through PHSA."

This comprehensive wage survey, designed to meet federal Head Start requirements and administered throughout the Commonwealth of Pennsylvania, collects information on the wages and benefits of staff at participating PHSA member programs and non-Head Start employers referred to as comparable organizations. The report will compare and contrast the wages and benefits between member programs and comparable organizations, and further supplements these findings with information on local cost of living and with wage data from the Pennsylvania Department of Labor and similar sources.

How will I learn the report's findings?

PHMC will submit the final report to PHSA in late April 2024, and will present findings in a webinar in spring 2024. The full report will be available for purchase from PHSA. Fee determination for purchase of the final report is a sliding scale based on program budget:

- Tier 1 <\$1,000,000: Fee \$605
- Tier 2 >\$1,000,000 <\$3,000,000: Fee \$1,090
- Tier 3 >\$3,000,00 <\$6,000,000: Fee \$1,330
- Tier 4 > \$6,000,000 <\$12,000,000: Fee \$1,695
- Tier 5 >\$12,00,000 <\$18,000,000: Fee \$2,180
- Tier 6 >\$18,000,000: Fee \$2,780

My organization also provides Head Start programming. What do I do?

Are you a larger organization with an embedded Head Start program? For example, does your organization run completely separate preschool programs and Head Start programs (e.g. in separate buildings, or with completely separate funding)? Are you a school district or community action agency that also provides Head Start? If so, please:

1. Fill out the PHSA Member Survey. Report wages only for staff that are paid with Head Start funds.
2. Please also separately fill out the Comparable Organizations Survey! Report wages for staff whose wages are NOT paid by Head Start funds.

Yes, it will be more work on your part, but you'll get both incentives – the PHSA Member discount on the report AND the gift card.

And, keep in mind, while *you* already know what the Head Start and non-Head Start staff are paid at your organization, the main strength of the report is collecting *MANY* employers' wage information to be able to compare wages and benefits across a wide range of organizations. You'll be able to learn about other employers' wages and benefits.

What questions are on the survey? What data will I need to report?

The survey asks for each organization to report three sets of information:

1. **Information about your organization:** Name, address, program type, agency 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
2. **Wages and other data for individual employees for a variety of staff positions.** For positions with more than five employees in the same role, you'll be asked to enter data for the first five employees in alphabetical order. A guide describing all of the positions, including their levels/qualifications, duties, and so forth, is provided in the survey to help you determine which staff members' data to report for various roles.

Staff positions include:

- Staff in **administrative roles** (e.g., Executive Director, Center Manager, fiscal positions, administrative assistant)
- Staff in **education positions** (e.g., teachers and assistant teachers at various levels, coaches)
- Staff in **other positions at different levels** (e.g., manager, coordinator, and worker/assistant) in:
 - Health (e.g., Health/Nutrition manager, Disabilities Assistant),
 - Social Service (e.g., Family Services Coordinator, Parent Engagement Assistant), and
 - Service/Support (e.g., Bus driver, Custodian, Enrollment Manager)

Information you'll report on individual staff includes:

- Residential county and ZIP code (to understand local cost of living)
- Hourly wage, total hours worked per year
- Funding sources
- Educational level, credentials/certifications/licenses
- Years worked at the organization, Experience in the field
- Number of people who report directly to the employee

3. Benefits offered to full-time and/or part-time employees:

- a. Insurance (e.g., health, dental)
- b. Retirement benefits
- c. Other benefits
- d. Paid time off

What the purpose of collecting employee home ZIP codes?

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.

How long will it take?

The time it will take depends on the size of your organization and the types of staff positions it has. If your organization is large, it may take a couple of hours. If you are smaller or do not have certain types of roles (e.g., no education or teaching staff), it will take you less time to complete the survey. There are about 32 positions on the list, and you may have several individuals in each role and would be asked to report data on up to 5 of those staff (e.g., up to five lead teachers). However, the survey may take less time, if your organization does not have all of these roles or is smaller and has fewer staff in each position.

You can start and stop the survey to complete it in more than one sitting. You will be able to pick up where you left off.

Is the survey secure?

Yes, information submitted is in a secure online survey platform, Alchemer, and downloaded to PHMC's secured servers. Use the link in your email. All employee information that you provide will remain confidential. The wages you enter will be averaged across everyone's entries. No individual identifying information will be reported or shared.

Do I have to complete the survey all at once?

No, you can save and exit the survey, then come back to it at the place you left off at a later time. You'll get a link to your survey at the email address you provide. The link will send you back to the place where you stopped.

What do I need in order to fill out the survey?

Before sitting down to complete the survey, gather all employee records, or be sure you have access to employee records, including list of employees/titles.

When do I need to do this? How long will the survey be open?

The 2024 PHSA Wages and Benefits survey will be opening in February and is currently slated to close in late March.

What if I have more questions and need help?

- Watch the brief instructional webinar, available on the PHSA website.
- Contact PHMC at phsawage@phmc.org if you need assistance with data entry or have questions

Can I get a copy of my responses?

Yes, you will receive automated emails with copies of all of the questions and your responses. There will be a separate email for each of the sections of the survey. If you do not see the emails, check your SPAM or junk folder.

Can I get a copy of the report?

Yes, you can purchase the final report by emailing Kara McFalls, Executive Director of PHSA, at kara@phsa.org. The fee is determined on a tier schedule based on program budget. You can also watch a webinar presenting the findings that will be recorded after the report is complete.