

## Purpose

- Comprehensive wage salary survey that facilities comparison
- Meets Federal requirements for Wage Comparability Survey

## Timeline

- March – April: IHSA members and comparable programs complete the survey
- May – June: Data analysis and reporting

## Information Collected

- **Organization Information**
  - Name, address, program type(s), organization type, funding sources, annual operating budget, percentage of budget allocated to salaries, percentage of budget allocated to benefits, average annual salary increase, start date of fiscal year, month of salary adjustments, use of pay scale, factors considered in determining salary of new employee or of promoted employee, number of HS/EHS sites, number of employees total, number of employees funded by HS, number of children/clients served annually, type of residential environment (urban/suburban/rural), serve people living on tribal lands, counties served (can include counties in neighboring states)
- **Staff Salary Information (Collected on individual employees)**
  - 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 organization (if less than one year, fill a vacancy or a newly created position), number of people who report to employee, years of experience in similar position at other organizations
- **Benchmark Staff Benefit Information**
  - Hourly wage, hours worked per year, benefits offered to employee, employer's contribution for each benefit, amount employer pays per month for each benefit and number of months of the year each benefit is paid, number of hours per year employee receives each type of leave

## Submitting Salary Data

- Information submitted in a secure online survey platform, Alchemer. Use the link in your email.
- For positions with more than five employees employed at that position (excluding Classroom Teacher and Assistant teacher), you should enter data for the first five employees in that position in alphabetical order
- For Classroom Teachers, you can enter data for up to 28 teachers total across 7 positions
- For Assistant Teachers, you can enter data for up to 20 assistant teachers total across 4 positions

## Benefits Data

- For benefits data, the survey will only ask you for data on four categories of employees:
  - Director
  - Teacher
  - Administrative Assistant
  - Custodian

## Other Things to Know & Suggestions

- We expect the survey should take approximately a few 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 form 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
- Contact PHMC at [idahowage@phmc.org](mailto:idahowage@phmc.org) if you need assistance with data entry or have questions

## Frequently Asked Questions

Q1. This is different from other recent wage surveys that I completed. Why?

A1. In the past, you may have entered average wages for various staff positions. In this survey, we are asking you to enter the actual wages for specific employees in those positions. This is in line with federal guidance, which suggests that wage data be entered at the individual employee levels rather than an average for each position. Doing so will permit analysis of the range of actual wages paid in the context of specific employee qualifications and duties.

Q2. What do I do if we have completely separate preschool programs (e.g. in separate buildings, completely separate funding)?

A2. These programs, if they are completely separate from Head Start, can be reported as Comparable Programs.

Q3. We receive funding from multiple Head Start sources as well as other sources, do we submit different surveys for each funding source?

A3. No, please submit one survey for a program that receives HS funding. We realize that many programs are now braiding funding and we want to capture data that reflects how programs are currently operating.

Q4. What the purpose of collecting employee home ZIP codes?

A4. 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.

Q5. My Head Start program serves children who live outside of Idaho, and/or employs staff from neighboring states. How do I enter counties served? Can I enter data for staff who do not live in Idaho?

A5. Yes, please do include your whole local service area when you enter data! When reporting counties served, you will see a checklist of all Idaho counties PLUS an "Other" option. Check off "Other" and enter the names of the counties and states you serve outside of Idaho (e.g., Logan, UT). When reporting data on individual employees, enter their county and ZIP when asked on the survey.

Q6. If I am part of a larger organization with more than just early childhood education, do I report on non-ECE employees?

A6. We are asking that you only report on ECE employees in your organization. Enter data only for staff that fit the positions on the Position Description Guide and in the survey.

Q7. For the benefits section, are you asking us to report on the benefits the employee receives or the benefits the employee is offered?

A7. We are looking for the benefits that are offered for that position, regardless of whether or not that employee takes advantage of them.

Q8. Can I get a copy of my responses?

A8. 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.