



PARTNERS IN COMMUNITY OUTREACH

West Virginia In-Home Family Education Compensation Study

Report prepared by:

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Introduction

This study was undertaken by West Virginia Partners in Community Outreach as part of the organization's 2012-2013 Strategic Plan, specifically to increase opportunities for staff development and recognition. The purpose was to examine compensation packages for In-Home Family Education direct service staff. The information will guide Program Managers in planning and implementation, as well as addressing staff recruitment and retention. The Claude Worthington Benedum Foundation provided funding to complete this study.

Methodology

An interview tool was developed in consultation with Partners in Community Outreach Coordinator, Michele Baranaskas, and Chairperson, Laurie McKeown (See Appendix A). An email explaining the purpose of the study was sent to Program Managers inviting them to participate in a telephone interview. The tool was included in the email to assist the Program Manager with gathering information prior to the interview.

Interviews were conducted October 10, 2012 to December 28, 2012 with Program Managers of 18 In-Home Family Education programs in West Virginia (See Appendix B). Three of the 18 programs are Maternal, Infant Health Outreach Worker (MIHOW) programs (16.67%), one of the 18 programs a Healthy Families America program (5.55%), with the remaining 14 being Parents As Teachers programs (77.78%). Program Managers were informed that all information collected would be presented as aggregate information and a specific program would not be identified.

The study also undertook a review of compensation packages for similar positions and other professionals working in early care and education nationally and in West Virginia.

Interview Findings

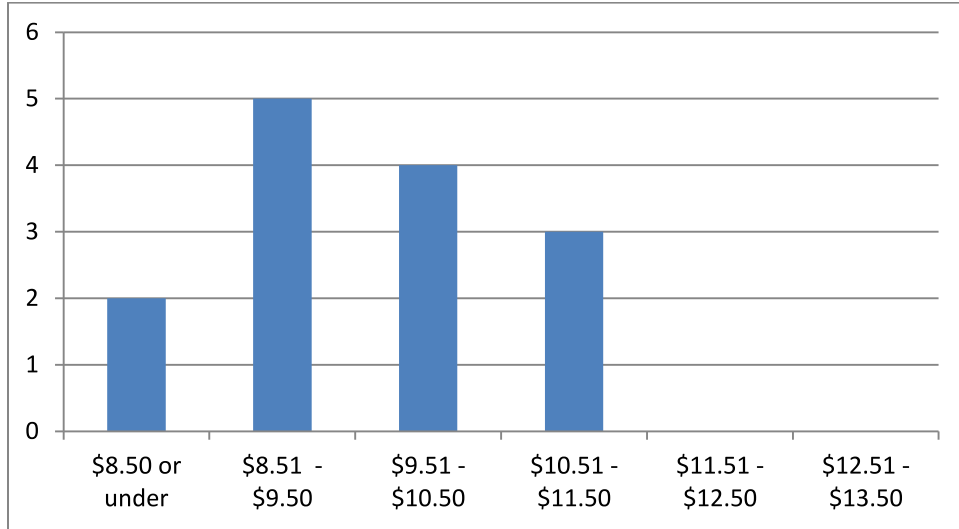
Organizations hosting In-Home Family Education programs in West Virginia include health centers, Family Resource Networks, Starting Points Centers, local and state nonprofit 501(c)3 organizations, and Head Start. There were no differences in salary ranges or benefit packages based on the type or size of the host organization or on funding sources. When program information was sorted by specific regions of the state, there was no substantial difference in salary or benefits. The 18 programs were employing a combined total of 75 Educators at the time of the study. Six programs employ Educators on a full-time basis, six programs part-time and the other five programs having a combination of full-time and part-time Educators.

In-Home Family Educator Salaries

Of the 18 programs interviewed, two of the programs require Educators to have a minimum of a Bachelor's degree. The salary range for beginning Educators working in these two programs is \$12.38 to \$14.42 an hour. One of the programs offers an additional \$500 in annual salary for a Social Work degree or license. Pay raises, ranging from 1.5 to 4%, are offered annually based on performance and budget considerations.

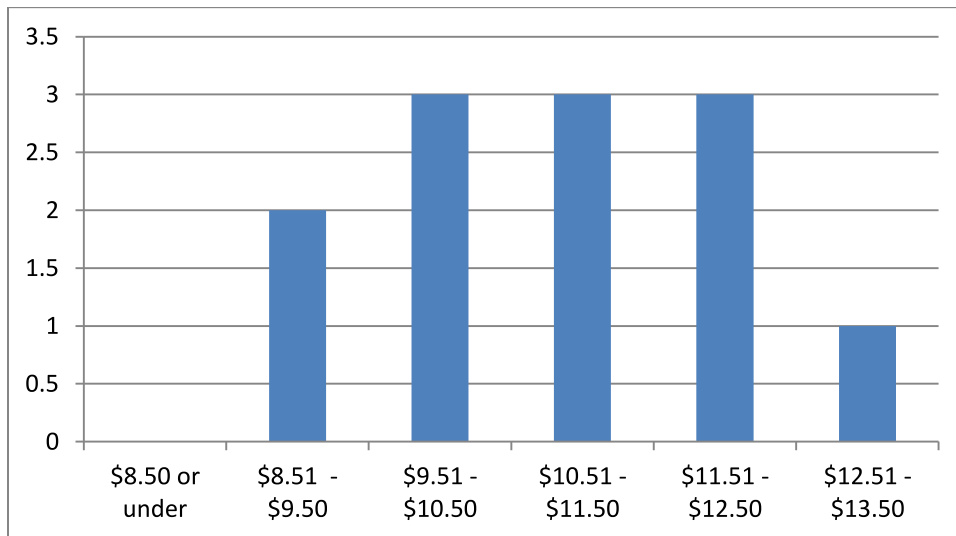
The remaining 16 programs require a minimum of a high school diploma/GED, with some programs having a combination of degreed and non-degreed Educators. One In-Home Family Education program pays Educators' salary based on a per visit or activity rate, with all other programs paying on a per hour basis. For purposes of comparison, this program is omitted from the analysis. Information on starting salary is missing for one of the programs. Following is Chart 1, which contains information on Educators' starting salary for a total of 14 programs:

Chart 1: In-Home Family Educators' Hourly Starting Salary



Following is Chart 2, which contains information from twelve programs on an average salary for an Educator that has been with the program for five years.

Chart 2: In-Home Family Educators' Hourly Salary – Five Years of Service



The average per hour rate for Educators varied by whether the program employed Educators on a full-time vs. part-time basis or had a combination of full-time and part-time Educators. The average per hour rate was:

- Full-time Educators only - \$10.56 average per hour
- Part-time Educators only - \$9.86 average per hour
- Combination of full- and part-time Educators - \$10.45 average per hour

Impact of Education and/or Experience on Salary

Five of the 16 (31.25%) programs requiring a high school diploma/GED offer salary increases to Educators with higher education degrees. Educators who earn an Associate Degree or complete the Apprenticeship for Child Development Specialist (WV ACDS, 2012) earn \$1.00 more an hour than Educators with a high school diploma/GED. A Bachelor degree yields an average of \$2.25 more an hour for the Educator. The majority of programs (68.75%) requiring a high school diploma/GED place equal weight on education and experience, with no specific salary increases for higher education.

Benefit Packages

All 18 programs (100%) offer Workers' Compensation, with one program making that available only to full-time staff. All but one program (94.44%) has liability insurance coverage through the host organization, with one program offering that to only full-time staff.

Unemployment compensation is provided in 14 of the 18 programs (77.78%). Following is Table 1 containing information on retirement and insurance coverage available to Educators:

Table 1: Retirement and Insurance Coverage

Benefit	Programs not providing this benefit	Range for programs that offer this benefit (number of programs)
Retirement benefits	11 programs	Program has account set up for employee to make contributions (1) Program matches employee contribution up to 1.6% (1) Program contributes 6 to 14.5% of Educator's annual salary (5)
Health Insurance	11 programs	Plan offered at 100% employee cost (1) Health Care available to employee (1) Plan for employee paid 100% by employer (1) Plan cost is shared by employer/employee (3) If over \$500 (1)
Dental Insurance	13 programs	Plan offered at 100% employee cost (4) Plan cost is shared by employer/employee (1)
Vision Insurance	16 programs	Plan offered at 100% employee cost (1) Plan cost is shared by employer/employee (1)
Life Insurance	12 programs	Plan for employee paid 100% by employer (6) - benefit range from \$10,000 to \$100,000 - majority of the programs offer the employee the option of paying for additional coverage

Of the six programs that employ only part-time Educators, two (33.33%) offer Educators any benefits in the categories of health, dental or vision. Given the increasing cost of health insurance, a number of programs are unable to provide this benefit to Educators, have had to cut this benefit, or have increased the cost the employee contributes to the plan.

Paid Leave and Holidays

Fifteen of the 18 programs (83.33%) offer paid annual and sick leave with differences between part-time and full-time employee status. Of the six programs that employ only part-time Educators, 50% offered paid leave and/or holidays. In the 15 programs that offer paid annual and sick leave, the amount of leave accrues at an increasing rate based on tenure with the program. Two of the 15 programs do not offer paid annual or sick leave to part-time Educators. The range of annual and sick leave for newer Educators is 40 to 192 hours of combined leave. Paid holidays are available to full-time Educators in 15 of the 18 programs (83.33%) with the number of holidays ranging from six (6) to thirteen (13) days.

Travel reimbursement

An Educator's job requires them to travel to participants' homes to conduct home visits, as well as travel to professional development sessions, program group activities and other events. Mileage is most frequently tracked from the program office to the participants' homes. Programs that allow Educators to work out of their home reimburse mileage from the Educator's home to the destination. Mileage is reimbursed at rates from 45 to 55.5 cents a mile for the 18 programs. The 55.5 cent a mile rate is the current IRS reimbursement rate at the time of the study. The program that pays Educators' salary on a per home visit or activity rate includes mileage in the rate. Educators in this program are reimbursed mileage to professional development sessions and receive a \$100 fuel stipend every six months to offset Educator expenses. One program reimburses travel only after the first 20 miles and another program does not reimburse Educators for the first and last trip of the day.

Flexible Work Schedule

One of the universal fringe benefits of the In-Home Family Educator position is a flexible work schedule and family-friendly work policies. All 18 programs offer this benefit. Educators schedule their own home visits and office hours in partnership with participating families. Program Managers emphasized the importance of Educators having the flexibility to meet their own families' needs while meeting the needs of participating families. In a large majority of the programs, Educators are able to bring their children to the office. There are scheduled program activities that the Educator must work into their schedule on a weekly and/or monthly basis, such as: staff meetings, group connections, community meetings, and playgroup/parent support groups. The Program Managers use consensus decision-making to determine the dates of these events or they are held on specific set days and times.

Professional Development and Career Advancement Opportunities

Educators in all 18 programs have extensive opportunities to obtain professional development. Educators receive pay while attending the sessions and all expenses are covered by the employer or the session host. Opportunities are provided by the host organization, local and regional providers/conferences, Partners in Community Outreach, the Department of Health and Human Resources, other state-level conferences and program model national/regional conferences. Educators in all 18 programs meet and exceed the training requirements of the program model standards and indicators. Educators are registered on the WV State Training and Registry System (WV STARS, 2012) Career Pathway and a large majority of the professional development sessions are WV STARS registered events. Many of the In-Home Family Education programs pay the costs for Educators to attend the Apprenticeship for Child

Development Specialist program. The programs that hire degreed Educators pay for professional license renewals.

Some of the In-Home Family Educators were previously participants in the program where they are now employed. Promotions are possible within programs as many of the current Program Managers are former Educators. Programs housed in larger organizations offer more opportunities for promotion, although often in other programs within the organization. One program does offer promotions to Educators as a result of developing four specific job description levels of Educator. There are responsibilities and accountability measures with each of the four levels with the Educator being provided more opportunities at each level, such as mentoring new Educators, representing the program at community meetings, etc. Other programs offer these types of career and professional advancement opportunities to Educators, although there is not a formal leveling system.

Other

All In-Home Family Education programs interviewed ensure that the Educators have all the necessary supplies and tools to do their jobs, such as curriculum, supplies, and computers. Several programs have access to consultation from within their host organizations or from outside experts. A small number of programs also offer the Educator \$25 to \$50 a month for reimbursement of cell phone expenses. Lastly, one program offers Educators 1.5 hours a week of paid time for wellness activities, such as exercise.

Review Findings

The West Virginia Head Start Association conducted a survey on compensation packages in the fall of 2010, with ten programs participating in the survey. Ten programs provided salary information for Family Service Workers, having similar job descriptions to In-Home Family Educators. The organizations hosting the Head Start programs included: school boards, community action agencies and single purpose agencies. The average starting hourly rate was \$9.46 an hour. Health insurance, retirement benefits, annual leave, sick leave, and paid holidays were available to Family Service Workers in 100% of the programs. Benefit levels and costs to employees ranged from 100% employee cost to 100% employer cost. Dental and vision insurance was available to Family Service Workers in 7 out of 10 programs (WV Head Start Association, 2011).

WV STARS was one of nine registries that participated in a review of early care and education workforce data. There was a total of 3,383 center-based and family child care providers included in the West Virginia sample, 981 of whom were classified as metropolitan. Following are the reported median (midpoint) hourly wages according to role:

- Center-based administrators - \$9.00 an hour
- Center-based lead teachers - \$8.00 an hour
- Center-based assistant teachers - \$8.00 an hour
- Family child-care providers - \$9.50 an hour

Some of the overall findings from the review were wages are related to general education level with the pattern being strongest with center-based administrators and lead teachers. Experience was also related to wages across all roles (Mayfield, 2012).

The United States Department of Labor produces employment and wage estimates for over 800 occupations. One of the occupations in the Occupational Employment Statistics Survey is Social and Human Service Assistant (21-1093) in the category of Community and Social Service. This is the most comparable occupation to an In-Home Family Educator. In the report from May 2011, the national mean hourly wage for this position was \$14.77, with the mean hourly wage in West Virginia for the same position and time period being \$10.92 (US DOL, 2012).

Summary

During the interviews, information was also collected on the programs' administrative structures. There are substantial differences in the roles and responsibilities of Program Managers/Supervisors making it difficult to make any comparisons. In addition to providing supervision to Educators, some Manager/Supervisors also carry a caseload of participants, ranging from two to twelve families. Programs also vary on the Program Managers'/Supervisors' responsibility for fiscal operations, with some programs having other staff in the organization with this responsibility to the Program Manager/Supervisor having full responsibility for this task. The availability of administrative or organizational support and oversight for In-Home Family Education programs also varies significantly, with host organizations serving only as a fiscal agency to programs that have access to a wide range of support from the organization.

The beginning salary for In-Home Family Educators in West Virginia is comparable to Head Start Family Service Workers. Given the funding differences, this is noteworthy. In-Home Family Education programs are committed to increasing Educators' salaries as they gain more experience, with only two programs reporting no raises over the last five years. The

average per hour rate is slightly lower in programs that hire only part-time Educators. A majority of In-Home Family Education programs place an equal weight on experience and education when determining Educators' salaries.

A large majority of the 18 programs provide Workers' Compensation, Liability Insurance and Unemployment Compensation to In-Home Family Educators. The percentage of programs offering any range of retirement or insurance benefits to Educators is:

- Retirement benefits – 38.89%
- Health insurance – 38.89%
- Dental insurance – 27.78%
- Vision insurance – 11.11%
- Life insurance – 33.33%

Paid annual/ sick leave and holidays are available to over 80% of Educators, but fewer part-time Educators are eligible for this benefit. In-Home Family Education programs universally provide transportation reimbursement, flexible work schedules and professional development opportunities. Educators are provided career enhancement opportunities to assume additional responsibilities and exposure to new experiences within the position, although career advancement opportunities may be limited.

References

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West Virginia State Training and Registry System. (2012). Retrieved from:
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APPENDIX A
In-Home Family Education Compensation Study
Tool to guide Program Manager Interviews

Program: _____

County (ies): _____

Interviewee: _____ Date: _____

In-Home Family Educators

Number of FT Educators: _____ Number of hours per week: _____

Number of PT Educators: _____ Number of hours per week: _____

Pay method:	Rate at hire:	Average at 5 years:	Average at 10 years:	Impact of Education on salary:
Paid by visit				
Paid by the hour				
Paid an annual salary				

Benefit	Individual and/or Family, premium covered by employer or shared with employee, amount of coverage, notes
Unemployment compensation	
Worker's compensation	
Liability insurance	
Retirement benefits	
Health insurance	
Dental Insurance	
Vision Insurance	
Life insurance	

Other benefits:	How much? When is it earned? Variability with experience? Notes
Paid annual leave	
Paid sick leave	
Paid holidays	
Travel reimbursement	
Flexible work schedule	
Professional development opportunities	
Career advancement opportunities	
Other	

Administrative structure

	Notes
Management positions	
Support staff positions	
Other positions	

APPENDIX B - Interviews

Agency	Program	Program Manager	Counties served
ABLE Families	Maternal, Infant Health Outreach Worker	Sister Patricia Murray	Lincoln, Mingo, and southern Wayne
Brooke-Hancock Family Resource Network	Parents As Teachers	Melissa Reed	Brooke and Hancock
Children's Home Society	Parents As Teachers	Shelley Plauche	Wood
Cornerstone Family Interventions	Parents As Teachers	Monica Ballard	Boone and Lincoln
Doddridge Starting Points	Parents As Teachers	Melody Brown	Doddridge and Taylor
East End Family Resource Center	Parents As Teachers	Carolyn Wesley	Kanawha
Marshall County Starting Points	Parents As Teachers	Richelle Blair	Marshall
Monongalia County Starting Points – The Shack	Parents As Teachers	Suzanne Smart	Monongalia
New River Health Association	Maternal, Infant Health Outreach Worker	Debbie Withrow	Fayette, part of Raleigh, Greenbrier and Nicholas
Nicholas County Starting Points	Parents As Teachers	Marla Short	Clay and Nicholas
Northern Panhandle Head Start	Maternal, Infant Health Outreach Worker	Stephanie Barnett	Ohio
Preston County Caring Council	Parents As Teachers	Susie Davis	Preston and Taylor
Rainelle Medical Center	Greenbrier/Pocahontas Parents as Teachers	Jacqueline Dudley	Greenbrier and Pocahontas
REACHH Family Resource Center	Parents As Teachers	Amber Stover	Mercer and Summers
TEAM for West Virginia Children	Mountain State Healthy Families	Michelle Bragg-	Cabell, Mason, Lincoln, and Wayne
Tucker County Family Resource Network	Parents As Teachers	Angie Davis	Tucker
Upper Kanawha Valley Starting Points	Parents As Teachers	Diane Hughes	Kanawha
Wetzel Co Center for Children and Families	Parents As Teachers	Beth Glow	Tyler and Wetzel