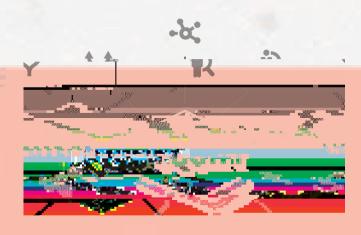
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COMPENSATION AND BENEFITS SYSTEM TOOLKIT



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Wo k E \bar{i} is an initiative of the Center for Social Innovation at the Boston College School of Social Work. www.bc.edu/workequity

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1.0 Introduction

Step 1 engages your organization in an audit to assess the equity of your Compensation and Bene ts System.

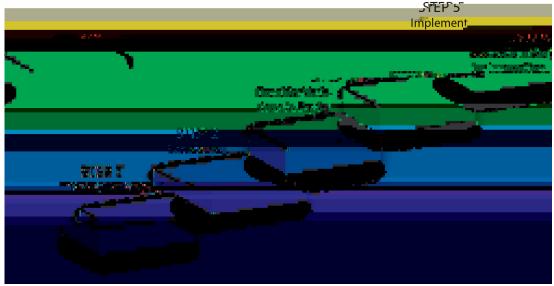


Figure 4: Step 1 of the Compensation and Bene ts System Toolkit

1.1 Roles and Responsibilities

The Leaders(s) of your Equity Initiative will decide who will be invited to respond to the Audit survey.

We consider the people who answer the Audit questions about the equity of the Compensation and Bene ts System to be "key respondents." These are people who have some special insights about the equity of the compensation and bene ts at your organization.

Some options include:

- 1. members of your Equity Initiative Committee,
- 2. people with responsibilities for di erent aspects of your Compensation and Bene ts System, including HR experts and managers, and
- 3. employees

The group of people you invite to complete the Audit (that is, the key respondents) are not likely to be representative of your workforce overall. Most organizations will not ask a representative sample of their workforce to respond to the Audit because many employees may have only limited experience with and/or knowledge about the Compensation and Bene ts System.

It is important to remember the di erence between "key respondents" and a "representative sample" of your workforce when you think about the implications of the scores. For example, if the members of your Equity Initiative Committee responded to the Audit questions, you should think about the average scores as representing the perspectives of that committee (rather than representing the perspectives of "everyone" at the organization).

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1.2 Step 1Tasks Task 1: Respond to Questions about the Equity of the Compensation and Bene ts System

Compensation and Bene ts System Toolkit Worksheet #2 Equity Audit Questions for the Compensation and Bene ts System

Directions:

The Leader(s) of your Equity Initiative should make copies of the Audit questions below and distribute them to all of the "key respondents" who will help your organization assess the equity of the

To a Great Extent

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Compensation and Bene ts System. Explain to the "key respondents": 1. the purpose of the equity survey, 2. the process you will use and that you will keep their responses con dential/anonymous, and 3. how the results of the survey will be shared. 1. To what extent does your organization have written policies which ensure the fairness of compensation? Circle your answer. Not at All To a Limited Extent To Some Extent 1.5 2.5 1 2 3 3.5 2. To what extent does your organization have practices to ensure that employee access to bene ts is fair, without regard to employees' demographic or social identities? Circle your answer. Not at All To a Limited Extent To Some Extent 1.5 2 2.5 3 3.5 1 3. To what extent does your organization o er a range of bene ts to meet the needs of a diverse workforce? Circle your answer. Not at All To a Limited Extent To Some Extent 2 2.5 3 3.5 1 1.5

4. To what extent does your organization routinely conduct pay audits? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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5.	To what extent does your organization routinely audit the fairness of the Bene ts System? Circle your answer.						
	Not at All		To a Limited Extent		To Some Extent	2.5	To a Great Extent
	I	1.5	2	2.5	3	3.5	4
6.	To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the fairness of compensation and bene ts? Circle your answer.						
	Not at All		To a Limited Extent	t	To Some Extent		To a Great Extent
	1	1.5	2	2.5	3	3.5	4
7.	To what extent do the actions of your organizational leaders indicate that they believe there is a connection between the organization's DEI initiatives and the fairness of compensation and bene ts? Circle your answer.						
	Not at All		To a Limited Extent	t	To Some Extent		To a Great Extent
	1	1.5	2	2.5	3	3.5	4
8.	8. To what extent do does your organization provide employees with equitable access to information about policies and practices related to compensation and bene ts? Circle your answer.						
	Not at All		To a Limited Extent	t	To Some Extent		To a Great Extent
	1	1.5	2	2.5	3	3.5	4

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Task 2: Calculate the Means

Directions:

The Leader(s) should collect the answer sheets from all the respondents.

Use Worksheet #3 below to compute the average scores for all of the responses to each item. First add the response scores together, and then divide by the number of people who answered the question to get an average score.

Compensation and Bene ts System Toolkit Worksheet #3 Sample Tally Sheet for Audit Questions

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	Total/Divided by # Respondents to Get Average Score for Your Organiza- tion K 2 (B k) 4 (I).
1. To what extent does your organization have written policies which ensure the fairness of compensation?				
2. To what extent does your organization have practices to ensure that employee access to bene ts is fair, without regard to employees' demographic or social identities?				
3. To what extent does your organization o er a range of bene ts to meet the needs of a diverse workforce?				
4. To what extent does your organization routinely conduct pay audits?				
5. To what extent does your organization routinely audit the fairness of the Bene ts System?				
6. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the fairness of compensation and bene ts?				
7. To what extent do the actions of your organizational leaders indicate that they believe there is a connection between the organization's DEI initiatives and the fairness of compensation and bene ts?				
8. To what extent do does your organization provide employees with equitable access to information about policies and practices related to compensation and bene ts?				

Go to Step 2 of the Compensation and Bene ts System Toolkit: Benchmark



Figure 5: Step 2 of the Compensation and Bene ts System Toolkit