

Monitoring your Wage Gap Reduction Plan

Why Should Employers Monitor?

Benefits for monitoring your workplace wage gap reduction plan include:

- Improved human resources management in the workplace,
- The collection of benchmark data for future assessments,
- Tracking of human resource trends at the workplace,
- Assessment of the effectiveness of policy changes at the workplace,
- Improvement of workplace efficiency by better identifying effective strategies and adjusting those that are not.

What to Consider When Monitoring

- **Re-evaluate your workplace pay equity and nondiscriminatory job evaluation** when there are changes to workplace structure.
Example of changes: new employees, loss of employees, new job classes, changes in job requirements, etc.
- **Perform annual assessments of your workplace wage gap reduction plan**, and adapt where necessary to maintain and improve on your workplace wage gap reduction progress.
- **Record results of assessments using the Wage Gap Monitoring Sheet** to monitor for trends and effectiveness.
- **Participate and share best practices and success stories** with the Wage Gap Reduction Initiative, workplace staff, and business colleagues through the website, business meetings and forums, business newsletters, etc.
- **Stay up to date with the latest news, information and resources** by subscribing to our free Women Femmes NB Newsletter or visiting our website at www.gnb.ca/women

Using the Wage Gap Monitoring Sheet

The *Wage Gap Monitoring Sheet* is an employer tool to help you track and monitor the progress of your workplace wage gap reduction plan, and is available online at www.gnb.ca/women

To calculate your **Workplace Gender Composition**, enter data for:

- # of Females in the Workplace
- # of Males in the Workplace

To calculate your workplace **Wage Gap Percentage**, enter data for:

- Average Hourly Wage Female (\$)
- Average Hourly Wage Male (\$)

To calculate your **Estimated Cost of Turnover**, enter data for:

- # of Days Lost to Turnover
- Adjust the dollar amount if needed next to 'Change Estimated Cost to'

To track your Absenteeism and Retention Rate, enter data in the appropriate columns.

Upon data entry, the *Wage Gap Monitoring Sheet* will automatically calculate your information and generate visual charts and graphs for your records.

Progress Checklist

Step 1 – Understand the Wage Gap

Have you viewed:

- Wage gap fact sheets & case studies
- Website & FAQ
- Other (attended information sessions, etc.).

Step 2 – Assess Your Workplace

Have you completed:

- Attitude checklist
- Calculating your wage gap
- Calculating absenteeism, retention, and turnover
- Employee feedback survey
- Employer checklist on workplace environment and satisfaction
- Checklist for family-friendly HR practices
- Conducted non-discriminatory job evaluation & pay equity evaluation

Step 3 – Develop a Wage Gap Reduction Plan

Have you:

- Reviewed, adapted and/or implemented workplace policies & practices
- Attended workshops and training sessions if needed

Step 4 – Implement Wage Gap Reduction Plan

Have you:

- Successfully implemented your workplace wage
- gap reduction plan

Step 5 – Evaluate Wage Gap Reduction Plan

Have you:

- Re-assessed your workplace to view and identify levels of improvement.

Step 6 – Monitor Your Progress

Have you:

- Monitored your progress using the *wage gap monitoring sheet*

Step 7 – Celebrate Your Success

Have you:

- Participated in sharing best practices
- Submitted your success story to be profiled on the Women's Equality Branch website.

To find out more information and to check out the tools on our website at:
www.gnb.ca/economic_security.

Or contact us at **1-877-253-0266** or web-edf@gnb.ca and sign up for our WomenFemmes NB newsletter.