Preparing For Negotiations Under Pay Equity

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Definitions

- **Position**: Comprises the duties and responsibilities assigned to an individual employee.
- **Job**: Two or more employees who share similar duties and responsibilities (Custodian).
- **Classification**: A grouping of two or more jobs that perform different duties but share a similar responsibility level, have similar educational and experience requirements, and belong to the same occupational family (K-12 Teacher).
- **Classification Series**: A grouping of classifications that share the same occupational family but where classifications are differentiated on the basis of responsibility level.
- **Pay equity**: Requires using report “job classes” and this equates to job classifications and position.

Most Common Reasons For Non-Compliance

- Organizations list all position or job titles not classification titles. Many times this can result in a number of jobs/positions falling under the predicted male line where reporting a classification would result in only one job class being out of line. This impacts the Statical Analysis Test.
- Out of compliance on the Salary Range Test. This is complicated by the traditional lanes and steps found in the teacher agreements and perhaps primarily to “female-dominated” job classes. Most often impacts small school districts.
- No established ranges typically for supervisory and administration jobs. This can have a big impact when the changes occur in the sexual composition of the job class.
Most Common Reasons For Non-Compliance

- Conduct a classification review and make rating changes in end of year prior to reporting for Pay Equity Compliance. Should postpone examining classification requests, job description changes, etc. until after December in a reporting cycle.

Prepare For Negotiations

- Utilize the NH Pay Equity Software. Test bargaining strategy (offers) prior to formal negotiations. Assume strategy will not place you out of compliance.
- Before formal contract agreement is agreed upon make tentative agreement contingent on passing the 3 pay equity tests. If pass, formalize agreement.
- Remember, the Pay Equity Software should not be used to determine your compensation plan. It only has merit to test compliance under pay equity.

Prepare For Negotiations

- Examine positions in clerical, custodial, food service, community education coordinators, and paraprofessionals for grouping into job classifications and classification series. Negotiate with the union regarding ranges corresponding to the classification series studied and established.
- Attempt to uniform number of steps across all bargaining groups outside of teacher bargaining group. Either establish open ranges (i.e. no steps) or create a number of steps across groups that will permit passing the Salary Range Test.
- Study and develop compensation plans that uniformly pay jobs of similar responsibility the same with respect to salary ranges, movement within the salary range, and similar compensation classification administrative procedures.
Prepare For Negotiations

- Consider making salary ranges even for jobs with individual agreements, days worked, etc.
- Conduct market studies every 4 years to assess the ongoing competitiveness of your pay program, to assist you in formulating consistent and uniform ranges, and in determining the need to address any “special market” issues impacting pay for specific job classes, if any.

Discussion or Questions