

## 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 non-discriminatory 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.

**Wage Gap**  
**Reduction**  
**Initiative**

- **Stay up to date with the latest news, information and resources** by subscribing to our free eNews or visit our website at [www.gnb.ca/wagegap](http://www.gnb.ca/wagegap)

### 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/wagegap](http://www.gnb.ca/wagegap)

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.

**Be a leader. Reduce your workplace wage gap.**  
[www.gnb.ca/wagegap](http://www.gnb.ca/wagegap) [nbwagegap@gnb.ca](mailto:nbwagegap@gnb.ca) Toll Free: 1-877-253-0266

# 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 Wage Gap Reduction Initiative website