

CLOSING THE PAY GAP

Tool Kit for Women and Their Employers

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CLOSE THE GAP: TOOL KIT FOR WOMEN

1. GENERAL LEADERSHIP AND DEVELOPMENT PROGRAMS

- **Leadership Program**

A great outline for a full leadership program can be found under the “leadership tab”. There are countless resources for self-improvement and group activity implementations.

Website: <http://www.nwlink.com/~donclark/leader/leader.html>

- **Mind Tools: Essential Skills for an Excellent Career**

This website has developed free toolkits on a variety of issues that surface in the work environment. Tool Kits include hands-on learning and in-depth discussion questions on:

- Leadership Skills
- Team Management
- Strategy Tools
- Decision Making
- Project Management
- Time/Stress Management
- Communication Skills
- Career Skills
- Understanding Power

With a subscription to the Mind Tools Club, which is \$1 for the first month, there are even more resources available. “Expert” Interviews on all of these subjects are available for listening, as well as workbooks that are aimed at developing your colleague relationships and shaping your future career.

Though these programs are gender neutral, these tool kits would be great starting places for a Women’s Workplace Equity Program.

Website: <http://www.mindtools.com/fulltoolkit.htm>

- **Resources Providing Advice for Women who want to Close the Pay Gap**

- Five Ways Women Can Close the Pay Gap
Gap:<http://time.com/money/3398015/census-pay-gap-how-women-can-close-pay-gap/>
- Salary Negotiation Techniques for Women
<http://www.womenwagegap.org/webcasts/negotiation-know-how>
- Advice to Close the Wage Gap
<http://www.closewagegap.com/>

2. I'VE EXPERIENCED DISCRIMINATION, WHERE DO I GO FOR HELP?

- File a Complaint with the Equal Employment Opportunity Commission (EEOC). For more information go to www.eeoc.gov
- File a Complaint with the New York State Division of Human Rights. For more information go to www.dhr.ny.gov
- Find a support network. Many of the Groups identified below, including the AAUW have resources to support you through the process.

3. I WOULD LIKE TO GET MORE INVOLVED IN “CLOSING THE GAP”

- **American Association of University Women (AAUW)**
www.aauw.org (national)
<http://rochester-ny.aauw.net/> (Rochester)
- **Equal Pay : Powher New York**
<http://www.powherny.org/learn/equal-pay/>

- **National Organization for Women**
<http://now.org/resource/the-gender-pay-gap-myth-vs-fact/>
- **National Women’s Law Center**
http://www.nwlc.org/our-resources/reports_toolkits
http://www.nwlc.org/sites/default/files/pdfs/nwlc_economicroadmap2015.pdf
- **Institute for Women’s Policy Research**
<http://www.iwpr.org/initiatives>
- **National Committee on Pay Equity**
<http://pay-equity.org/>

RESOURCES FOR EMPLOYERS

1. WHY IS GENDER EQUITY IMPORTANT TO MY BUSINESS?

Numerous studies conducted in the U.S. and abroad have concluded that worker satisfaction is much higher in a work environment where the employees perceive their pay and advancement opportunities to be equal to their co-workers. Studies have also found that businesses and organizations with gender diversity in their leadership roles leads to a more balanced approach to problem solving and greater long term success.

2. WHAT CAN MY BUSINESS ORGANIZATION DO TO IMPROVE “THE GAP”?

- **Educate Business Leadership Regarding:**
 - How the employer can benefit from “closing the gap”
 - Strategies for identifying opportunities to close the gap and ensure gender equity in the workplace
 - Staying apprised of new and pending state and federal legislation for women’s pay equity

- **Educate and Empower Female Employees**
 - Provide female employees with protocol and resources to report gender discrimination
 - Provide female employee mentorship programs
 - Provide gender neutral networking opportunities
 - Provide female employees with leadership and personal growth resources (See Close the Gap: Toolkit for Women)

- **Promote Transparency**
 - Employees' compensation
 - Employees' benefits
 - Paths to Advancement
 - Training opportunities available to all employees
 - Promote open dialogue regarding traditional gender roles within the company (ex. administrative staff is majority female)

- **Set Organizational Pay Equity and Advancement goals**
 - Set % of women to serve in leadership roles
 - Set goals for placing women in nontraditional positions
 - Set minimum number of seats on Board to be held by women

3. RESOURCES AND PUBLICATIONS FOR EMPLOYERS SEEKING TO CLOSE THE PAY GAP

- **New York Times: Business Day**
<http://www.nytimes.com/2014/11/15/business/keeping-a-vigilant-eye-on-pay-equity-for-women.html? r=0>

- **Mind the Gap: How One Employer Tackled Pay Equity**
<http://www.wsj.com/articles/one-canadian-employer-spends-13-years-to-close-gender-gap-in-pay-1404867493>
- **The Simple Truth, AAUW Publication**
<http://www.aauw.org/research/the-simple-truth-about-the-gender-pay-gap/>
- **Setting Gender Diversity Targets**
<https://www.wgea.gov.au/sites/default/files/SETTING-GENDER-TARGETS-Online-accessible.pdf>
- **The Power of Language**
<http://www.fastcompany.com/3034895/strong-female-lead/the-one-word-men-never-see-in-their-performance-reviews>
- **CEOS Efforts to Ensure Pay Equity**
<https://www.washingtonpost.com/news/on-leadership/wp/2015/04/27/salesforce-ceo-combs-through-16000-workers-salaries-to-make-sure-women-are-paid-fairly/>

INDUSTRY SPECIFIC RESOURCES

Overview: Comparison of Wage Gap by Industry

- **Institute for Women's Policy Research**
<http://www.iwpr.org/publications/pubs/the-gender-wage-gap-by-occupation-and-by-race-and-ethnicity-2013>

Accounting and Finance

- **Accounting and Financial Women's Alliance**
<http://www.afwa.org/>

Construction Industry

- **National Association of Women in the Construction, Rochester Chapter**
<http://www.nawicrochester.org/>

Engineering Industry

- **Society of Women Engineers**
<http://societyofwomenengineers.swe.org/membership/member-services>

Healthcare Industry

- **Mentoring Leadership Program: Brigham and Women's Hospital**
http://www.brighamandwomens.org/Medical_Professionals/career/CFDD/MentoringToolkit/Ch1_MentoringToolkit.pdf

Information Technology

- **National Center for Women & Information Technology**
http://www.ncwit.org/sites/default/files/legacy/pdf/NCWIT_TheFacts_rev2010.pdf

Legal Profession

- **ABA Toolkit for Gender Equity in Partner Compensation**
http://www.americanbar.org/groups/women/gender_equity_task_force/toolkit_for_lawyer_compensation_achieving_gender_equity.html

Manufacturing Industry

- <http://www.womeninmanufacturing.org/leadership-lab>

Science, Technology, Engineering & Mathematics

- **Association for Women in Science**
<http://www.awis.org/?LeadershipTalent>