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# How to get the pay you deserve

The Workplace Gender Equality Agency (WGEA) and the Australian Bureau of Statistics (ABS) data both show a pay gap favouring working men over working women in every industry and occupational category in Australia.

Does your employer take pay equity seriously?

A number of steps and strategies can help you to find out whether your prospective or current employer addresses gender pay equity.



## Review of publically available reports, including:

- **Annual Report:** contains the latest organisational information and yearly activities, as well as results. It might include a section on remuneration of the executive team enabling you to compare female and male remuneration.
- **Corporate Sustainability Report:** contains staff data and should include a comparison of female and male average salaries at all levels of the organisation.
- **Workplace Gender Equality Agency Public Report:** if the organisation is non-public sector and has more than 100 staff, it will have submitted an annual report to the Workplace Gender Equality Agency. The report contains a breakdown of workforce composition by gender and by full-time, part-time and casual employment at all levels of the organisation including management. It also shows which policies and strategies relating to gender equality are established in the organisation, such as support for families with caring responsibilities.

## Review the organisation's website for:

- Awards and citations for gender equality, including the WGEA's Employer of Choice for Gender Equality citation (EOCGE).
- WGEA Pay Equity Ambassador or official supporter.
- Commitment to supporting gender equality through public statements.



## Contact the human resource department:

- Ask for information on the organisation's remuneration policy.
- If you are searching for information on your current employer you may want to ask for a copy of the organisation's remuneration policy and look for:
  - executive commitment to gender pay equity
  - the process for determining salaries and salary increases
  - a process for appealing a pay decision
  - management accountability for reducing the gender pay gap
  - a link between performance outcomes and salary increases.

## Talk to others about pay ranges, including:

- your network
- the recruitment agency handling the job vacancy.

## Before accepting a job offer you might want to:

- Contact the human resource department and ask:
  - Is the starting salary fixed or negotiable?
    - ✓ if negotiable, do your research and practise your [negotiation skills](#).
    - ✓ if fixed, ensure you are being offered the appropriate level of remuneration for your skills, qualifications, responsibility level and experience. Investigate whether everyone starts on the same salary? You might want to ask what factors attract a higher salary.
    - ✓ if fixed, ask whether the first level of an award or grade is the same for everyone, or do certain factors gain a higher starting salary?
  - Does the organisation have a remuneration policy that is readily available to all staff?
- Do your research on salary levels:
  - find out the salary range for jobs and compare the qualifications and experience required
  - review similar positions and salary levels advertised by job search or recruitment agencies
  - search for the latest salary guides and surveys
  - if the role is covered by an award, you can find information on pay rates, allowances and common penalty rates on the [Fair Work website](#)
  - find out about the organisation: their history, current projects and financial health
  - review how well your qualifications, skills and experience match the role requirements in order to work out your appropriate level in the salary range.

Two job applicants were asked their salary expectations. The first applicant, a man, asked for a \$100,000 higher salary than the second applicant, a woman. The higher salary was still in the budget for this job.

On merit, the woman was offered the job and given the salary she asked for.

Even though the organisation was prepared to pay the higher salary, they decided to offer the woman the lower salary.

After attending a pay equity roundtable, the HR manager responsible for the decision committed to addressing this commencement gap.

### For more information on gender pay equity:

- [Workplace Gender Equality Agency](#) and the [Data Explorer](#)
- [Department of Social Services](#)
- [Fair Work Commission](#)