## INCREASING EQUITY AT THE WORKPLACE

JOB STRUCTURES SYSTEM TOOLKIT



STEP: TAKE THE AUDIT



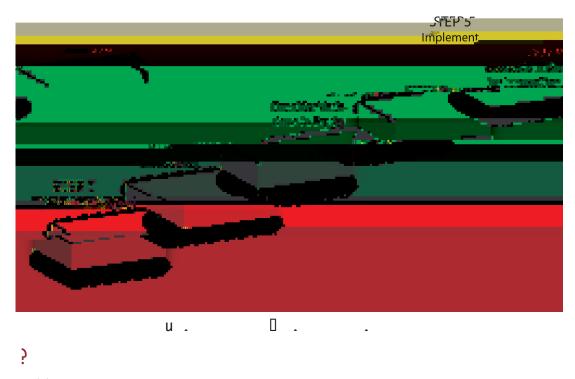
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**Work Equity** is an initiative of the Center for Social Innovation at the Boston College School of Social Work. www.bc.edu/workequity

Questions?
Please contact us at workequity@bc.edu

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Step 1 engages your organization in an audit to assess the equity of your Job Structures System.



The Leaders(s) of your Equity Initiative will decide who will be invited to respond to the Audit survey.

We consider the people who answer the Audit questions about the equity of the Job Structures System to be "key respondents." These are people who have some special insights about the equity of the job structures at your organization.

## Some options include:

- 1. members of your Equity Initiative Committee,
- 2. people with responsibilities for di erent aspects of your Job Structures System, including HR experts and managers, and
- 3. employees who are currently using exible job structures.

The group of people you invite to complete the Audit (that is, the key respondents) are not likely to be representative of your workforce overall. Most organizations will not ask a representative sample of their workforce to respond to the Audit because many employees may have only limited experience with and/or knowledge about the Job Structures System.

It is important to remember the dierence between "key respondents" and a "representative sample" of your workforce when you think about the implications of the scores. For example, if the members of your Equity Initiative Committee responded to the Audit questions, you should think about the average scores as representing the perspectives of that committee (rather than representing the perspectives of "everyone" at the organization).

Та	k 1:	? : Re pond o	Q e ior	n abo he E	g i of he	Job S c	e S em	1	
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	1.		b structure	r organization ha es is fair (for exan				ployees	s' access
		? 1	1.5	? 2	2.5	3	3.5	;	?
	2.		mployee re	organization spe equests for di ere			pervisors sho	uld foll	ow when
		?	1.5	?	2.5	3	3.5	;	?
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4. To what extent does your organization routinely audit the fairness of employees' access to dient types of job structures?

Circle your answer.

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1
1.5
2
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5.	To what extent does your organization hold one or more employees (e.g., supervisors, Director of
	DEI, etc.) accountable for monitoring the fairness of employee access to di erent types of job
	structures? Circle your answer.

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4

6. To what extent does your organization encourage employees to discuss work overload with their supervisors?

Circle your answer.

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2
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7. To what extent do the actions of your organizational leaders indicate that they believe there is a connection between DEI initiatives and equitable access to di erent job structures? Circle your answer.

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1
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2
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4

8. To what extent has your organization "normalized" and de-stigmatized the use of di erent types of job structures?

Circle your answer.

? ? ? ? . . . ? ? ? 1 1.5 2 2.5 3 3.5 4

9. To what extent has your organization adopted practices to ensure that all employees have equitable access to information about the dierent types of job structures available to them? Circle your answer.

## Ta k 2: Calc la e he Mean

## Directions:

The Leader(s) should collect the answer sheets from all the respondents.

Use Worksheet #3 below to compute the average scores for all of the responses to each item. First add the response scores together, and then divide by the number of people who answered the question to get an average score.

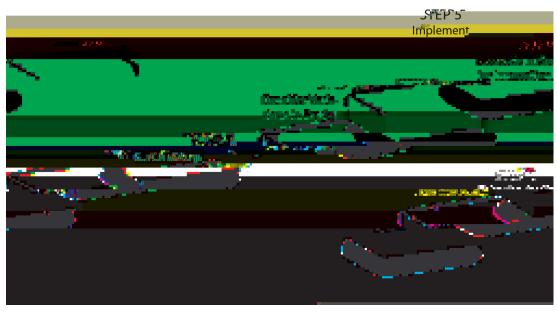
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				Keep for Step 2 (Benchmark) and Step 4 (Innovations).
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