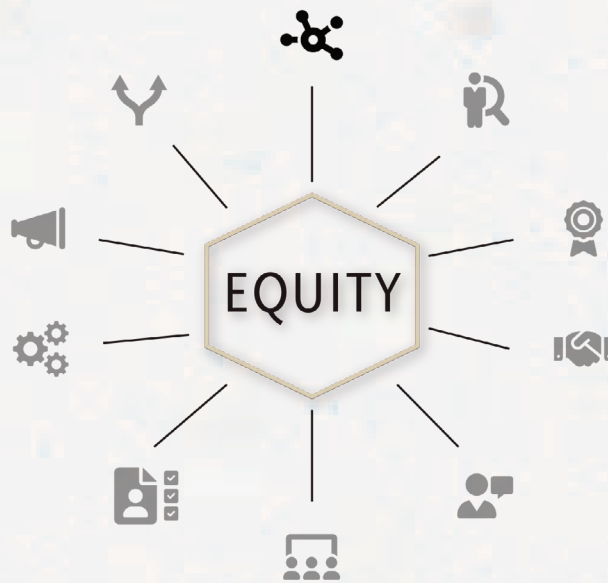


INCREASING EQUITY AT THE WORKPLACE

JOB STRUCTURES SYSTEM TOOLKIT



**STEP 3:
CONSIDER VARIATIONS
IN EQUITY**



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Work Equity is an initiative of the Center for Social Innovation at the Boston College School of Social Work.

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Questions?

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Work Equity is grateful for funding received from WorkRise for the National Study of Workplace Equity. We are also appreciative of our partnership with SHRM and its support of this study. To read more about this study, go to: <https://www.bc.edu/content/bc-web/schools/ssw/sites/center-for-social-innovation/projects/the-national-study-of-workplace-equity.html>



3.0 Introduction

This section of the Job Structures System Toolkit helps your organization to address possible variations in the equity of your Job Structures System.

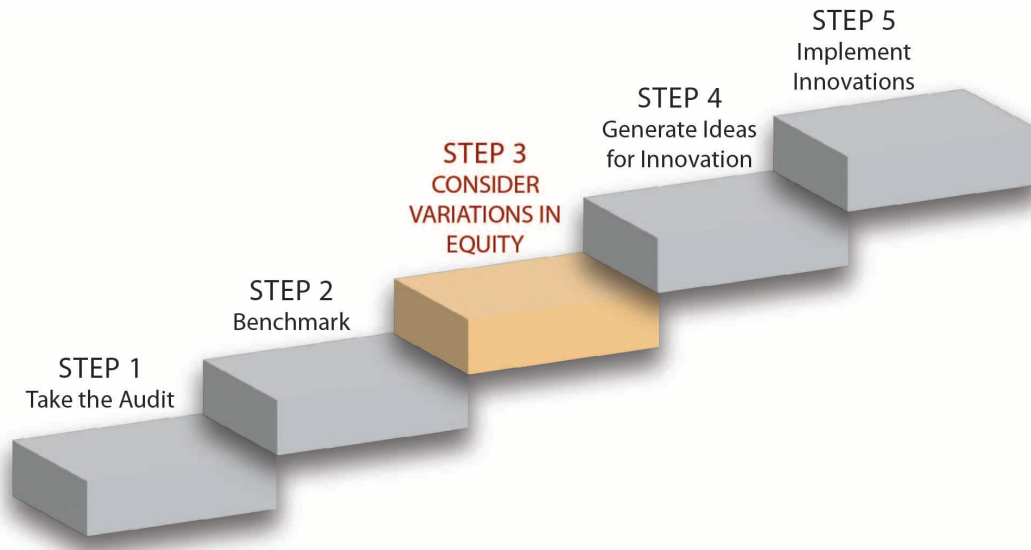


Figure 8: Step 3 of the Job Structures System Toolkit

3.1 Roles and Responsibilities

In consultation with the members of the Equity Initiative Committee, the Leader(s) of the Equity Initiative will decide who could be invited to conversations about employees' experiences with the Job Structures System and how those experiences might vary by employees' affiliations with demographic and social identity groups.

Option 1: You could use the questions in Worksheet #6 below to guide a discussion with the members of your Equity Initiative Committee.

Option 2: The Equity Initiative Committee could convene discussion groups (for example, brown bag lunches, focus groups, etc.) with employees who are affiliated with specific demographic and social identity groups.

3.2 Step 3 Task

The responses to the Audit questions about your organization's Job Structures System provide you with some insight about the equity of job structures for employees, overall.

But is this enough for you to understand the equity experiences of your employees?

Your organization might want to consider whether its Job Structures System is "equally fair" to people with different social and demographic identities, including people affiliated with different:

- races/ethnicities,
- gender identities,
- sexual orientations,

- ages,
- religious affiliations,
- national backgrounds,
- abilities/disabilities, and
- job classifications (for example, part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees).



Worksheet #6 (following pages) focuses on the seven Levers for Change in your organization's Job Structures System.

1. Policies
2. Practices
3. Planning, Data Collection, and Evaluation
4. Roles and Accountabilities
5. Culture
6. Climate
7. Communications


(Please see the Overview Booklet of the Job Structures System Toolkit for the discussion of the Levers for Change.)

Task 1: Consider Variations in Employees' Equity Experiences

Directions:

Worksheet #6 (following pages) asks people in your organization to think about the extent to which the Levers for Change in your Job Structures System seem to result in either privileges or disadvantages for people in different groups.

For each of the following questions, think about the different demographic and social identity groups in your workforce. Insert comments if your committee members/other employee groups think that there could be variation that results in a lack of equity.

Continue to next page 

Job Structures System Toolkit Worksheet #6 Equity of Job Structures System – Levers for Change



Lever for Change in the Job Structures System: Policies

Are your organization’s policies related to job structures fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Job Structures System Toolkit Worksheet #6 (continued)



Lever for Change in the Job Structures System: Practices

Are job structures practices fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):



Job Structures System Toolkit Worksheet #6 (continued)



Lever for Change in the Job Structures System: Planning and Evaluation

Is the planning and evaluation of job structures fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):



Job Structures System Toolkit Worksheet #6 (continued)



Lever for Change in the Job Structures System: Assignment of Roles and Responsibilities

Is the assignment of roles and accountabilities for the Job Structures System fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):



Job Structures System Toolkit Worksheet #6 (continued)



Lever for Change in the Job Structures System: Workplace Culture

Are your organization's values and principles related to job structures fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

Job Structures System Toolkit Worksheet #6 (continued)



Lever for Change in the Job Structures System: Workplace Climate

Is the workplace climate pertaining to job structures fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):



Job Structures System Toolkit Worksheet #6 (continued)



Lever for Change in the Job Structures System: Communication

Are communications regarding job structures fair for...

Employees of different races/ethnicities:

Employees with different gender identities:

Employees with different sexual orientations:

Employees of different ages:

Employees with different religious affiliations:

Employees with different national backgrounds:

Employees with different abilities/disabilities:

Employees in jobs with different classifications (e.g., part-time vs. full-time, exempt vs. non-exempt, contractors vs. employees):

 **Go to Step 4 of the Job Structures System Toolkit: Generate Ideas for Innovation**

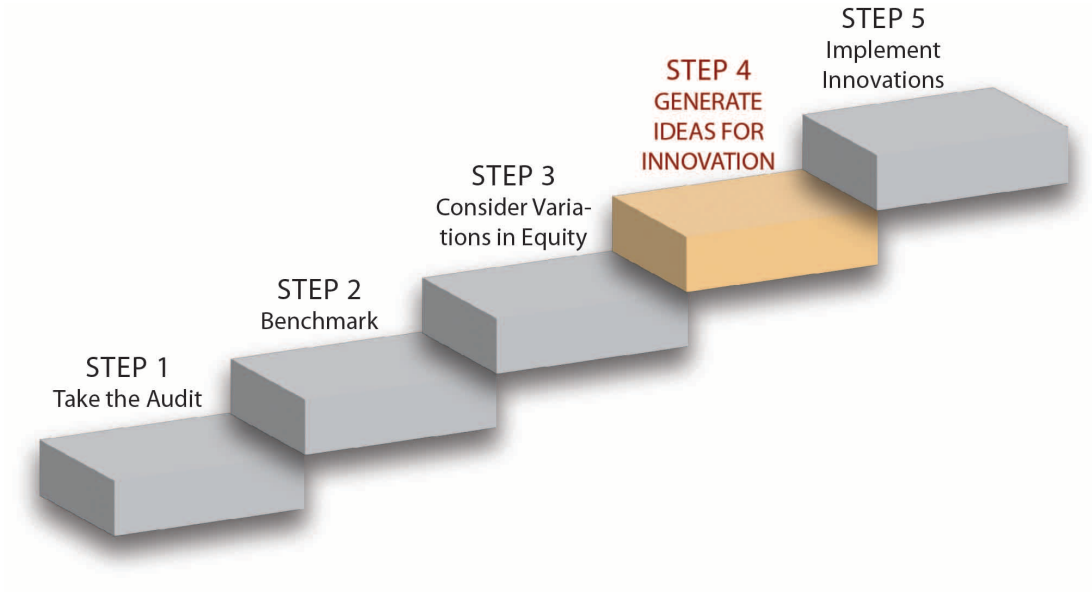


Figure 9: Step 4 of the Job Structures System Toolkit