

Amended Massachusetts Equal Pay Act (MEPA) Compliance 2018 Turn Key Equal Pay Audit Service Process Flowchart

Step 1: F&F Kick-Off Telephone Conference

F&F will provide a comprehensive overview of the law including definitions of key terms and provisions.

F&F will review each step of this comprehensive Turn Key Equal Pay Audit Service, including Action Items and Next Steps.

Step 2: Client with the assistance of F&F will conduct a self-audit of all existing jobs.

Complete the F&F Employer Self Audit Assessment Checklist. Client follows the Attorney General Pay Calculations Tool instructions gathering the employee data, completing the AG office calculation tool and worksheet.. **Email and telephone access to F&F.**

Client will create job groups consisting of one or more jobs that have been determined to perform "comparable work" as defined by MEPA.
Email and telephone access to F&F.

Step 3: Client with the assistance of F&F will assess any pay/wage differentials between genders.

Identify any pay/wage differentials between employees of opposite genders performing "comparable work." **Email and telephone access to F&F.**

Determine whether that differential is permissible under MEPA. The client will identify the meaningful steps it intends to take to eliminate any unlawful pay disparities identified through its self-evaluation.
Email and telephone access to F&F.

Step 4: F&F will conduct its determination and analysis.

Client will forward to F&F the results of your self-evaluation and assessment, including all documents referenced in steps 2 and 3, above.

F&F will conduct its analysis with a focus on: determining whether any and all gender-based pay differentials identified by the client fit a permissible reason under MEPA; and determining whether the client's evaluation is reasonable in detail and scope and demonstrates reasonable progress toward eliminating any impermissible gender-based wage differentials.

Step 5: We will have a privileged and confidential conversation.

Telephone conference to review and finalize your evaluation and assessment. We ask questions intended to insure that the self-evaluation was conducted in accordance with the key terms and provisions under MEPA.

You ask questions, we provide answers.

Step 6: We will work together to establish an affirmative defense under MEPA.

F&F will send a report providing an overview of its determination, analysis, recommendations and opinion. Take our recommendations, finalize your evaluation and change any recruitment or employment practices to achieve compliance.

We will work together to create a plan that will provide "reasonable progress" toward eliminating pay differentials uncovered by the evaluation.

Relax knowing that you have conducted a thorough front end evaluation and have created an affirmative defense to a MEPA claim.