

## **Turn Key Pay Equity Audit Service**

Our **Pay Equity Audit Service** helps our clients achieve compliance with federal and corresponding state pay equity laws and establish all possible affirmative defenses to a gender-based pay equity claim. For decades, it has been illegal in the United States for an employer to discriminate against women, including discrimination in terms of compensation. We established this service to ensure that our clients are not unknowingly violating laws with outdated pay practices.

This Audit Service provides a thorough evaluation of your current pay scale, grades, ranges and differentials. This comprehensive analysis will be conducted under a privileged and confidential attorney-client relationship and will include a report of the analysis, recommendations, and opinion, to create any available affirmative defense under state-specific or federal rule and create a plan to eliminate inequities.

**The flow chart for this service can be found on page 2.**

The fixed fee for the Turn Key Equal Pay Audit Service is based on the number of jobs evaluated. Please contact Mike Foley at [mike@foleylawpractice.com](mailto:mike@foleylawpractice.com) should you be interested in purchasing this service.

**2024 Turn Key Pay Equity Audit Service  
Process Flowchart**

**Step 1: F&F Kick-Off Telephone Conference**

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

F&F will review each step of this comprehensive Turn Key Pay Equity 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 gathers and forwards to F&F employee data requested by the lead F&F lawyer during the service kick-off meeting. **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. **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 performing comparable work. **Email and telephone access to F&F.**

Determine whether that differential is permissible or warranted. The client will identify the meaningful steps it intends to take to eliminate any unlawful or unwanted 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 differentials identified by the client fit a permissible reason under pertinent law; and determining whether the client's evaluation is reasonable in detail and scope and demonstrates reasonable progress toward eliminating any impermissible wage differentials.

**Step 5: We will work together to establish an affirmative defense under state-specific law, if any, and develop next steps.**

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 analysis of your pay practices, identified and assessed disparities, taken steps to create an affirmative defense to any state-specific affirmative defenses and developed a plan to eliminate unlawful or unwanted disparities.**