

**Know How to Ask & Know Your Rights:  
A Pay Equity Guide on How to Help  
Yourself in the Workplace**

***Know How to Ask for What You Want:  
Five Tips to Negotiating Successfully***

- 1) **Know what you want.** You can't be an effective negotiator if you are not clear about what is important to you. Think big and get out of your own way—don't focus on your weakness—"I don't have much experience so I can't expect much in the way of a raise when I take on this new role." Rather, take an inventory of the experience you have that can be translated into skills that will be valuable in the role. Watch out for self-defeating behaviors that will undermine your ability to get what you need out of the negotiation.
- 2) **Do your homework.** With the right information at your fingertips—such as information about what the market pays in your region for the job you want (or are doing)—you can build a solid case, confident that the demands you are making are reasonable and that you have the ammunition to support them.
- 3) **Develop alternatives.** Ask yourself what you will do if you can't reach an agreement that meets your needs. What other options do you have? If your alternatives are good—say, you've been offered another position—you will not be tempted to say "yes" to a low number. But even if your alternatives aren't great, consider the other person's alternatives—who is available to do the job as well as you can? Their alternatives may be worse than yours.

4) **Create multiple proposals.** You can be flexible on the means of achieving your goals without compromising those goals. Be creative and come up with multiple proposals that satisfy your needs. Given only one proposal, the other party has a single choice: yes or no. Increase those options and you improve the chances of reaching agreement.

5) **Expect challenges.** Anticipate how the other person is liable to react and think of specific ways to respond. Remember, "no" is only the beginning and to get past that "no", you must first see the possibility of a yes. Negotiation is always, or almost always, a possibility.

—Contributed by Negotiating Women, Inc.

***Know Your Rights: What To Do  
If You Suspect Wage Discrimination***

**You Have the Right To**

- 1) Be paid the same amount as a man for doing the same job.
- 2) Initiate litigation against your employer if you think you have been discriminated against.
- 3) Appeal to the Equal Opportunity Employment Commission if you suspect such discrimination. A charge may be filed by mail or in person to the nearest EEOC office.

**Defining Discrimination**

Employers may not pay unequal wages to men and women who perform jobs that require substantially equal skill, effort and responsibility, and that are performed under similar working conditions within the same establishment. Each of these factors is summarized below:

**Skill** - Measured by factors such as the experience, ability, education, and training required to perform the job. The key issue is what skills are required for the job, not what skills the individual employees may have.

**Effort** - The amount of physical or mental exertion needed to perform the job.

**Responsibility** - The degree of accountability required in performing the job.

**Working Conditions** - This encompasses two factors: (1) physical surroundings like temperature, fumes, and ventilation; and (2) hazards.

**Establishment** - The prohibition against compensation discrimination under the EPA applies only to jobs within an establishment- a distinct physical place of business rather than an entire business or enterprise consisting of several places of business.

Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex. These are known as "affirmative defenses" and it is the employer's burden to prove that they apply.

*From the EEOC website*

**For More Information:**  
<http://www.eeoc.gov>