

AFSCME Women's Rights Committee

SEX DISCRIMINATION CHECKLIST

This *Sex Discrimination Survey* will help you investigate the conditions at your work place. It was developed by AFSCME's Women's Rights Committee to help you make sure that every area of employment is checked, including recruitment, advertising for recruitment, testing, hiring, promotion, lay-off, termination, seniority, wages and fringe benefits.

I. WAGES

1. Are women paid less for substantially the same work as men? (male and female janitor, cottage parents, etc.)
2. Is the average rate of pay (all employees) for women less than that for men? ...

CHECK weekly payrolls for departments. Try to obtain salary information for all employees and check salaries of men and women on the same job.

Examples and Notes: _____

II. TESTING PROCEDURES

1. Do a significantly greater proportion of men score better on tests than do women?

CHECK with personnel to see how many women and men apply for particular jobs and what their scores on entrance tests are. If there is a significant difference between the men and women, — the next step would be to check whether or not tests are job related or measure things that have nothing to do with job performance.

Examples and Notes: _____

	YES	NO
<p>1. Are women paid less for substantially the same work as men? (male and female janitor, cottage parents, etc.)</p> <p>2. Is the average rate of pay (all employees) for women less than that for men? ...</p> <p>CHECK weekly payrolls for departments. Try to obtain salary information for all employees and check salaries of men and women on the same job.</p> <p>Examples and Notes: _____</p>		
<p>1. Do a significantly greater proportion of men score better on tests than do women?</p> <p>CHECK with personnel to see how many women and men apply for particular jobs and what their scores on entrance tests are. If there is a significant difference between the men and women, — the next step would be to check whether or not tests are job related or measure things that have nothing to do with job performance.</p> <p>Examples and Notes: _____</p>		

YES	NO
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III. HIRING

1. Were women told they would not be hired, promoted, transferred or given certain jobs because:
 - a. They have children
 - b. They might miss too much work
 - c. They might quit if their husbands are transferred
 - d. They might not take their work seriously because they are not the "primary bread winner" of the family

CHECK with women to see if they were told any of these things or asked about them.

Examples and Notes: _____

IV. CLASSIFICATION AND PROMOTION

1. Are jobs classified as light or heavy, and are light jobs paid less and automatically assigned to women, with no testing to determine if women could do the heavier work if they so desired?
2. Are certain jobs or departments all or nearly all male, others all female?
3. Are females denied the same promotion opportunities as males?
4. Is there failure to promote women to so-called "male" jobs?
5. Do women occupy the bulk of dead-end jobs?
 (Separate job lines for women that do not afford them the same job promotion opportunities as men are not legal).

CHECK with shop stewards for data on job classifications and with female employees concerning promotional opportunities.

Examples and Notes: _____

V. FRINGE BENEFITS

Pregnancy and Maternity Benefits

1. Is seniority during maternity leave treated differently from seniority during other temporary disabilities?
2. Can women return to their same job or a job of the same level after maternity leave?
3. Are women denied sickness and accident insurance benefits while disabled by childbirth or complications arising from pregnancy?
4. Are pregnant employees denied the same medical and hospitalization benefits given other employees?

YES	NO

5. Are they denied pregnancy benefits available to the wives of male employees?
6. Are the policies regarding the use of accumulated sick leave during disability due to pregnancy more restrictive than the sick leave policies for other temporary disabilities?
7. Are women required to quit working at a fixed point in their pregnancy?

Pensions

1. Does the pension plan have a provision in which age is a qualification for participation and men may join the plan at an earlier age than women
2. Does the pension plan provide for a lower mandatory retirement age for women than for men? Example: men may work until 65, but women are required to retire at 60 or 62?
3. Are there differences in premiums or benefits between male and female employees?

Insurance

1. Are a man's dependents covered, but a woman's not?
2. Are better benefits available to employees who are the "head of the household" or the "principal wage earner"?
3. Are spouses of women employees eligible to receive the same benefits as spouses of male employees?

CHECK with the personnel department for regulations covering medical insurance and pension benefits. If your department or institution publishes a booklet on employee benefits, get it and compare those for men and women.

Examples and Notes: _____

VI. PROTECTIVE LAWS OR REGULATIONS

1. Do state laws or employer rules exist which supposedly protect women (from things such as heavy lifting) but in practice limit the opportunities available for women?

Examples and Notes: _____

