

Equal Pay Audit Form Guidance

The Minnesota Department of Human Rights (Department) has provided the following guidance to assist you in completing the Equal Pay Audit spreadsheet. If you have questions, please call the Department at 651-539-1095, toll free at 800-657-3704 or MN Relay at 711 or 1-800-627-3529.

Please group employees by job title and by seniority within the job title. For example, if you had accountants and engineers working on your contract, first group all of the accountants together and then engineers together. Once all employees with the same job title are grouped together, please organize the employees within the job title group by seniority. The employee with the most tenure should be listed first.

If two or more employees have the same seniority dates within a job title group, please then list the employees in alphabetical order by their last name.

EEO-1 Code

If you are an employer who is required to submit an EEO-1 report with the Equal Employment Opportunity Commission, please use the EEO-1 designation for the job position that you used when you submitted your EEO-1 report.

If you are not an employer who is required to submit an EEO-1 report, please use one of the designations below that is highlighted in bold italics for your employees:

- M1** This designation is for the individuals in senior leadership who plan, direct and formulate policies, set strategy and provide overall direction of your organization. Examples include executives, directors and senior level managers.
- M2** This designation is for individuals who receive directions from M1 employees and who typically supervise other employees. Examples include team managers, unit managers, purchasing and transportation managers, technical support managers, and brand or product managers.
- M3** Jobs in this category require bachelor and graduate degrees, and/or professional certification. Examples include accountants, chemists, engineers, scientists, registered nurses, physicians, surveyors, auditors, editors and lawyers.
- M4** Jobs in this category include positions that require applying scientific skills usually obtained by some post-secondary education that leads to a certificate. Examples include drafters, emergency medical technicians, engineering technicians and chemical technicians.
- M5** Individuals who work exclusively or primarily in the area of direct sales. Examples such as advertising sales agents, real estate brokers, financial services sales agents, telemarketers, retail workers and cashiers.
- M6** Jobs in this category involved non-managerial tasks providing administrative and support assistance generally in an office setting. Examples include clerks, dispatchers, word processor, computer operators, typists, proofreaders and desktop publishers.

- M7** Occupations in this category include craft workers, higher skilled occupations in construction and natural resource extraction workers. Examples include boilermakers, brick and stone masons, carpenters, electricians, painters, glaziers, pipe-layers, plumbers, pipefitters and steamfitters, elevator installers, blasters and explosive workers. Additionally, this category includes automotive mechanics, aircraft mechanics, and electronic equipment repairers; millwrights, etchers and engravers, tool and die makers and pattern makers are also occupations within this category.
- M8** Jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations don't usually require more than several months of training. Examples include textile machine worker, laundry and dry cleaning workers, electrical and electronic equipment assemblers, semiconductor processors, graders and sorters, bridge and lock tenders, truck drivers, bus drivers, taxi drivers, truck and tractor operators, conveyor operators, hand packers and packagers.
- M9** Workers in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include production and construction worker helpers, construction laborers, vehicle and equipment cleaners, laborers, stock and material movers, refuse and recyclable materials collectors, septic tank servicers and sewer pipe cleaners.
- M10** This category includes jobs in food service, cleaning service, personal service and protective service activities. Examples of food service include cooks, bartenders and other food service workers. Examples of personal service positions include medical assistants and healthcare support positions. Cleaning service positions include cleaners, janitors and porters. Examples of protective service positions include firefighters, guards, private detectives and investigators.

Employment Start Date

Please insert the date that the individual began working for your organization.

Job Position or Title

Please insert the job position title for the workers that are currently performing work on the project.

Position Start Date

Please insert the date that the individual began working in their current job position.

Please insert "same" if the individual was initially hired by your organization in their current job position.

Name

Please insert the name of the individual as it appears on the individual's w-2 form. If the two or more individuals have the same Date (Start), please list the individuals in alphabetical order.

Gender

Please use of the following designations to identify the gender of the individual identified on the Equal Pay Audit form.

- F** An individual who identifies as a female person
- M** An individual who identifies as a male person
- I** An individual who identifies as intersex or who has characteristics intermediate between those of a male person and a female person.
- TG** An individual who identifies as a transgender person or who is an individual who has undergone medical treatment to become a member of the opposite sex.
- TS** An individual who identifies as transsexual person or who strongly identifies with the opposite gender and who chooses to live as a member of the opposite gender or to become one by surgery.

Race

Please use one of the following designations to identify the race of the individual identified on the Equal Pay Audit form. The race and ethnic designations used by the Minnesota Department of Human Rights do not denote scientific definitions of anthropological origins. The definitions of the race and ethnicity categories are as follows:

- HL** (Hispanic or Latino) refers to persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- WH** (White, not Hispanic or Latino) refers to persons whose origin arises from any of the original peoples of Europe, the Middle East or North Africa.
- AA** (African American) refers to persons having origins in peoples of Africa that are considered to arise from one of the black racial groups.
- NH** (Native Hawaiian or other Pacific Islander) refers to persons having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- AS** (Asian American) refers to persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- NA** (Native American) refers to persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- TR** (Two or More Races) refers to persons who identify with more than one of the above racial or ethnicity groups.

Starting Salary

Starting salary is the base salary and incentive pay, if applicable, that was paid directly to the employee at the time which the employee first began working in the job position identified within the MDHR Equal Pay Audit form. Starting salary may be expressed as hourly rate.

Annual Salary

Annual salary is the base salary and incentive pay, if applicable, that is paid directly to the employee at the time in which the equal pay audit was sent by the Department. Annual salary may be expressed as hourly rate.

Total Compensation

Compensation includes annual salary as well as employer- paid portions of health/dental/vision insurance, retirement benefits, educational benefits, relocation expenses and employee paid time off.