

Lead Boston Pre-Work

March Program Day Data Gathering

Try to obtain the following information about your organization (web resources or HR might be helpful places to search):

Overall Pay

1. What is the highest paid position at your organization? What is their starting salary?
2. What is the lowest paid position? What is their starting salary?
3. What determines starting pay scales at your organization? Has this changed in the last ten years? Why or why not?
4. What determines pay increases, promotions, and/or bonuses at your organization? Is this standardized across your organization? Vary by department? By person?
5. What are the assumptions and practices around pay/salary negotiations?
6. Who is involved in the process of determining these policies and making these decision? (CEO, HR, etc.)

Benefits

7. Are work hours standardized (e.g. 9-5) for all employees? Can employees work remotely? What determines work hours and location?
8. What are your organization's sick, vacation, personal, parental leave, child care, medical policies? Who sets them? (How) have they changed over time? Do these benefits vary for different employees (by status such as union/non-union; by tenure; by level or management tier)?
9. Does your organization provide 401K, IRA, stock options, spending accounts, wellness reimbursement, free food, or other financial benefits?