

# How to raise an individual Pay Equity Claim



## What is a pay equity claim?

Pay equity is about making sure that women and men get the same pay for doing jobs that are different but require the same or similar levels of skill, responsibility, experience, and effort.



## Can I raise a claim?

Yes, anyone can raise a pay equity claim but only for the work they are doing themselves.

Only a union can raise a claim on behalf of a group of workers.



## What is the process for raising a claim?

### To raise a pay equity claim:

- You need to put in writing a brief description of the work you do and why believe your job could be undervalued based on sex.

### You must consider if:

- The workforce is (right now) or has (in the past) been female dominated (the threshold is around 60 percent).
- It is possible (arguable) that the work is or has been undervalued. The use of the word 'arguable' means you able to make a case for your claim and there is room to investigate it further. We encourage you to think about if the work you do needs skills that have traditionally been seen as women's work such as caring, listening, and communicating.
- Once you have this in writing, you will need to send the written document to your employer.



## Does my employer have to respond to me?

Yes, by law your employer must respond to you **within 5 working days** to confirm they have received your claim.

Your employer then has **45 working days to assess whether they believe your claim is arguable**, and they must give you their decision in writing.



## What support can I have through this process?

Even if you are not part of a union, you still have the right to be represented. This can be through a family member, a support person from your community, or even a lawyer. Your representative can help you write your claim and speak on your behalf throughout the process.



## Final checklist:

Before you send through your pay equity claim to your employer, double check you have completed these steps:

- You believe the workforce you are part of is or has been female dominated (around 60 percent)
- It is arguable that work is or has been undervalued
- You have given these main points to your employer in writing

## Why is pay equity important to me and my community?

Getting paid fairly is a human right. By raising a claim, a conversation is started about the value of work. The pay equity process expands on this conversation and provides the tools to achieve pay that reflects the levels of skill, responsibility, effort and working conditions. Pay equity has a beneficial flow on effects for communities. It means more money in the pocket of individuals to better support themselves, their families and their community.

## Find your union:

<https://union.org.nz/find-your-union/>

