



Equal Pay and Transparency Statement [November 14, 2024]

Introduction

As collections specialists, we recognize the growing issue of equal pay in the cultural heritage sector and know many institutions are currently tackling issues of pay inequality and transparency.

Definitions

Pay Equity

Pay equity means **equal pay for work of equal value**. It is the fundamental right of workers to be paid wages that are free of systemic discrimination (of categories including gender, race, age, sexual orientation, or national origin) and for their labor not to be abused. Additionally, compensation must support a living wage.

Pay Transparency

Pay transparency is an organization's practice of allowing employee compensation figures or salary ranges to be openly communicated, both internally and externally.

Statement

ARCS believes that all collections professionals deserve equal pay for equal work.

ARCS is committed to addressing equity in wages by providing recommendations to increase pay transparency, advocating for access to paid family leave, closing the gender and racial wage gap, and challenging occupational segregation. Best practices for crafting job descriptions can include the following:

- Employers follow state/provincial and federal laws and standards for international fair labor.
- The salary offered is commensurate with the required education and experience of the candidate, and factors in the local area's cost of living.
- Job postings provide a salary range, required qualifications, and essential job duties for the position.
- Opportunities for staff to advance are clearly outlined.
- Job postings demonstrate a commitment to diversity in hiring.
- Job posting should clearly state the benefits offered, such as family leave and remote work policies.



Institutional Steps to Increase Pay Equity and Transparency

- List salary or salary range for all job postings.
- Do not request salary history from potential candidates or require candidates to provide expected compensation.
- Ensure that job descriptions and requirements accurately describe work to be performed. Expectations and benefits need to be explicit in a job posting.
- Consider conducting a Pay Equity Review and adjust salaries accordingly. Organization-wide pay analysis can aid in reducing any unconscious biases or structural barriers in hiring practices, performance reviews, promotional guidelines and leadership opportunities that may contribute to pay inequities.
- Consider creating organizational policies that support open discussions of pay or compensation for all employees.
- Support work flexibility and family leave policies to close the gender wage gap and ensure employee retention.
- Ensure that staff are informed about how their own pay is calculated.
- Provide continuing education and guidance for those members of staff involved in decisions relating to pay and benefits.
- Ensure that contract workers are compensated at comparable rates and include the organization's project budget or budget range in any contract position announcements.

Developed by the ARCS Advocacy Committee