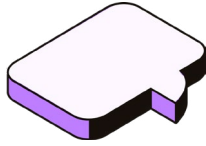


# Setting Up a Remote Pay Strategy:

## A Checklist

---



## Questions:

Some of these questions are easy, and some are definitely easier asked than answered! But these are all questions you'll want to explore as you craft your remote compensation policy.

### 1. Do you want to use a location-based, location-agnostic, or hybrid pay model?

- a. Location-based
- b. Location-agnostic
- c. Hybrid

### 2. How do you want to define salaries for each role?

- a. Have a range
- b. Have a specific non-negotiable number

### 3. How will you benchmark salaries compared to the market(s)?

- a. 50th to 60th percentile
- b. 60th to 70th percentile
- c. 70th to 80th percentile
- d. 80th to 90th percentile
- e. 90th to 100th percentile
- f. Another formula: \_\_\_\_\_

**4. How will you benchmark salaries between countries?**

- a. Based on gross salaries (i.e., what employees are earning)
- b. Based on total cost of employment (e.g., including employer taxes)

**5. Which currency will you use for compensation?**

- a. USD
- b. Local currency
- c. People can choose

**6. If you decide to pay using local currencies, do you want to peg salaries to USD?**

- a. Yes
- b. No

**7. How often will you review your compensation model and adjust it if needed?**

- a. Annually
- b. Twice a year
- c. Quarterly
- d. Only as needed
- e. Once we hit financial milestones, such as \_\_\_\_\_ (e.g., revenue milestones, etc.)

**8. Where do you want to pull your salary data from for benchmarking?**

Sources like Radford or Pave are popular. There are also free tools like Salary.com and Plane's own [remote salary database](#). Keep in mind that, unless the database is specifically for remote salaries, if you're looking at local market data, they will likely be lower than what remote workers in those areas actually earn.

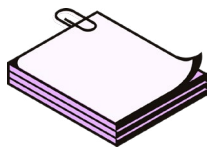
**9. Do you want to include stock options in your remote pay policy? Typically, companies give the same stock option plan to all their employees, regardless of location. (You'll want to check whether there are any applicable local laws that may affect this, though.)**

a. Yes

b. No

**10. What payment method or payment platform do you want to use, and does it provide your international team members with an equitable experience?**

For example, will your international team members' payments get dinged by currency markups and transaction fees?



## Steps to Complete:

- ☐ Once you (and your key stakeholders) have answered the questions above, draft your remote pay strategy. Here's what you may want to include in your compensation policy:
  - ☐ The values behind your remote compensation policy
  - ☐ Pay rates and/or salary bands for different roles and departments in your company, and how these are calculated
  - ☐ Pay dates (these may vary by location)
  - ☐ Legally-mandated country- and/or state-specific deductions and contributions
  - ☐ Other applicable perks (e.g., training budget, home office equipment stipend, co-working allowance)

- ☐ Reimbursable expenses, and how these can be claimed
- ☐ How often your company will be reviewing the remote pay strategy and updating it if needed
- ☐ Milestones, such as revenue milestones, at which your pay strategy will be updated
- ☐ Contact info for workers who have questions or feedback about the policy

- ☐ Share your strategy with your key stakeholders for feedback, and incorporate the feedback

- ☐ Plan how you will share your remote pay strategy with your company. Do you want to announce it at an all-hands meeting? Do you want to share it via Notion, Threads, a slide deck file, or other asynchronous method, and then hold a meeting to answer questions and get feedback?

- ☐ Launch your remote pay strategy. Congrats! We know this took a lot of work!

- ☐ Make sure your team members know how they can give feedback on the strategy, and make time to listen to and respond to their feedback

- ☐ Schedule time to review and update the remote pay strategy according to a regular cadence (e.g., annually, bi-annually, etc.)