



Pay Equity Checklist For Employers in Ontario & Quebec



About McDowall Associates

McDowall Associates was first established over 20 years ago. We are a privately owned Canadian compensation consulting firm with a growing team of 11 associates.

Our services include:

- Executive Compensation Consulting
- Board Advisory Services
- Job Evaluation and Leveling
- ***Pay Equity Audits and Plans***
- Sales Compensation
- Compensation Outsourcing
- Custom Surveys & Market Reviews
- Performance Management

Our approach to compensation consulting is to have **views on issues** and offer **practical and innovative solutions and processes** in helping clients with compensation matters.

Pay Equity Compliance Checklist

- There is no guarantee that any Pay Equity Plan or process is acceptable, or will be accepted by a Pay Equity Commission (PEC). PECs do not “approve;” they deal with policy matters and enforcement.
- A Pay Equity Plan is “deemed approved” if there is no employee complaint within specified mandatory posting period of time; but in fact as indicated any employee can complain at ANY time and prompt a Pay Equity review and/or organizations can be randomly selected for review/audit. Review Officers can reject or alter Pay Equity Plans by order, but there is no such thing as a “seal of approval”, either for an individual Pay Equity posting or a job evaluation plan.
- Although Pay Equity “compliance” can never guaranteed we have prepared that following checklist for employers to assess their level of Pay Equity compliance.

Pay Equity Compliance Checklist

✓ Job Data Collection

- Has a gender neutral tool / questionnaire been used?
- Does it capture all aspects of job value (aligned with factors, language)?

✓ Job Data Collection – Process

- Has the Job Data collection process “Touched” all incumbents?

✓ Job Evaluation

- In Quebec, employers with 100 or more employees are required to establish a Committee to conduct job evaluations. Ontario does not require that a Committee be established, but Review Officers prefer that one be established.
- Has a job evaluation Committee been established?
 - Has that Committee been educated about theory and process of job evaluation
 - Is the Committee representative of the organization’s employee population? (In Quebec 2/3rds of the committee must represent employees and 50% represent women)
 - Has the Committee provided input into the tools and procedures used to determine the value of job classes?

Pay Equity Compliance Checklist

✓ Job Evaluation (Cont'd)

- Are the four required Pay Equity categories of factors represented (Skill, Responsibility, Effort, Working Conditions) represented in the job evaluation model being used?
- Is the job evaluation process underpinned by consistent point-factor scoring model (i.e. arithmetic or geometric progression)?
- Are jobs assigned to salary grades/levels based on job evaluation point bands that have been determined on a uniform basis
- Is the job evaluation model transparent?

Pay Equity Compliance Checklist

✓ Pay Equity Plan Posting

- When were Pay Equity Plans posted in workplaces in Ontario and Quebec?
- Do the Plans indicate:
 - A definition of the “establishment” and the geographic location covered?
 - A list of female and male job classes?
 - A description of the Pay Equity comparison process?
 - The results of the Pay Equity job comparisons?
 - Adjustments to female job classes, if required?
 - The dates when the adjustments were paid out?

✓ Pay Equity Maintenance?

- How has Pay Equity been maintained and tested?
- Was a test for Pay Equity conducted following any mergers or acquisitions or other reorganizations?

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